To: Boston University Medical Campus and Boston Medical Center Community

From: Connie Packard, Executive Director of Support Services

Subject: Crime Prevention and Campus Safety

Date: 10/15/14

Personal safety and security are the shared responsibility of everyone at BU Medical Campus (BUMC) and Boston Medical Center (BMC). The days have begun to be shorter and we want to remind you about how to stay alert and safe. As always, the Public Safety Department urges you to take precautions to protect your personal and BUMC/BMC property. The following safety tips can help keep you safe and secure.

In the Neighborhood:
- Be aware of people distracting you so they can have an opportunity to take your belongings. Asking you what time it is, if you have a match or for directions are the usual methods.
- Do not use cell phones, iPods or any mobile device when going to and from an outside location. Not only do these items appear valuable to a thief, but they also distract you from paying attention to your surroundings.
- When parking your vehicles, keep doors secured until you are ready to exit. There have been incidents where suspects have opened passenger doors and taken visible property from the front seat.

In the Workplace:
- Never compromise safety or security for the sake of convenience. For example: use our escort shuttle service on campus instead of walking alone, especially when it gets dark.
- Wear your Boston University or Boston Medical Center Identification Badge at all times.
- **Always** lock your office or work area when you leave for any period of time.
- Never prop doors open.
• When entering “CARD ACCESS ONLY” areas, do not to allow non-ID employees or visitors in behind you.
• If you are using a laptop computer, do not leave it unattended at any time.
• Keep your purse, wallet, keys and other valuables with you at all times or locked in a drawer or cabinet.
• Carry a minimal amount of cash and credit/ATM cards while at school or in the workplace.
• Do not carry passports, visas, or social security cards unless absolutely necessary.
• Immediately report suspicious activity to Public Safety at 414-4444.

When Traveling:

• Remain in well-lit, well-traveled areas. Avoid shortcuts and remain alert.
• Do not use cell phones or iPods or other devices with earphones while walking to your destination—this includes walking to garages and waiting at bus stops. When wearing earphones, your hearing is diminished and you become a target for crime. Make yourself familiar with the location of the blue BUMC Public Safety Emergency Call boxes around the campus.
• Travel with a friend or in a group when possible. Utilize the shuttle services or request a public safety escort after hours by calling (617) 414-4444 for on campus destinations.
• Have your car or building key in your hand before you reach the door of your car or destination. Do not spend time at your car door or at your destination searching for your keys.
• Always secure your vehicle. Never leave any valuables or contents in plain view. GPS navigation systems, laptop computers, iPods, electronics devices, bags and money left in vehicles are targeted by thieves. If you use a suction device to mount electronic equipment, remove the device and clean the ring left on the windshield or dashboard. The suction device or ring on the windshield is a sign to thieves that devices might be hidden in the vehicle. Lock all property in the trunk prior to parking your vehicle or take it with you.

Please visit our website www.bumc.bu.edu/publicsafety for additional crime prevention information and brochures on personal protection, workplace safety and home security.

Should you have any questions or concerns about your personal safety here at Boston University or Boston Medical Center and would like to speak to me personally, please e-mail (cpack@bu.edu) or call me (617-638-4935)

Stay Safe!