



# BOSTON ARCHITECTURAL COLLEGE

Architecture  
Interior Architecture  
Landscape Architecture  
Design Studies

## Safety Tips

Although the Boston Architectural College campus is safe, crime can happen anywhere and safety can be compromised at any time. The cooperation and involvement of students, faculty, and staff in their own safety and security is crucial to maintaining a safe campus environment. Although no one set of guidelines can completely protect you, following the tips below can minimize your chances of being victimized. You should always trust your own instincts and follow the rules of common sense, in addition to following these tips.

## General Safety

- Consider carrying a shriek alarm or whistle.
- Know the locations of fire exits, fire extinguishers, and emergency call boxes. Emergency Call Boxes are located at various locations throughout campus.
- If you experience or observe a safety or security violation of any type on or off campus, please **call 911** and contact Security at either 320 Newbury St. or 951 Boylston St. as soon as possible to make a report. The 24-hour Security Emergency number is **(617) 730-7160** or staff may dial Ext.243 from any On-Campus office Phone.
- Keep your cell phone with you in case of an emergency. Store “in case of emergency” (ICE) contact phone numbers in your cell phone so that hospital or police personnel can contact your parents or guardians if necessary.
- Check your bank and credit card statements for irregularities.
- Know the nearest route to evacuate the building in the event of an emergency.
- When you attend parties, keep your drink in your possession at all times until you are finished consuming it. Do not accept beverages from strangers.
- Get to know others around you and watch out for each other. Report any suspicious persons to Police or Security.
- Notify Facilities or Security if there are maintenance or lighting deficiencies that may compromise security on campus.

320 Newbury Street  
Boston, MA 02115

Phone: 617.585.0100

Fax: 617.585.0111

**the-bac.edu**

## Off Campus and Apartment Security

- Never prop a door open, as this could allow an unauthorized person to enter.
- Always lock your residence, even if you'll only be gone for a short time. Never leave money, jewelry or other valuables out in the open, even if you are present.
- Get to know others around you and watch out for each other. Report any suspicious persons to Police.
- Do not leave notes stating where, when, or how long you will be gone.
- Close your drapes and blinds at night, especially if your windows are on ground level.
- Keep yourself informed by checking campus e-mail and bulletin boards for campus alert notices pertaining to security issues on and around the campus.

## While You Are Out and About

- Communicate nonverbal cues (body language) that you are calm, confident, and know where you are.
- Don't walk alone, especially at night. Walk with one or more acquaintances.
- Stay in well-lit, busy areas and avoid dark poorly lit alleys or short cuts.
- Don't be afraid to tell someone who is harassing you to leave you alone in a firm, loud voice.
- Trust your instincts — if something or someone makes you uneasy, leave the scene.
- Keep your car locked at all times.
- Avoid flashing cash or valuables.
- Don't allow technology to make you unaware of your surroundings. **BE AWARE!**
- Everyone with headphones, an iPhone, a smartphone and an MP3 player knows – the minute you're plugged in, you barely exist anymore! You stare at your phone, zone out; not knowing what is going on around you. This, in essence, is exactly what you should be avoiding.
- The key to getting out of a potentially dangerous situation is to recognize it as such. This is nearly impossible if you aren't even aware of the situations you're walking into.
- Have your key prepared in hand as you approach your car or apartment.
- If you feel concerned for your safety **call 911** or while on campus, call **617-730-7160** or from an on-campus staff phone, dial ext.243 for a personal safety escort.

## **Social Networks and Digital Identity**

Social Networks have greatly increased our ability to connect with people all around the world. When used effectively, social networks can help with networking, making new friends, and so much more. There is more than one way to engage in social networks or social media, and to each person social networking may be different. However, there are still risks we all take when engaging in social media and networks. Below are some tips for thinking about your digital identity and using social networking sites/applications:

- Be sure to have strong password protection on your accounts (use complicated passwords using both upper and lower case letters, symbols, and numeric values)
- Review and adjust privacy settings on all your social media accounts to determine who has access to your profile and information
- When posting on social media, assume the post is public (even with privacy settings) and think about whether or not this is something you want friends, family, or potential employers to see
- Check your apps location-based settings. If you don't manage these settings, Apps may post your specific-location without your knowledge.
- Run a google search of your name; see what happens when people look you up. Do you have control over what is out there?
- If you are harassed or bullied through social media, document the situation, report the posts, and contact Security or Associate Provost and Dean of Students to file a complaint.