

2013 Annual Security Report: BU Study Abroad Los Angeles

1. Brief Overview of Program, Enrollment and Facilities

The Boston University Study Abroad Los Angeles programs offer students the opportunity to study and intern in the heart of the world's media and entertainment industries. Programs range from a short-term summer program to a semester-long program combining academic coursework and internships in film, television, and talent management, to post-graduate certificate programs in acting and screenwriting, to a graduate program in Media Ventures. Typical enrollment in the program varies, depending on the time of year, from approximately 30 students to a maximum of 90. The majority of students are Boston University undergraduates, although approximately 10% of the students in Los Angeles are drawn from other American colleges and universities and registered as visiting Boston University students.

The program employs a full-time professional staff along with several adjunct faculty members, and maintains a classroom/office facility and student apartments in west-central Los Angeles, near the Los Angeles County Museum complex and the Farmer's Market. Its central location facilitates travel for students on internships as part of their program.

Classroom/Offices:

Boston University Study Abroad Los Angeles
5700 Wilshire Blvd., Suite 675
Los Angeles, CA 90036
Tel: 323-571-4535
www.bu.edu/losangeles

Student Residences:

Park La Brea
6200 W 3rd Street
Los Angeles, CA 90036
Tel: 877-787-3154

2. Boston University Police Department

The Boston University Police Department is a full-time, professional law enforcement agency that also provides a wide variety of public services, including alarms, emergency medical assistance, investigating suspicious circumstances, and responding to and investigating criminal matters at the University's campuses in Boston, Massachusetts.

The Boston University Police Department also assists students, faculty and staff who study and work at locations around the world in matters concerning safety, law enforcement, and crime reporting. Although members of the University community who are not located in Boston are encouraged to call local law enforcement to report a crime, the Boston University Police Department welcomes all calls for assistance or inquiries from any member of the BU community, regardless of their location.

The Boston University Annual Security and Fire Safety Report can be found at: <http://www.bu.edu/safety/>

3. Los Angeles Law Enforcement/Private Security

Boston University Los Angeles works closely with both the private security department of Park La Brea (Sky Security Services) and the Los Angeles Police Department to provide a safe living and learning environment for students in this program. In the event of an emergency or to report any crime, members of the BU Study Abroad Los Angeles community should call 911. The Los Angeles Police and Fire Departments will always be the first responders in any emergency situation.

Los Angeles Police Department

4861 Venice Blvd
Los Angeles, CA 90019
(213) 473-0476

Park La Brea/Sky Security team members staff entrances to the student residence complex and patrol the grounds. They are involved in the investigation and resolution of any incident involving residents in the complex.

Sky Security
6200 West Third Street
Los Angeles, CA 90036
323-549-5508

Universal Protection Service provides security services at the program's classroom and office spaces located at 5700 Wilshire Boulevard. USS guards are located at the reception desk and patrol the building.

5750 Wilshire Blvd., Suite 151
Los Angeles, CA 90036
323-692-2445

4. Safety and Support Network

The Director and other on-site staff provide 24-hour academic and student life support to all students participating in the Los Angeles programs and serve as a bridge to other community-based resources, including emergency services, medical services, and local law enforcement. They are backed up in Boston by the staff of BU Study Abroad and Global Programs.

Staff:

Bill Linsman, Director, linsman@bu.edu
Clare Gilmore, Program Manager, clareg@bu.edu

Emergency phone numbers:

Program Office: 323-571-4535
RA On-call: 323-240-0664
Program Coordinator Mobile Phone: 323-354-9381

Los Angeles students are provided with an ID card listing program contact information and the contact information for other emergency resources. Students are also encouraged to enter an ICE (In Case of Emergency) phone contact number in the personal phone contact lists, since emergency workers are trained to look for identification and such ICE numbers if they find someone unable to communicate for himself or herself.

In Boston, BU Study Abroad staff may be reached during emergencies at any time by calling one of the following numbers:

617-353-9888 (Monday-Friday, 9am-5pm ET)
617-594-3215 (after hours and weekends)

A dedicated staff member in Boston University Global Programs also serves an important function for emergency planning and response:

Joseph Finkhouse, Associate Director, Health, Safety and Security
617-353-5401
617-777-3122 (mobile)

All Boston-based campus resources are available to students as well. These include:

Boston University Police: 617-353-2121; bupolice@bu.edu (a licensed psychiatric social worker is on 24-hour on-call through the BU Police)
Student Health Services: 617-353-3575; www.bu.edu/shs
Sexual Assault Response and Prevention Center: 617-353-7277; <http://www.bu.edu/sarp/>; sarp@bu.edu
Dean of Students Office: 617-353-4126; dos@bu.edu
Disability Services: 617-353-3658; access@bu.edu

Crisis Management Team:

The BU Global Programs Crisis Management Team meets as necessary to coordinate response to emergencies off-campus and respond to the community's needs. This team is chaired by the Vice President/Associate Provost for Global Programs or his designee. Members may vary depending on the situation and are drawn from areas of the University's administration with interests in international activity, including Study Abroad, Risk Management, General Counsel, Dean of Students, and Student Health Services.

In addition, students enjoy access to the resources of Boston University's on-campus Safety and Support Network (<http://www.bu.edu/safety/network/>) and service to support students' health and well-being (<http://www.bu.edu/safety/health-and-well-being/>).

On-site Directors of Boston University Study Abroad programs are trained semi-annually in the breadth of support offices and functions in Boston, so that they and their students may take full advantage of them.

5. Reporting Crimes

All Boston University students, faculty and staff are urged to report all crimes, allegations of crimes, and emergency situations, wherever they may occur, as promptly as possible. Emergency response, including response to crimes, is best handled by local law enforcement or other emergency responders who are reached by calling 911. All crimes and other emergencies should also be reported to a member of the BU Study Abroad Los Angeles staff. Crimes and emergencies in the Student Residences should also be reported to Park La Brea at 877-787-3154.

All such incidents should then be reported to Boston University Study Abroad and Global Programs using the standard Incident Report Form. The Global Programs Associate Director, Health, Safety and Security will then report qualifying criminal acts to the Boston University Police for inclusion in BU's annual crime statistics report. Sites should report all crimes and emergencies that occur in connection with the Boston University Los Angeles program, including related travel outside of Los Angeles, to Boston University Study Abroad.

6. Facilities and Access

5700 Wilshire Boulevard is an upscale, modern, 6-story office building. Boston University's suite includes classrooms as well as offices for program staff. All visitors pass by a 24-hour guarded entrance; from 7pm to 7am visitors must be admitted to the building by a security guard. Guards also patrol the building around the clock. There are numerous security cameras throughout and outside the building and parking areas. Between 7pm and 7am key cards are necessary in order to operate the elevators. Faculty members have keys to the general suite classroom; only administrators have keys to the offices.

Park La Brea is a 168-acre apartment complex located approximately two blocks from 5700 Wilshire Boulevard. The surrounding neighborhood is home to the large Grove shopping center and the Farmer's Market, as well as the LA County Museum and the La Brea Tar Pits. Park La Brea is a gated community, with guards at all three entry points and patrolling the grounds. Visitors should be registered with Sky Security by a resident, and will be given a visitor or parking pass at the entrance. All students are housed in 13-story towers within the Park LaBrea complex. Apartments are secured with locks and deadbolts.

7. Safety Procedures, Crime Prevention Programs and Wellness Programs

Pre-departure meetings are held on the Boston University campus to discuss administrative and academic aspects of the program, including conditions on site, staff and local resources, situational

awareness and other basic health and safety precautions. In addition, and for students unable to attend these sessions, a program handbook is updated annually and sent electronically to all students.

Students attend an orientation session during the first days of the program itself, where program staff discuss health, safety, security, emergency procedures, emergency contact information and reporting procedures. All students are supplied with the program's 24-hour emergency contact numbers and are encouraged to enter these numbers into their mobile phones.

Because of the unusual risk of earthquakes in Southern California, as well as associated problems including fire and the loss of utilities and other public services, the Boston University Los Angeles Programs emphasize earthquake preparedness and response. Measures include:

- Providing each student apartment with an emergency supply kit and food and water for 3-5 days.
- Each student is given a portable emergency kit to keep in their car
- Verbal orientation/tours of the classroom/office facility and student apartment safety features and modes of egress, as well as a group tour of the program's designated assembly areas
- Classroom/office building safety presentation including a fire drill, conducted by building security personnel.

Another risk unusual to the Los Angeles programs is road and vehicle safety. Because of the paucity of reliable public transportation in Los Angeles, the majority of students reach their internship locations in private cars. The program has secured a favorable rate for long-term vehicle leases for students in the program. Students in the program are provided with detailed information relating to laws regarding the leasing and operation of vehicles in California, insurance requirements, and basic tips for driving in the city.

In addition, many of Boston University's prevention and wellness programs are available by phone and online and are fully accessible to students when abroad. These include:

Student Health Services

617-353-3575

617-353-3569 (for urgent mental health-related needs)

www.bu.edu/shs

Marsh Chapel

617-353-3560

www.bu.edu/chapel

Sexual Assault Response and Prevention Center

617-353-7277

sarp@bu.edu

www.bu.edu/sarp

University Service Center

617-358-1818

www.bu.edu/usc

8. Timely Warnings and Emergency Notification

The Director maintains regular and timely communication with all program participants. In addition, onsite staff members communicate with all faculty, staff, students and other participants whenever they receive news, alerts, or warnings which may have an impact on participant safety or the day-to-day operation of the activity.

Process for Issuing Emergency Communications: Emergency messages may be sent when in the judgment of the Director, the Executive Director of BU Study Abroad, or the Global Programs Associate Director, Health, Safety and Security, an emergency or impending threat to the health, safety or security

of the program community exists. The message will either be sent to the entire program community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. Messages are sent by text by the Director or designee to program participants, staff and faculty when approved by one of the three individuals mentioned above.

9. Emergency Response and Evacuation Procedures

Boston University Study Abroad Los Angeles maintains a detailed emergency response plan, including an emergency communication protocol and an evacuation plan, in accordance with Boston University Study Abroad policy. Portions of the plan relating to students, faculty and staff are provided during orientation at the beginning of the semester. The entire plan is maintained in the program office.

All emergency plans and procedures, including contact information for local health, safety and security resources, advice on how to avoid becoming a victim of a crime, and instructions on how to report crimes, threats, and other incidents, are provided to students during the on-site orientation. A segment of the orientation is devoted to local health, safety and security issues. As noted previously, Boston University encourages all students, staff and faculty to report all crimes to onsite staff as well as local law enforcement.

Emergencies are responded to on-site according to a set protocol which will include staff, faculty, facilities managers, LAPD and the buildings' private security, and BU's emergency travel assistance provider. In Boston, Study Abroad, Global Programs, and the BUPD will work with on-site staff and the emergency travel assistance provider to coordinate an institutional response when necessary.

Notification of students, faculty and staff upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff will be executed as described above in "Timely Warnings and Emergency Notification."

10. Fire Safety

Fire Safety Policies: Fire safety is taken very seriously at all Boston University locations, including residence halls, instructional facilities, and offices. All students, faculty and staff are expected to cooperate in keeping facilities as safe as possible. For this reason, the following activities are forbidden in Park La Brea apartments, and those engaging in them should expect serious consequences:

- Setting fires of any kind for any reason.
- Tampering with any fire safety equipment, including fire extinguishers, fire alarm boxes, smoke detectors, and sprinkler heads (such as hanging objects from sprinkler heads and so forth).
- Malicious activation of a fire alarm.
- Propping open fire doors for any purpose other than emergency evacuation.
- Use of roofs and fire escapes for any purpose other than for escape from a fire or threat of a fire.
- Accidental activation of a smoke detector or fire alarm resulting from hall sports, water fights, and so on.
- Lighting open flames, and the possession of candles or incense in the residences.
- Using space heaters or other types of portable heaters.
- Careless use of approved items/appliances that creates a fire hazard.

Fire Safety Training: Upon arrival in the program students are instructed in fire safety, program policies, and evacuation procedures. Students are shown the location and use of the fire extinguishers in their kitchens, the fire hoses in their hallways, and the evacuation routes of their apartments and floors. Evacuation instructions are also posted in each apartment. During this initial orientation students go through a fire drill of the main classroom/office facility at 5700 Wilshire Blvd.

Evacuation Procedures: In the event of fire, students must test doors for heat, and evacuate via staircases. Evacuation takes priority over the use of the fire extinguisher. Students must not attempt to remove any belongings from their apartments. They should alert other residents as far as they are able.

Students must then contact the Director or other program staff at any time of day or night. Students should then assemble at the designated point, specifically the main Park La Brea parking lot at Tower 44, 410 Hauser Blvd. Students may not return to their apartments until the Park La Brea staff and the fire department have given an all-clear.

As previously noted, the risk of earthquakes in Southern California also elevates the risk of fire. Because of the risk of wildfires, students are also asked to be wary when out in the city or hiking in nearby areas, and to have their cell phones with them at all times.

Student Housing Fire Safety Systems:

Address	Type of Fire Safety System	Drills
Park La Brea Student Apartments	Each apartment is supplied with smoke and carbon monoxide detectors and a fire extinguisher. Fire hoses are found on each floor.	Landlord does not conduct drills.

Fire Statistics:

Incident Date	Address	Cause/Description of Fire	Estimated Cost of Damage	Number of Injuries	Number of Deaths
2010	Park La Brea Student Apartments	None	0	0	0
2011	Park La Brea Student Apartments	None	0	0	0
2012	Park La Brea Student Apartments	None	0	0	0

11. Alcohol and Drug Policies

Boston University's campuses and activities are not sanctuaries from federal, state, and local laws. Boston University prohibits the unlawful use, possession, sale, distribution, or manufacture of controlled substances or alcohol on University property or as part of University activities. Boston University neither permits nor condones the possession, use, or sale of illegal drugs and narcotics. Violators are subject to University disciplinary procedures, as well as to criminal prosecution under state and federal laws. Dealing in narcotics or illegal drugs anywhere on campus will result in expulsion from the residence system and further disciplinary action by the University. Conviction for drug-related offenses in any jurisdiction may affect a student's eligibility for federal, state, or University financial aid. All participants in Boston University programs are required to understand and abide by the Code of Student Responsibilities as well as the special conditions and expectations that are conditions of participation in the University's Study Abroad programs. Students who violate the Code are subject to disciplinary action as described in the Code.

Boston University "Alcohol and Drug Policies and Disclosures" outlined in the main Boston University Annual Security and Fire Safety Report (<http://www.bu.edu/safety/alcohol-drugs/>) apply to all separate campuses and non-campus locations as well.

The University offers a variety of programs to address alcohol and drug use, including several that are available online at <http://www.bu.edu/shs/wellness/aod/>.

12. Sexual Harassment and Sexual Assault Policies

Boston University is committed to the principle that no employee, student, or applicant for employment or admission should be subjected to sexual harassment. Nor does Boston University tolerate assault in any form. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment. Boston University policies concerning sexual misconduct and sexual harassment apply fully at all Boston University locations. These can be found at: <http://www.bu.edu/dos/policies/lifebook/sexual-misconduct->

[and-the-judicial-process/](#), <http://www.bu.edu/eoo/policies-procedures/sexual-harassment> and <http://www.bu.edu/police/sensitive/assault/>.

Local resources include:

The Rape Treatment Center at UCLA Medical Center
<http://www.911rape.org/about-us/who-we-are>

Sojourn Battered Women's Shelter
24-Hour Hotline: 310.264.6644
<http://www.opcc.net/ourprojects/sojourn/tabid/88/default.aspx>

Los Angeles County Department of Mental Health
<http://dmh.lacounty.gov/wps/portal/dmh>

Crisis Intervention Network (Counseling & Mental Health)
260 S Beverly Drive, Beverly Hills, CA 90210
(310) 823-0006
www.crisisinterventionla.com

Boston University's Sexual Assault Response and Prevention Center (<http://www.bu.edu/sarp/>) offers counseling to all BU students, anywhere in the world, on a 24/7 basis. Crisis counselors there can be reached at any time at 617-353-7277.

Boston University Los Angeles staff members receive two hours of sexual harassment training every two years, in accordance with California law. More information about this requirement is provided by the California Fair Employment and Housing Commission, www.fehc.ca.gov.

Any allegation of sexual misconduct by a University student will be reported to Boston University Judicial Affairs and to the University's Title IX Coordinator for investigation. The University's policy concerning Sexual Misconduct and the Judicial Process is available at <http://www.bu.edu/dos/policies/lifebook/sexual-misconduct-and-the-judicial-process/>.

Any member of the University community that has concerns regarding sexual misconduct or harassment should contact the Dean of Students (<http://www.bu.edu/dos>) or the University's Title IX Coordinator (<http://www.bu.edu/eoo>).

In addition to the previous information, sexual harassment complaints may be filed with these government offices:

California Fair Employment and Housing Commission
800-884-1684
<http://esq5.houdiniesq.com/dfeh2/esq/reg/>

United States Equal Opportunity Employment Commission
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
800-669-4000.

13. Missing Student Notification Process

Boston University provides students with the opportunity to provide confidential contact information to the University. Students may identify their confidential contact by visiting the StudentLink (www.bu.edu/studentlink), clicking on the "Personal" tab and updating the "Address & Phone" information to identify a "Missing Person" contact. This person will be notified in the event that the student is officially reported as missing.

All program faculty, staff or students who receive a report of a missing student should immediately report to the Director, or directly to Boston University Study Abroad.

The Director or a designated member of the program staff will investigate the circumstances of the student's absence. If the Director officially determines that the student has been missing for more than 24 hours following his or her receipt of a missing persons report, he or she will notify appropriate law enforcement agencies and the individual identified by the student to be contacted in such circumstances. If the student is under 18 years of age and is not emancipated, the Director or the Executive Director of Boston University Study Abroad will notify a parent or guardian.

14. California Sex Offender Registration

Information regarding registered sex offenders in California can be found on the website of the California Office of the Attorney General, www.meganslaw.ca.gov, or the U.S. Department of Justice, www.nsopw.gov.

15. Crime Statistics

The figures listed in the Los Angeles Campus Crime Statistics table reflect crimes reported to have occurred on Boston University's Los Angeles campus. The crime statistics are prepared by the Boston University Police Department Crime Analysis & Statistics Unit in conjunction with Boston University Study Abroad. Crimes are recorded in the year in which they were reported.

LA	On Campus			On Campus Residential			Non-campus			Public Property		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referred	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referred	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referred	0	0	0	0	0	0	0	0	0	0	0	0
* There were no hate crimes reported for this period												

Crime statistics for the other University campuses are available in the Boston University Annual Safety Report: www.bu.edu/safety.

Los Angeles Police Department Crime Mapping website, for most current crime data: http://www.lapdonline.org/crime_mapping_and_compstat