

2013 Annual Security Report: Boston University Brussels

1. Brief Overview of Program, Enrollment and Facilities

Boston University Brussels serves 140 to 200 students each year, offering graduate certificate and diploma programs in business and international relations through Boston University's Metropolitan College to students drawn primarily from Europe. Numbers fluctuate from term to term, with an average of about 50 students at any given time. In summer 2013, the site also hosted a program for approximately 15 undergraduate students through BU Study Abroad. The campus is located in an office park approximately 20 minutes by subway from the city center, and offers 3 classrooms, 3 offices, a conference room and a lounge area. The site employs a small staff, of 1 full-time employee—a Site Manager, and 2 part-time staff members. Several adjunct faculty members teach for the program.

Address and contact information:

Boston University Brussels
Boulevard du Triomphe 174, Triomflaan
B-1160 Brussels, Belgium
Tel: +32(2) 640 74 74
E-mail: brussels@bu.edu

Graduate students are responsible for their own living arrangements. In the summer of 2013 undergraduate students shared rooms in the Citadines Toison d'Or Apart-Hotel.

Citadines
61-63, avenue de la Toison d'Or
1060 Brussels, Belgium
Tel: +32(2) 543 53 53

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. Local Law Enforcement

Boston University personnel in Brussels work closely with the Brussels police in all matters of crime prevention, crime reporting, and public safety. Students are made aware that Brussels police have jurisdiction in all local matters, that students are at all times subject to local law and judicial procedure, and that Brussels police are first responders in emergency situations.

Brussels Police

Auderghem:
Rue Emile Idiers 12

1160 Brussels

Phone: +32 (0)2 563 96 39

info@police5342.irisnet.be

www.police.be/5342

4. Safety and Support Network

The Brussels Site Manager provides 24-hour academic and student life support to all students participating in the Brussels programs and serves 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 Boston University Global Programs.

Site Manager: Pam Dalby, +32(2) 640 74 74

In Boston, BU Global Programs serves an important function for emergency response as well as all other needed support for students or staff:

Joseph Finkhouse, Associate Director, Health, Safety and Security

617-353-5401

617-777-3122 (mobile)

BU Study Abroad staff are the primary contact in Boston during emergencies for summer undergraduate programs and may be reached at the following numbers:

617-353-9888 (Monday-Friday, 9am-5pm ET)

617-594-3215 (after hours and weekends)

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; 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: The Global Programs management team meets as necessary to coordinate response to emergencies overseas 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](#). 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 101 or 112 (cell phones). All such incidents should also be reported to the Site Manager. Sites should report all crimes and emergencies that occur in connection with the Boston University Brussels program, including related travel outside of Brussels, to Boston University Global Programs.

6. Facilities and Access

1. Classroom/Office facility: The classroom office facility, comprising 3 classrooms, an office suite, and a student lounge, is located on the ground floor of Triomphe 174. Other tenants of the building include a language school. Entry to the building is by electronic card, for employees. Students and visitors must be buzzed in by staff members in the office suite. There is a videophone system, including a security camera, at the front entrance. A security guard is shared with the language school from 5pm-10pm, when both institutions have classes. The Boston University premises are alarmed, including motion detectors.

There is emergency exit signage throughout the ground floor of the building and emergency fire/evacuation plans are available in the 3 classrooms and the main student area of the office suite. Fire extinguishers are located in classrooms, hallway, student room, and main student lounge area. Water sprinklers are placed in all rooms and there is a fire hose in the main ground floor reception area.

2. Summer 2013 Accommodations: Citadines is a full-service residential hotel. 2 students shared one-bedroom apartments with a full kitchen. The hotel front desk is staffed 24/7. The apartments and hallways have smoke detectors, and each floor has three modes of egress with escape routes clearly marked in each apartment and in the hallways. At the beginning of the summer program, safety and fire safety in the Citadines were reviewed with the students as part of the discussion of the program's emergency plan. Students were subject entirely to the hotel's policy on occupancy. Therefore, overnight guests were not permitted.

7. Safety Procedures, Crime Prevention Programs and Wellness Programs

Undergraduate students in the summer Brussels program attended an orientation session during the first days of the program itself, where program staff discussed 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.

In addition, many of Boston University's prevention and wellness programs are available 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 Site Manager 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 Site Manager 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 Site Manager or designee to program participants, staff and faculty when approved by one of the individuals mentioned above.

9. Emergency Response and Evacuation Procedures

Boston University Brussels maintains a detailed emergency plan, including an emergency communication protocol and an evacuation plan.

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 undergraduate students during the on-site orientation and are available to others in the program offices. A segment of the orientation is devoted to local health, safety and security issues.

These plans are reviewed annually by onsite staff as well as the Global Programs Associate Director, Health, Safety and Security, and are updated as needed.

Emergencies are responded to on-site according to a set protocol which will include staff, faculty, facilities managers, local emergency responders, and Boston University's emergency travel assistance provider. In Boston, 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 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. Tampering with fire safety equipment, propping open doors, activating fire alarms, or misuse of roofs and fire escapes, are considered serious offenses and students are made aware that violations of this policy entail serious consequences, up to and including separation from the program.

The program classrooms and offices comply with standing Brussels code and occupancy requirements, as described above. The student rooms in the Citadines facility, as noted, were equipped with smoke detectors, illustrated evacuation plans, and multiple modes of egress. These items were reviewed with students during their orientation. The Citadines facility is a non-campus location.

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 respects the laws of the countries in which we operate, and requires that our students do the same. In Belgium anyone over the age of 16 may legally purchase and consume beer and wine, and anyone over the age of 18 may legally purchase and consume hard liquor.

The 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/>.

Students who violate local law are fully subject to local judicial process as well as judicial action by Boston University. Penalties imposed by Boston University range up to and include early separation from the program.

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/>.

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>).

Local resources for students include:

Community Help Service Mental Health Center
Boulevard de la Cambre 33, 1000 Brussels, Belgium
Phone: (help line) +32 2 648 40 14; (appointments) +32 2 647 67 80

VUB Medical Clinic
Etterbeek Campus Building Y, Pleinlaan, 1160 Brussels, Belgium
Phone: +32 2 629 2300
www.vub.ac.be/english/infofor/prospectivestudents/healthcentre.html

Boston University's Sexual Assault Response and Prevention Center 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.

13. Crime Statistics

The figures listed in the Brussels Campus Crime Statistics table reflect crimes reported to have occurred on Boston University's Brussels campus. The crime statistics are prepared by the Boston University Police Department Crime Analysis & Statistics Unit in conjunction with Boston University Global Programs. Crimes are recorded in the year in which they were reported. The Citadines hotel is a non-campus location due to its distance from the Brussels campus.

Brussels	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	0	0	0	0	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 Lav 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, including crime statistics: www.bu.edu/safety.