

October 2023

Re: Self-protection instructions

In this document the following have been compiled for your convenience:

1. Reichman University self-protection instructions.
2. Vital telephone numbers
3. A map of the buildings and the location of protected spaces.

Thanks

Avi Nissim

Vice president for logistics

Reichman University Self Protection Instructions

General:

1.1 Instructions:

Upon hearing the sound of an explosion or a siren blast or instructions issued over the public address system, the following instructions are to be followed:

Those people inside a building: Immediately enter into a protected space or into an internal room, as far away as possible from doorways, windows and external walls.

Those people outside of a building: Enter into a stairwell or press close to a wall or to cover.

Those people traveling in a vehicle: Stop and exit the vehicle and enter into a stairwell or press close to a nearby wall / cover and lie down on the floor.

1.2 Those people in buildings that are not defined as being protected, are instructed to get to protected spaces in accordance with the following allocation:

For further instructions and security precautions from the Home Front Command please follow the website <https://www.oref.org.il/en>.

General Instructions:

1. The protected space will be signposted accordingly. In addition, direction signs will be hung that will indicate the way to the nearest protected space throughout the Reichman University campus.
2. Fire extinguishing stations, that contain portable equipment to handle small fires, are dispersed throughout the Reichman University campus.
3. Upon the detection of a fire in the building in which you are present, the building is to be rapidly evacuated and those present in the building be moved outside. Inform the Security Officer, Giora Nevo, on telephone no: (052) 851-4015 or the Main Gate on telephone No: 7225 (internal line) or (09) 952-7225.
4. The Fire Extinguishing Self Protection Team from the Maintenance Dept. will be called out and rushed to the scene and will commence fire extinguishing actions and continue until the Fire Dept. arrives.
5. When instructions are issued over the public address system, or as required, there is a possibility of locking classroom doors from the inside (a butterfly lock fitted over the lock or by means of a bolt).
6. Medical equipment as required (Medics Kit and Stretcher) are found in the Arison - Lauder, ofer – Arazi, sustainability & law and the economic & psychology buildings, in the Janitor's room.
7. There is medical equipment, as required and, in addition, a standard resuscitation kit is located at the Guard's Hut at the main entrance gate to the Reichman University.

Vital Telephone Numbers

	Element	Phone number
1	Main gate	09.9527225
2	Western gate	09.9602729
3	Chief Security Officer Giora Nevo	052.8514015
4	VP of Logistics Avi Nisim	052.8668196
5	Switchboard	09.9527211
6	Projects and Maintenance Manager Asher Siboni	052.8514019
7	Student Dormitories' Manager Pazit Baranes	054.4519087
8	Night Shift Manager Michael Schachter	054.7300493
9	Adelson Sustainability Building superintendent Ilan Hajaj	052.3888908
10	Arison-Lauder Building superintendent Shimshon Avraham	052.6688874
11	Law-Sustainability Building superintendent Dedi Kordoni	052.2028878
12	Arazi-Ofer Building superintendent Shai Margani	052.2336499
13	Economics-Psychology Building superintendent Avi Ben-Hemo	054.3157742
14	Library and hanger building superintendent Nagar Dror	052.8514010
15	Israel Police	100
16	Magen David Adom emergency services	101
17	Fire Department	102

Building	Floor	Location	Population
"Arison – Lauder" (No.31-32 at the map)	Basement (-1)	Seminar 105 protected space	those studying at the Seminar
		Classroom A – 110 protected space	Spokesman Division, International School, those studying in this classroom.
		Hall A – 109	Those studying in this classroom, those studying in the Yuli Ofer Classrooms 04 – 05.
		Safe (cabinet) Room Examinations Division	Examination Division personnel.
		Computer Laboratory A – 107	Those studying in the laboratory
		A – 106, Cafeteria, photocopy machines	Those studying in L – 104.
		L – 101 Classroom	Those studying in this classroom and, in addition, L – 102, L – 103
		Janitor's Room	Those studying in Classroom A – 208.
		Server Farm corridor and the stairwell	Those studying in Halls and Classrooms: 201, 202, 203, 204, 206.
	Entrance Floor (0)	Classroom A – 207 Protected Space	President's Office, Lecturer's rooms: 1, 2, 3, 4, ,5, 6, 7, 8,13
		A – 205 International School Secretariat protected space	Government, ,International Law, Business Administration secretariat, the staff of the Strategy Institute.
	First Floor (+1)	Southern Stairwell (one floor down)	Those studying in Hall A – 318, Seminars: 320, 321, 322, 323, Hall 316 – 317.

Building	Floor	Location	Population
"Arazi Ofer" (No.9-10 at the map)	Basement (-1)	Classroom CB02 protected space	Those studying in this classroom and Hall CB07.
		Basement Corridor	Ivcher auditorium, Admissions Administration, Sports Building, Students Administration, Communications, Computer Sciences and Psychology
		The School of Communications Storeroom anteroom	Those studying at Halperin, storeroom and office personnel
	Entrance Floor (0)	Classroom CL – 203	Those studying in this classroom, the Radzyner Building, Lecturers: 10.
		Southern Stairwell	Those studying in the Aquarium and in the Chase Auditorium
	First Floor (+1)	Classroom C – 109 protected space	Those studying in this classroom, the staff and visitors of the cafeteria, and those studying in C – 107, C – 108.
		Southern Stairwell	The personnel working on this floor (lecturers and administration), Seminar 110.
	Second Floor (+2)	Classroom C – 209 protected space	Those studying in this classroom, the TV studio, the personnel working on this floor, (Staff and Administration).
		Southern Stairwell	The Radio Studio and third floor.
	Library Building (No.30 at the map)	South Wing Ground Floor	Library Administration
North Wing Basement		Protected space and corridor	Those studying in Classroom S – 1.
Ground Floor (0)		Light and Sound Room, protected space and southern stairwell.	Those studying in Classroom S – 1 and the computers hall

	First Floor (+1)	Lecturers' and Junior Staff Room, and southern stairwell.	Those studying in Classroom S – 3 + S 4
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Building	Floor	Location	Population
LECTURERS 9 (No.3 at the map)	Ground Floor	Students project and assignments office protected space	,11,12 .LECTURERS 9
Manager training unite building (No.45 at the map)	Ground Floor	Inside the building	Finances dept. salaries dept. tuition fees dept. student association manager training unite
The School of Sustainability Science and low (No.34-35 at the map)	Basement (-1)	SL101 Lecture Hall SL102 Classroom	Remain in the lecture hall Remain in the classroom
	Ground Floor -0-	SL107 Secured Area & Western Stairwell SL102 Secured Area SL103 Secured Area	Those studying in lecture hall SL201 Those in the lobby Graduate Degrees Secretariat
	First Floor -1-	SL208 Secured Area SL207 Secured Area & Western Stairwell SL304 Secured Area & Eastern Stairwell	Offices on the first floor Those studying in lecture hall SL301 Those studying in classroom SL302
	Second Floor -2-	SL305 Secured Area & Easter Stairwell SL405 Secured Area & Western Stairwell	Those studying in lecture hall SL401 Those studying in classroom SL402
		SL307 Secured Area SL405 Secured Area & Western Stairwell	Offices on the second floor Those studying in classroom SL402
Hangar auditorium (No.41 at the map)	Ground Floor	H-3 Classroom Secured Area	Those studying in classroom H3-2-4-1 And the Institute for counter Terrorism

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Building	Floor	Location	Population
" The school of psychology and economy" (No. 36 at the map)	Basement	Seminar PE - B30 protected space	Those studying in this seminar and Hall PE – B10.
	(-1)	Seminar PE – B40	Those studying in this seminar and Hall PE – B20
	Entrance Floor	Staff room protected space	Those at the clinic and student secretary
	(0)		
	First Floor	Seminar PE - 101 protected space	Those studying in this seminar, and those studying in C – 102, C – 103.
		Eastern Stairwell	Those studying in this seminar 106, 105' and classroom 104.
	Second Floor	Seminar PE - 201 protected space	Those studying in this seminar and Classroom 203. 202
		(+2)	Eastern Stairwell
	Third Floor (+3)	Staff room PE – 337 protected space	Those studying in that floor.
Four Floor (+4)	Conference room PE - 430		
Adelson school of Entrepreneurship (No. 46 at the map)	Basement	Class BE10	
	Entrance floor (0)	Superintendent room	Those studying in class room EL03 lobby gallery
	Second floor (+2)	Seminar E201	Those studying in that floor
	Third floor (+3)	Seminar E301	Those studying in that floor
	Four floor (+4)	Seminar E401	Those studying in that floor
Dorms	Protected space in	Protected space	The Tenant of that floor

(No. 39 at the map)	every floor		
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REICHMAN UNIVERSITY CAMPUS MAP





Parking Lot for Faculty and Permit Holders	1	Faculty Offices 13 - Alison School of Business	13	משרד מרצים 13 - בית ספר אריסון למנהל עסקים	13	מגדל הנהל לבניין אריסון	1
Tel Itzhak Athletics Court	2	Office of the Dean, Faculty Offices 5	2	לשכת ד"ק בית ספר אריסון למנהל עסקים	2	מגדל ספרים ישיב סל עמק	2
Career Center, Registration & Admissions Office Graduate Programs	3	Faculty Club	3	משרד מרצים 5	3	מגדל רישום בקבולת ושירותי מנהל עסקים, המרכז הקריירה	3
Department of Media, Marketing and Events	4	Law Students Administration	4	משרד מכל אקדמי	4	הסבת דוברת שוקי וארזים	4
The Lea & Nehfali Ben Yehuda Accessibility Center for Students with Disabilities and Learning Issues	5	Men Rich Library	5	מגדל סטודנטים למשפטים	5	מרכז לאה ונחפלי בן יהודה לנגישות ולתמיכה ללימודים	5
Registration & Admissions Office Undergraduate Programs	6	Levulor School of Government, Diplomacy and Strategy	6	משרד מרצים 8	6	מגדל רישום בקבולת למשרד ראשון, מנהל עסקים	6
Sports Department	7	Office of the Dean, Government Students Administration, Institute for Policy and Strategy	7	משרד מרצים 10	7	מגדל רישום ניהול - בית הספר הבינלאומי	7
Jewish Learning Initiative - BRIS	8	Arison School of Business	8	בית ספר ראדני לניהול, קמפוס אסטרטגיה	8	מגדל רישום בקבולת	8
Admissions Office	9	Business, Economics & Government & Sustainability Students Administration, Exams Department	9	לשכת ד"ק, מגדל סטודנטים למשפט	9	אודיטוריום אביב	9
Hecher Auditorium	10	Offer Lecture Halls	10	המכון למדיניות ואסטרטגיה	10	בית ספר אריסון למדיניות הממשל	10
EB Aratz School of Computer Science	11	Henry Ratzky Law School	11	מגדל סטודנטים למנהל עסקים, כולל בקומת המטה	11	לשכת ד"ק, משרד מרצים	11
Office of the Dean, Faculty Offices	12	Office of the Dean, Graduates Programs Administration, The Lea & Itzhak Shechter Center for Psychological Counseling Services	12	אולמות עזר	12	בית ספר מרצים	12
Computer Science, Psychology & Entrepreneurship	13	School of Sustainability Founded by Israel Corp., ICL & OIL	13	בית ספר ראדני למשפטים	13	לשכת ד"ק, משרד מרצים	13
Students Administration	14	Office of the Dean, Faculty Offices	14	לשכת ד"ק, בית ספר הארי רדני למשפטים	14	מגדל סטודנטים למנהל עסקים	14
Sammy Ofer School of Communications	15	Baruch Hecher School of Psychology and Tiomkin School of Economics	15	מגדל לאה ונחפלי בן יהודה למשרד מנהל עסקים	15	מרכז לאה ונחפלי בן יהודה למשרד מנהל עסקים	15
Office of the Dean, Faculty Offices	16	Office of the Dean, Faculty Offices	16	בית הספר לניהול עסקים של החברה הישראלית (כיבון)	16	בית הספר לניהול עסקים	16
Communications Students Administration, Chais Auditorium, Communications Museum	17	RIS Students Administration	17	לשכת ד"ק, משרד מרצים	17	מגדל משרד מרצים ומנהל עסקים	17
Faculty Offices 10	18	Raphaël Recanat International School Offices	18	בית ספר אריסון למדיניות הממשל	18	משרד מרצים 10	18
Radzyner Administration Building	19	Faculty Offices	19	לשכת ד"ק, בית ספר אריסון למדיניות הממשל	19	משרד מרצים 10	19
Computer & Information Systems Department, Logistics Department, Pedagogy Administration	20	Students Dormitory	20	לשכת ד"ק, בית ספר הארי רדני למשפטים	20	משרד מרצים 10	20
Elpern Auditorium	21	Office Depot	21	מגדל סטודנטים למנהל עסקים, כולל בקומת המטה	21	משרד מרצים 10	21
Cafeteria	22	Arabow Gate	22	על שוק רמב"ם	22	משרד מרצים 10	22
Cafeteria	23	Carol and Joey Low Lecture Halls	23	משרד בית הספר הבינלאומי על שוק רמב"ם	23	משרד מרצים 10	23
Western Entrance	24	Students Union	24	משרד מרצים	24	משרד מרצים 10	24
Faculty Offices 8	25	Tuition Department	25	משרד מרצים	25	משרד מרצים 10	25
Faculty Offices 8	26	Finance Department, Head CPA, Salary Department	26	משרד מרצים	26	משרד מרצים 10	26
Office of the Provost, Academic Secretary	27	IDC Executive Education	27	משרד מרצים	27	משרד מרצים 10	27
Research Authority, Faculty Offices 4	28	Adelson School of Entrepreneurship	28	משרד מרצים	28	משרד מרצים 10	28
Dean of Students Affairs Office, Alumni Association	29	Office of the Dean, Faculty Offices	29	משרד מרצים	29	משרד מרצים 10	29
Faculty Offices 7	30	Indoor Cafeteria, Coffee Shop	30	משרד מרצים	30	משרד מרצים 10	30
Faculty Offices 2	31	International Institute for Counter-Terrorism (ICT)	31	משרד מרצים	31	משרד מרצים 10	31
Faculty Offices 3	32	Innovation Center (under construction)	32	משרד מרצים	32	משרד מרצים 10	32
Faculty Offices 1	33	North-West Entrance	33	משרד מרצים	33	משרד מרצים 10	33
Office of the Chairperson of the Board of Directors	34	The Daniel Judsman Conference Center (under construction)	34	משרד מרצים	34	משרד מרצים 10	34
Office of the President, Office of the CEO and Vice President	35		35	משרד מרצים	35	משרד מרצים 10	35
Office of the Vice President for Foreign Affairs	36		36	משרד מרצים	36	משרד מרצים 10	36