

Personal Security Tips

- Stick to well-lighted, well-traveled areas.
- Use the Security escorts and van service. If not, use the “buddy system.”
- Check out the car interior and your surroundings before opening the door.
- Don’t leave valuables exposed in your car.
- Park in well-lighted areas.
- Lock your doors and roll up windows (even if you are coming right back.)
- Have your car or house key in hand.
- Stay alert. Send the message you’re calm, confident and know where you’re going.
- Trust your instincts – if something or someone makes you uneasy – walk directly to a place where there are other people.
- Don’t let unauthorized people “tailgate” through card access controlled doors.
- Report the presence of persons without ID badges or in secure areas improperly.
- Try to use ATMs only during the daytime – have your card ready and don’t approach if you feel uneasy about the people nearby.
- Don’t flash large amounts of cash or other tempting targets.
- If someone attempts to rob you – Don’t resist – Give up your property.

Employee Personal Security

Be Cautious and Stay Safe

Important Telephone Numbers

Winston-Salem Police Department

Emergency: 9-1-1

Non-Emergency: 773-7700

Medical Center Security

Emergency: 6-9111 (716-9111)

Non-Emergency: 6-3305 (716-3305)

Security Escorts

6-3305 (716-3305)

“E” Floor Security Officer

6-2932 (716-2932)

Security Administration

3-2305 (713-2305)

Van Service

6-RIDE (716-7433)



Wake Forest University Baptist

MEDICAL CENTER

Security Section of Risk Management Services

Medical Center Blvd.

Winston-Salem, NC 27157

Phone (336) 713-2300

Fax (336) 713-2303

Infinet/wfubmc.edu/depts/risk

WFUBMC & WFUHS

Employee Personal Security



**From the Security Section of
Risk Management Services**

The Medical Center is an Exceptionally Safe Place to Work.

By Following a few simple Suggestions and Precautions, You Can Ensure That Your Personal Safety is Never Compromised.

Be Cautious and Stay Safe.

Security Escorts

A free security escort service is provided by WFUBMC Security 24-hours-a-day. If you are going to your vehicle alone, or with a group, please call **716-3305**. A Security Officer will promptly respond to your location and walk with you. We strive to respond to requests within five minutes.

Be Smart... Call Before You Start.

Workplace Violence/Threats

If the violence is of such a nature that serious bodily harm is imminent or likely, call the **Winston-Salem Police Department (911)**. These situations involve weapons or extreme force that by its nature would inflict serious bodily harm. As soon as practical after notifying the Police, contact Medical Center Security.

For emergency cases that do not require police response and when a direct call to Security is dangerous or impractical because the threat is still present; Call **6-3305** or **6-9111** and announce that you need **“Doctor Armstrong”** at your location. This code will indicate that you require immediate assistance without placing you at further risk by announcing the nature of the crisis.

Emergency Phones

Emergency telephones are located in parking areas. (Look for the blue lights at the top of the poles.) Familiarize yourself with their locations in parking lots that you frequently use.



Use these phones in case of emergency to summon help. You may also use them to report suspicious persons or request aid if you have car trouble.

Press the red button. The Security Dispatch Center will speak with you. In an emergency, wait by the phone for a response by Security Officers and/or the police.

“E” Floor Security Officer

As a service to you, a Security Officer is stationed on the “E” floor of the Hanes Building by the Alumni Plaza entrance. You are encouraged to use this door for entry and exit at night.

The officer is on duty from 5pm until 6am on weekdays and around-the-clock on weekends. The telephone number for this station is **716-2932**.

Van Service

During normal business hours, the Medical Center offers a free shuttle van service running regular routes around campus and to some outlying areas (including the main WFU campus.)

Call **6-RIDE (716-7433)** for more information.

Security Patrols

Security Officers conduct foot and motor patrols in all areas of the Medical Center 24-hours-a-day.

Communicate with your Security Officers to let them know about suspicious people, open doors, hazards and lighting outages.

To discuss any concerns about Medical Center security, please feel free to directly contact:

Neil Kearns Risk Management **713-2307**
David Collum Chief of Security **713-2309**

Auto Break-Down Service

Security offers a free auto break-down service. If you find that you have a flat tire, dead battery or are locked out – call **716-3305** to have a Security Officer dispatched to your location.

(You may also use the emergency phones.)

For more serious problems, they can help you arrange for a mechanic or towing - and they will assist in contacting family or others who may be expecting your arrival.

Incident Reporting

Report any crimes or suspicious incidents to Security by calling **716-3305** or **6-9111**.

A Security Officer will respond and assist in reporting to the police if necessary.

