



Welcomes you!

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General information

- Your BGU-Email is your **username@post.bgu.ac.il**
- Each and every one of you has his own space in a shared drive.
- Every computer you log on to you can get into the S drive that is on your name.

Copy machine cards (CARTIS TZILUM): Go to the library- on the ground floor you will find a machine on the wall where you insert NIS 5 as a deposit for the card and reload it as well.

Printing- files sent from any university computer can be printed in any printer on campus.

1. Insert you copy card
2. Punch in your BGU ID number.
3. A list of all files you have sent to print will appear.
4. Use 2/8 to scroll up and down the list and press * to choose the file you wish to print.

For the Copy Machines simply insert your copy card, which enables you to use the machine. Each copy costs 15 AGOROT.

Machines are located in the library, in different buildings and on the basement floor of the Student Building.

Cheking your BGU email:

1. Log on to the computers:
 - a. Press Ctrl+Alt+Delete
 - b. Enter "bgu-users\" before your user name and password
2. Open the Internet: the university home page will appear (www.bgu.ac.il)
3. Click on English (bottom right)
4. Click on Email (bottom bar on the left): enter your username+ password. (OR – you can enter directly to <https://post.bgu.ac.il>)
5. Don't forget to log out (and be careful to log out and not lock the computer).

OSP Trips and Activities Regulations

Registration: Every trip requires organization of transportation, sleeping arrangements, entrance fees in advance. This is why every trip and activity has a **deadline for registration**. This date is marked in the schedule and cannot be moved.

- The deadline date is the last date to **sign up** and to **cancel**. Sign up is only completed upon payment to the OSP office.
- Late registration: Students **cannot** sign up after the deadline.
- Late cancellation: cancellation after the deadline will not be refunded.

* Exceptions will be made in cases of illness or if you find another student to take your place. This is the only way a student who missed the deadline can join a trip.

Trip fees: Some of you are defined as "OSP students" (if you came through the OSP New York Office and paid in advance for all activities), and some are "Exchange students", who came under agreements BGU has with your home university, who have not paid for activities in advance.

This means that OSP students are covered for everything **organized by us**, and Exchange students are required to pay individually for each trip/activity. The price will always be stated in advance, to allow plenty of time to think about it, decide to sign up and **pay in advance at the OSP office**.

Trip itinerary: Before every trip, you will receive a full itinerary which includes dates, times, special gear, special activity, hiking routes, sleeping arrangements, etc. We want you to have all this information in advance when you sign up, so you know exactly what you're signing up for in terms of difficulty levels of the hike and such.

Gear: Before every trip, you'll receive a list of things to bring. This will ALWAYS include: WATER (3 liters minimum), CLOSED SHOES and HAT. Even in winter, the Israeli sun can be fierce, and all trips will include some hikes, unless specified otherwise, so without these 3 items you will not be allowed to go on the trip.



Public Transportation and Riding the Bus

Payment in public transportation is done by Rav-Kav (Israeli public transportation card). You can issue a personal Rav-Kav in both of Beer Sheva's rail stations and at the Central Bus Station.

As a BGU student, you are entitled to a student discount when using public transportation. Please keep your student card and this following letter (which you will find in your folder) with you when you issue the Rav-Kav.



Buses in Beer Sheva- "Dan Beer Sheva"

On the buses you will be able to pay using your charged Rav-Kav or using an automated machine.

Please note: the payment machines on the buses do not give change and do not accept bills. Payment is available using a credit card or with exact change in coins. You can load your Rav-Kav using one of many Rav-Kav machines situated all around Beer Sheva. Loading your Rav-Kav is available using a credit card or cash (no need to have exact change).

Please note you will receive the student discount by paying with Rav-Kav only.

Rav-Kav machines around campus:

Soroka Hospital, Northern entrance, Ben Gurion Blvd.

Ben-Gurion Sports Center, Uri Tzi Greenberg St.

Rager/Winegate St.

Ringelblum 19

90 minutes travel in one ticket: Once you pay for your ride you can switch bus lines without further payments for 90 minutes. *Please pass your Rav-Kav even if the ride is free.*

Buses lines and schedules have recently changed so the bus routes map is no longer up to date.

We recommend downloading an App called "Moovit" to receive full and up to date information about transportation in the city.

Have a safe travel!!



Basic Phrases in Hebrew

	English	Hebrew	Pronunciation	
General	Hello	שלום	shalom	
	Bye	להתראות	lehitra'ot	
	Good morning	בוקר טוב	boker tov	
	Good afternoon	צהריים טובים	tsohorayim tovim	
	Good evening	ערב טוב	`erev tov	
	Good night	לילה טוב	laylah tov	
	How are you?	מה שלומך?	mah shlomekh? (f)	mah shlomkha? (m)
	Thank you	תודה	todah	
	Please	בבקשה	bevakashah	
	Excuse me	סליחה	slichah	
	Yes	כן	ken	
	No	לא	lo	
	Do you speak English?	אתה/מדברת אנגלית?	at medaberet anglit? (f)	atah medaber anglit? (m)
Pronouns	I	אני	ani	
	You (m)	אתה	atah	
	You (f)	את	at	
	He	הוא	hu	
	She	היא	hi	
	We	אנחנו	anachnu	
	You (plural m)	אתם	atem	
	You (plural f)	אתן	aten	
	They (plural m)	הם	hem	
	They (plural f)	הן	hen	
	Questions			
	Who?	מי?	mi?	
	What?	מה?	mah?	
	Where?	איפה?	eyfoh?	
	Where to?	לאן?	le'an?	
	Where from?	מאיפה?	me'eifoh?	
	When?	מתי?	matai?	
	Why?	למה?	lamah?	
	How much/many?	כמה?	kamah?	
	How much does it cost?	כמה זה עולה?	kamah ze `ole?	
Days of the week	Sunday	ראשון	yom rishon	
	Monday	שני	yom sheni	
	Tuesday	שלישי	yom shlishi	
	Wednesday	רביעי	yom revi'i	
	Thursday	חמישי	yom chamishi	
	Friday	שישי	yom shishi	
	Saturday	שבת	shabat	



Numbers	1	אחת	achat
	2	שתיים	shtayim
	3	שלוש	shalosh
	4	ארבע	arba
	5	חמש	chamesh
	6	שש	shesh
	7	שבע	sheva
	8	שמונה	shmoneh
	9	תשע	tesha
	10	עשר	'eser
	11	אחת עשרה	achat-'esreh
	100	מאה	me'ah
	1000	אלף	elef
	Half	חצי	chetsi
	More	יותר	yoter
	Less	פחות	pachot
Time	Today	היום	hayom
	Yesterday	אתמול	etmol
	Tomorrow	מחר	machar
	The day before yesterday	שלשום	shilshom
	The day after tomorrow	מחרתיים	machratayim
	Day	יום	yom
	Week	שבוע	shavua
	Month	חודש	chodesh
	Year	שנה	shanah
	Second	שנייה	shniyah
	Minute	דקה	daqah
	Hour	שעה	sha'ah
	Time	זמן	zman
	What time is it?	מה השעה?	mah hash'a'ah
Days of the week	Sunday	ראשון	yom rishon
	Monday	שני	yom sheni
	Tuesday	שלישי	yom shlishi
	Wednesday	רביעי	yom revi'i
	Thursday	חמישי	yom chamishi
	Friday	שישי	yom shishi
	Saturday	שבת	shabat
Transportation and Directions	Bus	אוטובוס	otobus
	Train	רכבת	rakevet
	Taxi	מונית	monit
	Bus station	תחנת אוטובוס	tachanat otobus
	Rail station	תחנת רכבת	tachanat rakevet
	Airport	שדה תעופה	sde te'ufah
	How do I get to ?	איך אני מגיע/ה ל_	eikh ani magi'ah le (f) eikh ani magia le (m)



	Street	רחוב	rechov	
	Left	שמאל	smal	
	Right	ימין	yemin	
	Straight	ישר	yashar	
	North	צפון	tsafon	
	South	דרום	darom	
	East	מזרח	mizrach	
	West	מערב	ma`arav	
Eating	May I	אפשר	efshar	
	May I look at the menu?	אפשר תפריט בבקשה	efshar tafrit, b'vakasha?	
	I'm vegetarian	אני צמחונית	ani tsimchonit (f)	ani tsimchoni (m)
	I'm vegan	אני טבעונית	ani tiv'onit (f)	ani tiv'oni (m)
	I don't eat beef	אני לא אוכלת בקר	ani lo okhelet bakar (f)	ani lo okhel bakar (m)
	I only eat kosher food	אני אוכלת רק כשר	ani Okhelet raq okhel kasher (f)	ani Okhel raq okhel kasher (m)
	Breakfast	ארוחת בוקר	aruchat boqer	
	Lunch	ארוחת צהריים	aruchat tsohorayim	
	Supper	ארוחת ערב	aruchat `erev	
	I would like to eat	אני רוצה לאכול	ani rotsah le'ekhol (F)	ani rotseh le'ekhol (m)
	Chicken	עוף	`off	
	Beef	בקר	baqar	
	Fish	דג	dag	
	Cheese	גבינה	gvinah	
	Eggs	ביצה	beitsah	
	Salad	סלט	salat	
	Vegetables	ירקות	yeraqot	
	Fruits	פירות	peiroth	
	Bread	לחם	lechem	
	Pasta	פסטה	pastah	
	Rice	אורז	orez	
	Chickpeas (Hummus)	חמוס	chumus	
	May I have a glass of	אפשר כוס של	efshar qos shel	
	Coffee	קפה	kafeh	
	Tea	תה	teh	
	Juice	מיץ	mits	
	Water	מים	mayim	
	Beer	בירה	brah	
	Excuse me	סליחה	slichah	
	May I have the check please?	אפשר חשבון בבקשה?	efshar cheshbon, b-vakasha	
	Where is the bathroom?	איפה השירותים?	eifo hashertim?	



SHOPPING- GETTING STARTED!

	English	Hebrew	Pronunciation
Dairy products דברי חלב Divrey halav	Milk	חלב	Halav
	Yellow cheese	גבינה צהובה	Gvina tzehuba
	White cheese	גבינה לבנה	Gvina levana
	Cottage cheese	קוטג'	Cottage
Dry goods יבשים yeveshim	Bread	לחם	Lehem
	Eggs	ביצים	Beitzim
	Pasta	פסטה	Pasta
	Rice	אرز	Orez
	Coffee	קפה	Cafe
	Tea	תה	Te
	Oil	שמן	Shemen
	Olive oil	זית שמן	Shemen zait
	Flour	קמח	Kemach
	Mustard	חרדל	Hardal
	Cereal	דגנים	Dganim
	Sugar	סוכר	Sukar
	Salt	מלח	Melach
Vegetables ירקות yerakot	Cucumber	מלפפון	Melafepon
	Tomato	עגבניה	Agvaniya
	Carrot	גזר	Gezer
	Lettuce	חסה	Hasa
	Avocado	אבוקדו	Avocado
	Onion	בצל	Batzal
	Lemon	לימון	Limon
	Potato	תפוח אדמה	Tapuach adama
	Sweet potato	בטטה	Batata
	Garlic	שום	Shum
Fruit פירות perot	Apple	תפוח	Tapuach
	Banana	בננה	Banana
	Orange	תפוז	Tapuz
Other...	Water	מים	Mayim
	Juice	מיץ	Mitz
	Meat	בשר	Basar
	Chicken	עוף	Off
	Tooth past	משחת שיניים	Mishhat shinaim
	Deodorant	דאודורנט	Deodorant
	Soap	סבון	Sabon
	Tooth brush	מברשת שיניים	Mivreshet shinaim
	Shampoo	שampoo	Shampoo
Cleaning ניקוי nikuy	Floor rag	סמרטוט רצפה	Smartut ritzpa
	Floor cleaner	נוזל רצפה	Nozel ritzpa
	Bleach	אקונומיקה	Economica

(some) Places to eat in Beer Sheva

	Name	Address	Phone Number	Kosher
Italian	Pastina	43rd Mezada Road	053-7101832	
	Pasta Basta	Ringelblum 19	053-7104524	Yes
	PePe	Yitshak Nafha 25	08-6238888	Yes
	Goomba	Yes Planet	*6508	
Pizza	Domino's Pizza	77, HaEnergia St	1-700-70-70-70	
	Pizza Hut	Yitzhack Rager 53	1-700-50-60-70	Yes
	Caldo	Derech Metsada 47	08-866-8006	
	Pizza Agvaniya	Big Center/Grand Kenyon	08-6430353/08-6496274	Yes
	Pizza Gutte	Bialik 26	08-6430430	Yes
	Pizza Martziano	Wingate 15	053-9380577	Yes
Asian	Kampai	Big Center	08-6655999	
	Japanika	Grand Kenyon	*3636	
	Asyatica	Yitzhack Avinu 5	08-6513993	Yes
	Sen-Sei	KKL 46	1-700-500-876	Yes
	Panda Noodles Bar	KKL 47	053-9366480	Yes
Coffee Shops	Landwer Café'	Big Center	08-9332993	
	Café' Lola	Smilamsky 13	08-6288937	
	Ringelblum	Ringelblum 86	08-6491001	Yes
	Siesta Caffè	Big Center	08-6650334	
Hamburgers	McDonalds	Big Center/Kenyon Ha'Negev/Grand Kenyon		
	Burger King	Yes Planet		
	Burger Ranch	B7/Kenyon Ha'Negev		Yes
	BBB	Big Center	08-9922334	
	Agadir	Ben Gurion 2 (Sport Center)	08-6271090	
	Black	Yes Planet	08-6298052	

	Name	Address	Phone Number	Kosher
Restaurants	Kepasa	B7 Heil Handasa 16	053-7101826	
	Ha'Sifriya	One Plaza	08-6655120	
	Giggsi Cinema Sport Bar	Yitshack Nafha 36	08-6109109	
	Arabica	Hertzel 12	08-6277801	Yes
	Kapara	Smilansky 25	08-6654854	
	Nafis	Derech Hevron 62	08-628-2424	
	Little India	Ringelblum 15	08-648-9801	Yes
	Cramim	Derech Hevron 66	08-9966444	
	Saba Jebeto	HaTikva 8	08-627-2829	
	Segev	Yes Planet	077-4142025	Yes
	Safra	Yosef Ha'Bursekai	08-6414007	Yes
On Campus	Kapiyot	Building 70		Yes
	Karnaf	Building 28		Yes
	Aroma	Building 74/Aranne Library		Yes
	Beer Sheva Ice Cream/ Juliya Pizza	Building 72		Yes
	Ha'Mexicani	Building 35		Yes
	Diner 24	Building 32		Yes
	Daily- Coffee and More	Buildings: 72, 15, 30, 32, 34, 56, 90		Yes
Near Gate 90	Shoshana (homemade food)	Yosef Ben Matityahu 70		Yes
	Humus Shel Thina	Yosef Ben Matityahu 62		Yes
	Schnitzel'ele	Yosef Ben Matityahu 76		Yes
	Dining Sandwich Bar	Ringelblum 15		

Connecting to the Internet in the Dorms

There are 2 options of purchasing internet services in the dorms:

1. Pay by credit card/Paypal in our online shop:
<http://shopeng.bgu.ac.il/Product/dorms-internet>
2. Pay with cash at the Post office:
 - Pick up a receipt payment voucher from OSP office
 - Pay at the post office
 - Show your paid voucher at the Computers Department: Building 62, room 17.
 - Show your paid voucher to the dorms supervisor

The payment is for a stay of up to 3 months and you can extend it upon arrival.

Paying Online costs:	Paying at the post office costs:
\$28 for 3 months	105 NIS for 3 months

If there is no connection cable in your room, please see Erez, the dorms supervisor.

Connecting your computer:

1. Start- Run
2. Type: telnet 132.72.148.254 259 (**notice the space after 254**)
3. Type in your user name and password.
4. Open Internet Explorer to define proxy settings:
 - i. Tools- internet options
 - ii. Connection
 - iii. LAN settings
 - iv. Check box- "use automatic configuration scripts"
 - v. Type: <http://www.bgu.ac.il/proxy.pac>
 - vi. Confirm

Connecting your MAC:

1. Go to System Preference- click on Network.
2. Click on "Built-in Ethernet". In "Configure" choose DHCP
3. Go to Applications Folder (in Finder)- Utilities
4. Open Terminal and type: telnet 132.72.124.254 259
5. Type in the command line your BGU username @cpn (ex. ayelet@cpn) and Enter.
6. Type in your bgumail password.

If asked to choose between three options- choose Standard Sign On.

For help write to MAC Support Michael Luber: luber@bgu.ac.il

Dorm Emergencies

Already know what to do? Skip down to the bottom for a list of phone numbers!

I lost my keys!

- Go to the supervisor, leave a deposit and ID and they will give you a spare set which you have to go and replicate within 3 days to get your ID back. You can replicate the key in the hardware store at Yitskhak Avinu St. number 1 (Just a couple of minutes' walk).

I'm locked outside of my room!

- Go to the supervisor (08:00-15:00) or the on-call person (09:00-21:00) and ask them to open your door. During the week they will also give you a spare set of keys, but during the weekend they will just break the lock and you will have to wait for Sunday to get a new set to replicate.

I'm locked INSIDE of my room!

- Call maintenance at 08-6461666 (24/7) or the supervisor at 08-6479442 (08:00-15:00) and let them know you're stuck inside.

My student card suddenly stopped working at the dorm entrance!

- Go and get it re-magnetized at room 101, building 26 (open during normal office hours).

The electricity went out!

- Go to the supervisor, but if you're feeling handy, find the electricity box/cabinet and switch up the switches that are down.

The A\C stopped working!

- Check the batteries in the remote. If they work and the AC unit is connected to the electricity, check that the appropriate switch in the cabinet is up (all switches should be up). If it still doesn't work, go to the supervisor. If it's working but you feel no effect, clean the filters (while the AC is switched off and unplugged, of course).

The pipes are leaking!

- Contact the supervisor immediately.

All of the above just happened but it's Saturday at 3 am! What do I do?

- You wait for the morning and then go to the on call person (from 9).

Important phone numbers:

Supervisor's office: 08-6479442

University Maintenance: 08-6461666 / on call 052-8795766

On call person: on the board near the supervisor's office.

Important Phone Numbers

OSP Office	OSP Office	08-646-1144
	Administrative Director	08-646-1104
	Head Counselor	050-2029-745
	Dorms counselor	050-2029-746
	Office Fax	08-647-2948
BGU	BGU Security	08-646-1555 08-6461888
	BGU Computer Services	08-647-7171
	BGU Maintenance	08-6461666 on call 052-8795766
	Dorms Supervisor	08-6479442
Health/ Well-being	Clalit Clinic on Campus	08-628-3777
	Harel Insurance	1800-414-422
	ERAN- Emotional First Aid	1201
	BGU Sexual Harassment Committee	08-647-7254 08-647-2425
Emergency	Police	100
	Ambulance	101
	Fire department	102
Public Transportation	Egged	*2800
	Metropoline	*5900
	Dan Beer Sheva	*3527
	Israel Railways	*5770

Office Address

Ginsburg-Ingerman
Overseas Student Program
Ben Gurion University of the Negev
P.O.B 653
Beer Sheva, 8410501
Israel

Please feel free to send any letters/packages to this address!



Security Information for Staff Members and Students

1. General:

The BGU Security Department's goal is to provide a safe and secure learning and working environment for the BGU staff and students, to provide protection and preservation of property and equipment and to maintain the reputation of the Ben-Gurion University of the Negev. Here are a few of the things we do to achieve these goals. The Department is subordinated to the University Director- General and works according to the "Regulating Security at Public Places act".

2. Security:

a) Lost and Found office - the Security Department operates a Lost and Found office that is situated in the basement floor of the Student Center building. You are welcome to search for objects you have lost around the campus or to hand in objects you have found.

The office opening hours: Sunday - Thursday 08:00 - 14:00.

b) Luggage Storage - the Luggage Storage office is situated right next to the Lost and Found office in the basement floor of the Student Center building.

The office opening hours: Sunday - Thursday 07:45 - 19:45.

3. Entrance Gates:

a) The entrance to the various campuses is allowed to pedestrians - students and citizens - according to the list below of the gates and their opening hours.

b) The gates that are marked with "*" are closed during the weekends and holidays. Also, during the weekends the entrance is allowed only for students and faculty members.

c) Entrance gates to Marcus Campus:

Gate		Hours
Rager Gate (connects to Rager Boulevard)	Pedestrian and vehicle gate	24 hours a day
*Aliya Gate (opposite to Soroka Medical Center)	Pedestrian gate	05:00am-12:00am
*Ilanot Gate (next to building No' 97)	Pedestrian gate	07:00am-08:00pm
*Ramot Gate (Kidma)	Vehicle gate	06:00am-08:00pm
*Mexico Gate (bridge to the train station)	Pedestrian gate	07:00am-10:00pm
*Gate of Life Sciences	Pedestrian gate	07:00am-07:00pm

d) Entrance gates to Health Sciences School:

Gate		Hours
*Front gate (faces Ben-Gurion Blvd.)	Pedestrian gate	07:00am-10:00pm
Rear gate	Pedestrian and vehicle gate	24 hours a day

e) Entrance gates to Kiryat Tuviyahu:

Gate		Hours
Front gate (faces Henrietta Szold Street)	Pedestrian gate	07:00-18:30

*Rear gate	Pedestrian and vehicle gate	06:00am-12:00am
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f) Entrance gates to Kiryat Bergman:

Gate		Hours
Main gate (faces HaShalom Street)	Pedestrian and vehicle gate	06:00am-08:00pm

4. Entrance procedures:

a) Identification and Security Check – anyone entering the campuses' gates must identify to the security person and to go through a security check. A person that will refuse to identify himself or to cooperate with the security personnel will not be allowed into the Campus.

b) Vehicle/Motorcycle Entrance - the entrance for vehicles is allowed only with a valid parking permit and label.

c) Entrance with firearms - the entrance with handguns is allowed to owners holding a valid license, after identification and security check. The entrance with rifles is not allowed and the firearm must be deposited at the Security Department control room.

d) Entrance of animals is not allowed, except for guide dogs for the blinds.

e) Bicycles - entrance with bicycles is allowed. You must ride the bicycles only on the roads and parking will only be allowed at the specific bicycle parking area.

5. Behavioral Norms in the Campus:

a) Bulletin boards - it is not allowed to post personal or commercial ads (such as car sale).

b) Advertisements - it is not permitted to hand out advertisements at the campus area without the permission of the Student Dean.

c) Smoking - it is prohibited to smoke inside the buildings. Smoking is allowed only at the open areas outside the buildings.

d) It is forbidden to sell merchandise or conduct any commercial activity on the campus without prior permission from the Student Dean.

e) Ball games and any sport activities are forbidden in the campus area.

f) Clothing - it is forbidden to be in the campus grounds and venues without a shirt on or barefoot.

g) Rollerblades, Skateboards, scooter and etc. are not allowed inside the buildings. Riding on the lawns with bicycles or any other vehicle is not allowed.

6. Security Rules of conduct:

a) Watching your personal items - you are asked to watch and keep your personal items with you and not to leave them unattended around the campus.

You must lock your office door even if you leave only for a few minutes.

b) Emergency - in case you are asked to leave your office/class due to a security/safety problem, you are asked to do so quickly, do not run) and to leave by the fastest way to an open area/parking lot.

c) You must listen to the Security personnel instructions at all times.

7. Rules of entering and driving with vehicles:

a) Entrance with a vehicle is allowed only for people with permanent or temporary permit that was issued by the Security Department.

b) Conditions and fees for issuing permits can be viewed at the Security Department website

c) The permit is personal and is not transferable. It is forbidden to pass the permit from one person to another or from one vehicle to another.

d) Parking - you must park only at parking places that are marked and according to the traffic signs.

e) Driving around the campus will be done according to the traffic signs and according to the Security personnel instructions.

f) Driving and parking against the instructions are considered a disciplinary offence. Violators will be fined.

8. Security Behavior:

a) Suspicious object - definition:

Any object that is not in its natural place or its owners are unknown is considered a suspicious object.

What should you do?

(1) If you identified a suspicious object (a bag, a box or any other object) in a public or private place with no owners: Do not touch it or open it or peek inside it or move it! The object might explode at any second!!

(2) Do not come close to the suspicious object and do not gather around it.

(3) Step away from the suspicious object and warn others to step away from it too.

(4) Call for Security guards assistance: 08-6461888 or 08-6461555 or call the Police: 100

b) Suspicious person - definition:

A man that for some reason his behavior, his clothes or luggage raise suspicion, or if it is clear that his behavior is unreasonable.

Suspicious signs:

(1) The suspect is showing signs of anxiety and nervousness.

(2) The appearance of the suspect is not normal, does not match his personality or does not match the season (for example: wearing a heavy coat during summer time).

(3) The behavior of the suspect indicates that the suspect acted or about to act in violence against another person (cursing, yelling and etc.)

What to do:

(1) In the event of recognizing a suspicious person, you must keep eye contact with the suspect and alert the Security guards: 08-6461888 or 08-6461555 or call the Police: 100.

(2) Do not make any contact with the suspect. You must wait for the Security guards to arrive.

c) Fire:

Code of Conduct during a fire -

(1) Call the Security Dept. control room: 08-6461888 or 08-6461555.

(2) Or call the Firemen emergency number: 102

(3) Or call the police emergency number: 100

You must keep people away from the fire area until the Security guards arrive.

Do not try to extinguish the fire but you must try to keep flammable objects away from the fire.

Do not use the elevators. You must use the fire-escape stairs.

d) Earthquake:

Code of Conduct during an earthquake –

(1) If an earthquake occurs during your stay in the University, please act as follows:

(2) Take cover; find a safe place that you will be able to reach as soon as possible, such as a hallway

(3) Doorframe, under a heavy table or a staircase.

(4) While in shelter, protect your head and neck with your arms.

(5) If a fire starts close to you - follow the "fire instructions" before taking cover.

(6) If you are driving - stop the car in an open area and clear the way.

(7) If you are outside - move to an open area far away from building, power lines and trees.

9. Contact Numbers:

1) Security Dept. control room: 08-6461888, 08-6461555.

2) Lost and Found office: 6472503

3) Luggage Storage office: 6472503

4) Parking permits and work tags office: 6461553 ext. 9.

5) Security Dept. office: 6461553/4

6) Security Dept. website: <http://in.bgu.ac.il/en/security>

Correct Behavior during Rocket and Mortar Attacks or Earthquake

Instructions for BGU Staff and Students:

1. Once you hear the siren you are expected to enter a secure area within one minute. You may leave the secure area once you hear the second siren or instructed by the security or emergency staff.

2. We recommend that everyone gets familiar with the secure area nearest his/her office/classroom.

3. Secure areas: these are marked throughout the campus as follows:

מקלט

Or

מרחב מוגן

In the absence of a secured area, please act as follows:

4. Enter the room furthest away from the direction of the threat, with the smallest possible number of exterior walls, windows and openings;

5. Close the door and the windows;

6. Sit on the floor (below the level of the windowsill) and lean against an **interior wall. Do not sit in front of windows;**

7. Residents of upper floors in buildings with no secured areas are requested to descend one floor via the staircase. If no rooms in the building comply with the above conditions - a staircase or a corridor can be used as a secure area.

Outdoors

8. In a built-up area – enter the nearest building and act according to the instructions for persons taking shelter indoors;

9. In an exposed area – lie on the ground face-down and cover your head with your forearms.

10. Following the event

- a) After 10 minutes, you may leave the protected area, unless another otherwise instructed.
- b) Stay clear of unidentified objects. Should you see a rocket lying on the ground, prevent gathering of bystanders and inform the University Security Department on 08-6461555/888/444.

Full list of secured areas in the University campus: http://in.bgu.ac.il/en/security/Pages/Emergency_Behavior.aspx

Alertness Prevents Disaster

Thank you for your cooperation,
Have a fruitful and safe year!

The Security Department

Prevention of Sexual Harassment Regulations

BGU acts out of commitment to the values of mutual respect and fairness towards all its employees and students. We see sexual harassment as a violation of rights. We will do everything in our power to prevent such behavior. BGU has a clear policy to prevent sexual harassment. We will deal with every case seriously, quickly and discreetly, so that each one of us will feel safe in the work place.

Under the Sexual Harassment Law, 1998, it is prohibited to sexually harass. The law declares that sexual harassment can be dealt with in one or more of the following ways:

1. Submitting a formal complaint to the police
2. Filing a civil suit
3. In the work place, by the Sexual Harassment committee

Sexual harassment is any behavior of one person to another of a sexual nature which can be harmful towards the other. Sexual harassment can be any of the following acts:

1. Extortion - when the act that the person required to perform is of a sexual nature
2. Indecent assault (an act of stimulation, gratification or sexual humiliation)
3. Repeated propositions or references of a sexual nature when the person to whom they are directed showed clearly that he/she is not interested in such suggestions or references
4. Degrading or humiliating reference in relation to gender or sexuality of a person, including sexual orientation.

Harassment is any harm from sexual harassment or a complaint or lawsuit filed against sexual harassment.

The Prevention of Sexual Harassment Regulation can be found in the following link:

<http://in.bgu.ac.il/osh/HumanresocharP/05-059-en.pdf>

If you feel you have been sexually harassed you can contact the Sexual Harassment Committee:

- Prof Ester Priel 08-647-7254
- Ms Sharona Ritberg 08-647-2425
- Mr Yaakov Afek 08-647-2370