

2013 Annual Security Report: BU Study Abroad London

1. Brief Overview of Program, Enrollment and Facilities

The Boston University Study Abroad London programs offer students the opportunity to study and intern in one of the world's leading global cities in the fields of arts, commerce, education, entertainment, and media, among many others. Programs range from a short-term summer program to a semester-long program combining academic coursework and internships in advertising, marketing, and public relations; arts and arts administration; economics and finance; film, radio, and television; hospitality and tourism; journalism; management and finance; politics and international relations; prelaw; psychology and social policy; and theater studies to a post-graduate certificate program in legal English and global business practices, to a graduate program in Journalism. Typical enrollment in the program varies, depending on the time of year, but generally has a maximum of 330 students. The majority of students are Boston University undergraduates, although approximately 37% of the students in London are drawn from other American colleges and universities and registered as visiting Boston University students.

The program employs 40 faculty and 14 professional staff members and maintains a classroom/office facility and three student apartment facilities in west-central London, in the exclusive South Kensington neighborhood. All facilities are located within a short walk of each other.

Classroom/Offices:

Harrington Gardens
43 Harrington Gardens
London, SW7 4JU, England
+44(0) 207 244 2900
www.bu.edu/london

Student Residences:

Courtfield Place
74-76 Courtfield Gardens
London, SW5 0NL, England

Crofton House
The Crofton, 14 Queen's Gate
London, SW7 5JE, England

Sorbonne House
39-41 Cromwell Road
London, SW7 5JE, England

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:

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<http://www.bu.edu/safety/>

3. London Metropolitan Police

Boston University London works closely with the London Metropolitan 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 London community should call 999. The London Metropolitan Police and Fire Brigade will always be the first responders in any emergency situation.

London Metropolitan Police
Kensington Station
72 Earls Court Road
Kensington W8 6EQ

Entourage Security provides 24-hour security services at the Crofton House residence hall located at 14 Queens Gate. Guards are located at the reception desk and patrol the building.

Entourage Security Management
10-11 Spice Court
Ivory Square
Plantation Wharf
Battersea
London
SW11 3UE
Tel: 020 7734 6151 / 0845 600 5558
www.entouragesecurity.co.uk

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 London 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 in BU Study Abroad and Global Programs.

London Student Life Staff:

Alison Campbell, Site Director alisonuk@bu.edu
Michael Peplar, Academic Director, michaelpeplar@bu-london.co.uk
Michael Oliver, Associate Director of Student Life, Michael@bu-london.co.uk
Mona Patel, Assistant Director of Student Life, mona@bu-london.co.uk
Christine Trieu, Student Life Coordinator, ctrieu@bu-london.co.uk
Crofton Residence Front Desk, rotating staff, securityguard@bu-london.co.uk

Emergency Contacts:
Program Office: +44(0) 207 244 2900
RA On-call: +44 (0) 777 5566 392
Program Site Director Mobile Phone: +44 (0) 7904 423 756
Crofton Residence Front Desk: +44 (0) 207 590 7000

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 (office)

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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 999. All crimes and other emergencies should also be reported to a member of the BU Study Abroad London staff.

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 London program, including related travel outside of London, to Boston University Study Abroad.

6. Facilities and Access

Harrington Gardens

Boston University's Harrington Gardens facility and each of the student residences are renovated 19th century Victorian buildings in London's beautiful Royal Borough of Kensington and Chelsea. They include classrooms as well as offices for program staff. All visitors to Harrington Gardens must pass through a key-code front entrance and a similarly protected basement door that opens only until 8pm for student access to the library. There are security cameras outside the front door and inside the entrance hall. Harrington Gardens also has three types of alarm systems for fire, intruder, and panic. In addition to the siren sounding the Fire and Intruder alarms there is also an auto dialer fitted to call the Crofton reception desk in the event the alarms are activated. If there is no answer it calls the designated Staff on-call telephone and then the Associate Director of Student Life, Michael Oliver. Since Harrington Gardens only contains offices and classrooms there are no overnight guests allowed and visitors must report to reception.

Sorbonne and Courtfield Houses

Entrance to the Sorbonne and Courtfield Houses is through a key-code front door and then a set of glass doors that require another access code. Security cameras are located outside the front door and inside the entrance hall only. Visitors to Crofton are allowed between the hours of 9am and 11:30pm, must sign-in and out at reception, are required to leave their driver's license or passport and will receive a temporary guest pass. There are no overnight guests allowed and a fine of £100 is imposed for violations.

Crofton House

Entrance to Crofton House is sealed off by a system of glass doors so that students/visitors must go into the reception area and pass a 24-hour security desk. Security cameras are located outside the front door and inside the entrance hall. Visitors to Crofton are allowed between the hours of 9am and 11:30pm, must sign-in and out at reception, are required to leave their driver's license or passport and receive a temporary guest pass. There are no overnight guests allowed and a fine of £100 is imposed for violations.

The Sorbonne, Courtfield, and Crofton residences in Kensington are within walking distance of Hyde Park, Kensington Palace and many other major destinations, and enjoy easy access to tube stations and bus routes. In addition to the siren sounding the fire and intruder alarms in Sorbonne and Courtfield, there is also an auto dialer fitted to call Crofton reception in the event the alarms are activated. If there is no answer the auto dialer calls the designated staff on-call and then Associate Director of Student Life, Michael Oliver. The panic alarms at Sorbonne and Courtfield are linked to the Redcare Call Center which calls the Resident Assistant on-call telephone if activated. If there is no answer it calls the staff on-call telephone and then Crofton reception. Crofton has a manned security desk when students are on-site which is in charge of the on-site fire alarm and panic button. When students are not on-site, staff are generally still present in the building preparing for arrivals. However, during certain instances, such as Christmas, the resident manager is in charge of the on-site fire alarm.

7. Safety Procedures, Crime Prevention 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 members discuss health, safety, security, emergency procedures, emergency contact information and reporting procedures. Orientations are always attended by the London Metropolitan Police Force to speak about safety, both in residence halls and throughout the city. All students are supplied with the program's 24-hour emergency contact numbers and are encouraged to enter these numbers into their mobile phones.

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 London 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 on-site 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, London Metropolitan Police, 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 in London as 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 the London residence buildings, 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.
- Smoking, lighting open flames, and the possession of candles or incense in the residences.
- Careless use of approved items/appliances that creates a fire hazard.

Fire safety equipment and marked fire exit doors are strictly 'off limits' to students unless and until they need to be used in an emergency or for a drill. Any student or students found to have endangered lives by tampering with any fire safety equipment will be subject to an on the spot fine of £250, and could also face expulsion from the program.

Fire Safety Training: All students attend on-site orientation where fire safety systems and emergency procedures are discussed. During this session students are shown a video of a fire quickly taking hold, in order to heighten awareness of the speed of smoke spreading and killing. All students participate in a fire drill under emergency conditions (i.e., with emergency lighting only) to learn their escape routes and assembly points, and must successfully complete the drill within a period of time set for each building. This is explained to students in detail. All students participate in another fire drill when they attend their first class so that they are fully aware of how to evacuate the classroom building. Five drills are conducted
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each semester in each residence building. All drills are logged.

Evacuation Procedures: In the event of a fire, extinguishers can be used if there is no risk to the student. Students must activate the fire alarm and a resident assistant or other staff member will ring 999 to summon the Fire Brigade. If the fire alarm is sounded all students and staff must leave immediately without using the elevators and assemble at the designated assembly points:

For 43 Harrington Gardens – meet by the fire gate, on Harrington Gardens.

For Sorbonne – meet across the road, outside the casino.

For Courtfield – meet across the road, on the corner of Collingham Road and Courtfield Gardens.

For Crofton – turn right out the front door and meet on the corner of Queensgate Terrace

If the evacuation is from classrooms, faculty will have the attendance register for each class and will check students against this register and make a report to staff/fire brigade if anyone appears not to have left the building.

If the evacuation is from the residences, staff will check names against the student occupant list and report anyone who should be in the building and is not accounted for. This requires a cross check for any students away at the weekend if, appropriate. No-one may re-enter the building until the all-safe is given.

Student Housing Fire Safety Systems by Residence Building

Address	Type of Fire Safety System	Drills during 2012
Courtfield	Smoke and heat detectors, alarms and alarm panels, fire doors, emergency lighting, fire extinguishers, evacuation diagrams.	15
Crofton	Smoke and heat detectors, alarms and alarm panels, fire doors, emergency lighting, fire extinguishers, evacuation diagrams.	15
Sorbonne	Smoke and heat detectors, alarms and alarm panels, fire doors, emergency lighting, fire extinguishers, evacuation diagrams.	15

Fire Safety Systems and Procedures are subject to annual inspections by an approved contractor in compliance with building and fire codes, as well as unannounced inspections by the London Fire Brigade, and external audits by Head Projects Building Control and A Head Start Consulting.

Fire Statistics by Residence Building

Incident Date	Address	Cause/Description of Fire	Estimated Cost of Damage	Number of Injuries	Number of Deaths
2010	Courtfield	None	0	0	0
	Crofton	None	0	0	0
	Sorbonne	None	0	0	0
2011	Courtfield	None	0	0	0
	Crofton	None	0	0	0
	Sorbonne	None	0	0	0
2012	Courtfield	None	0	0	0
	Crofton	None	0	0	0
	Sorbonne	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, 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.

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/>.

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.

On-Site Specifics: The legal drinking age in the United Kingdom is 18. Students over 18 may legally drink alcohol, but must do so responsibly. Alcohol is not allowed in the street or on public transport. Any violations or behavior causing missed classes or danger to others may be dealt with by exclusion from the program.

It is a criminal offence in the UK to possess and/or supply drugs (1971 Misuse of Drugs Act). Individuals charged with that offence may be arrested, imprisoned or sent home by the authorities and prohibited from returning to the UK.

12. Missing Student Notification Process

Boston University provides all students, including those in London, 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 London 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 the London Metropolitan Police, Boston University, 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 London Director or the Executive Director of Boston University Study Abroad will notify a parent or guardian.

13. 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:

Courtfield Private Practice
 Dr. Kate O'Brien
 73 Courtfield Gardens, London, SW5 0NL
 Phone: 0207 373 3541
<http://www.courtfieldpp.co.uk/>

The Sloane Court Clinic
 Dr. Roger Howells
 11 Sloane Court West, London, SW3 4TD
 Phone: 0207 730 9326
<http://sloanecourtclinic.com/>

Boston University London keeps an up-to-date list of a number of rape treatment centers and other shelters which are made available to students.

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.

BU London staff members speak regularly with BU Judicial Affairs, Behavioral Medicine the Sexual Assault Response and Prevention Center (SARP) and policies are shared. Program Directors attend annual meetings and receive annual updates in these areas. Locally, AASAP (a US study abroad group) also offers training in these areas.

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/eo/>).

14. Crime Statistics

The figures listed in the London Campus Crime Statistics table reflect crimes reported to have occurred on Boston University's London 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.

London		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	1	0	0	1	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 Law Violations	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 Violations	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 Law Violator	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													

Metropolitan Police Crime Mapping Website: <http://maps.met.police.uk/>

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