To: Boston University Medical Campus and Boston Medical Center Community
From: William Gibbons, Director of Public Safety
Subject: Crime Prevention and Campus Safety
Date: October 29, 2018

Every year as we approach the end of Daylight Savings Time, which occurs on Sunday November 4, 2018, the Public Safety Team reminds staff, students and faculty of some important safety tips as we will begin to have fewer hours of daylight.

By following some simple, yet effective, practices you can decrease the likelihood of being victimized. It’s important to remember that personal safety and security is a shared responsibility of everyone. Please take precautions to protect your personal and BUMC/BMC property from theft or loss.

Remember if you See Something that appear suspicious or concerning, call Public Safety @ (617) 414-4444.

When traveling on or off campus:

- Pay attention to your surroundings, stay alert as to those around you, as well as, what is happening around you at all times.
- Be familiar with Campus escort service schedules and how to access them.
- Use the Buddy System when walking at night.
- Walk along well-lit, populated areas. Avoid unfamiliar shortcuts and remain alert.
- Become familiar with the locations of the Blue Light Emergency Call boxes around the campus. These provide communication with Public Safety personnel 24x7.
- Avoid using devices that will distract you from recognizing danger signs or reduce your level of awareness to your surroundings.
  - These include cell phones, mobile device or earphones while in public places. Being distracted can make you an easy target.
• When assisting strangers with directions or engaged in conversation always keep a safe distance.
• Be conscious of strangers using distracting techniques, which may give them the opportunity to take your belongings.
• Be conscious not to publicly display cash or expensive electronic devices.
• Have your car or home key in your hand before you reach the door.
• When approaching your vehicle always look into your rear seat area before getting in.
• Once inside your vehicle, lock your doors.
• Keep valuables and other items such as packages, briefcases and backpacks out of view when leaving your vehicle unattended.
  o With the Holidays around the corner do not leaves gift packages in view.
• If You See Something, Say Something...
  o BUMC Public Safety (617) 414-4444 or in-house @ x 4-4444
  o Call 911, for emergencies off campus

In the Workplace:
• Wear your Boston University or Boston Medical Center Identification Badge at all times.
• Never compromise safety or security for the sake of convenience. Please do not prop doors that are intended to be locked.
• Close and lock your office or work area when you leave for any period of time.
• Avoid granting access to anyone you’re unfamiliar with when entering “Card Access” areas. This is called “piggy-backing” and can allow unauthorized persons access to restricted areas.
• Avoid leaving personal electronic devises and laptop computer unattended.
• Keep your purse, wallet, keys and other valuables with you at all times or secured in a locked drawer or cabinet.
• Carry only a minimal amount of cash while at school or in the workplace.
• Avoid carrying important personal documents such as passports, visa, or social security cards unless absolutely necessary.
• Immediately report any suspicious activity or persons to Public Safety at (617) 414-4444.

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 (gibb9@bu.edu) or call me @ 617-414-4443

Stay Safe!