

CONTACT NUMBERS

EMERGENCY/CAMPUS:

718-430-4111

GENERAL EMERGENCY

(Police, Fire, EMS):

Dial 911

NYPD 49TH PRECINCT:

718-918-2000

BUILDING SECURITY DESKS

Forchheimer:

718-430-2019

Belfer:

718-430-8035

Kennedy Center:

718-430-2425

Price:

718-678-1300

Housing:

718-430-3066

Van Etten:

718-862-1800

Visit our website for more information:

[www.einstein.yu.edu/administration/
auxiliary-services/security/](http://www.einstein.yu.edu/administration/auxiliary-services/security/)

COMMITMENT STATEMENT

The College of Medicine is committed to maintaining a safe and secure campus for the Einstein community. While campus safety and security is a shared responsibility, we believe that the best protection against crime is to foster an aware and alert campus community whose members exercise both reason and caution.

While the vast majority of Einstein's students, faculty, staff and visitors will never experience crime during their time on our campus, crimes may occasionally occur. In such an instance, an investigation would be conducted by Einstein's security staff and, where applicable, law enforcement would be notified. The College of Medicine also provides information to any victim of a crime in order to assist the individual with making an informed decision that can include support and counseling.

Please contact the Einstein security department at 718-430-2180 should you have any questions, concerns, or comments about the College of Medicine's campus safety and security program.

***If You See Something
Suspicious, Say Something!***



Albert Einstein College of Medicine

Helpful Security Tips When Working Late



We realize that working late or coming in after regular hours is inevitable. This brochure aims to provide helpful tips to assure your safety and security.

**Security and Transportation
Forchheimer Building
Room G9**

Be Familiar with Your Surroundings

- Know your building address, floor and room number.
- Add campus security telephone numbers to your cell phone's speed dial.
- Have cell phone numbers available for reaching your colleagues.
- Do not hesitate to call building security or the police if you feel uncomfortable or anything seems wrong. It is always okay to request assistance.
- Practicing good security techniques and habits greatly reduces your chances of becoming a victim.

Lock Office and Suite Doors

- Make sure that you have keys to enter and secure your space.
- Be sure that you have authorized access and that your key-card is programmed with the required authorization level. For questions or issues, please contact security at x2180.
- Office and suite doors should remain locked at all times. Office staff should avoid propping doors open or allowing visitors to enter unescorted.
- When working late, always double check that the office and/or suite doors where you are working are locked. Minimize your need to travel outside your suite. If you need to do so, make sure to lock office doors behind you when you leave your office area.
- Secure your valuables in a locked drawer.

Work as a Team/ Keep Others Informed

- Ensure that you have authorization from your superior(s) to work off-hours.
- Work as a team; inform co-workers that you will be staying late or working off-hours. Determine if others may be working off hours, too. Whenever possible, coordinate with others who also maybe are working late or off-hours. Get to know colleagues located in neighboring office suites. They can serve as valuable support.
- Inform a family member of your location and plans to work late. Family members should also have the phone number of campus security should a matter of concern arise.
- Consider asking a co-worker or family member to periodically check in on you.
- Notify building and/or campus security so they are aware of your after-hours presence.
- When informing the security desk in your assigned building, indicate an approximate time by which you intend to leave.
- When working late, always ensure you have a phone nearby, and always keep your cell phone on/with you.

Practicing good security techniques and habits greatly reduces your chances of becoming a victim.

When Departing the Office

- Unless there is a building emergency, do not use stairwells. Use designated, direct and well-lit travel routes and elevators that are familiar to you.
- Inform a co-worker or family member when you are leaving, and notify building security, so they are aware you have departed.
- If walking alone consider remaining on a cell phone while you enter or exit the facility, and while you walk to or from your car or public transportation. You will be a less likely target if it appears that you are in communication with someone. If you are speaking with someone, remain alert of your surroundings.
- Regardless of time of day, you can always request a security escort to and from your car. Uniformed Security Escorts are provided from any of our campus housing, educational and parking facilities by calling 718-430-2019 or ext. 2019 from any campus telephone.



Visit our website for more information:
www.einstein.yu.edu/administration/auxiliary-services/security/
