

Annual Security Report – NYU in Florence 2009-2010

In compliance with the federal **Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1998** (formerly the **Crime Awareness and Campus Security Act of 1990**)

The utmost safety of our students, faculty, staff and visitors is a top priority for New York University. We are dedicated to maintaining an academic site where learning excels in an environment unencumbered by safety concerns or fear for personal well-being.

Although the area surrounding the site has a low violent crime rate, crime prevention remains a high priority. NYU does its part to ensure the safety of its students and employees. The local police force, a closely screened and well trained staff and the students themselves all share in the responsibility of making NYU in Florence a safe place to study, work and live.

Security and Safety

NYU in Florence utilizes contractual security personnel at the locations who do not have police designation. The company providing personnel have been carefully vetted by the University to ensure that the standards enjoyed by the students at the NYU campus in New York City are met. Representatives from the company regularly meet with site administrators to discuss issues and ways to improve the services provided.

Site Administrators also maintain a dialogue with the main Police department and the US Consulate to foster a good working relationship with both organizations. Each semester, staff requests that representatives from both the Polizia di Stato and the US Consulate participate in orientation sessions. These sessions take place during the first week of the semester.

At the pre departure orientation before arriving to the site, and then immediately upon arrival, students are advised of emergency telephone numbers, what to do in an emergency, common safety issues, prevention tips, and how and to whom to report incidents. A Guide to Safety (attached) is provided to students upon check-in, and the presentation slides for the orientation session “Health and Safety 101” is posted on Blackboard after orientation concludes. Following the first two days of orientation, Personal Safety panel discussions are conducted during which students can express concerns and ask questions to a group of local experts, including a psychologist, a female police officer, a toxicologist, a representative from the anti-violence center at Careggi Hospital, and Office of Student Life staff. Finally, beginning this fall, local personal safety issues will be addressed in two Dacey Decisions workshop sessions with students who wish to attend. Residence life staff training, including safety components, takes place before the beginning of each semester for new staff members, and any safety issues that arise are discussed in weekly staff meetings. The University encourages students, faculty and staff to promptly report all incidents to the individuals previously listed as well as the local police if a crime took place.

In the event an emergency, criminal act or other event that necessitates notification to the student population occurs, the NYU in Florence staff posts an announcement on Blackboard, sends a group e-mail, and, if appropriate, addresses the issue in hall meetings. Staff might also post flyers on campus. All safety-related incident reports are forwarded to the Assistant Director of Public Safety for Crime prevention, Clery Compliance and Strategic Planning at NYU in New York City where the appropriate incidents will be reflected in the annual security report for the site.

Security and Access in University Housing:

Students studying at NYU in Florence have a variety of housing options, including on campus dormitories, off campus residences, apartments, and homestays. The University does not identify the exact address of where students reside for security reasons

The on site housing are located on the grounds, with persons accessing through the gate entrance. Access to on site housing is achieved through card readers, security staff posted at the front gate and inside Villa Natalia, a security alarm system, and identification displayed upon entry. Guests must be met by their host, sign in, leave valid photo identification, and take a guest pass. They must sign out and leave the property by 11:00 PM. Visitors and deliveries must be authorized by staff to enter before accessing the campus. Students must show NYU in Florence identification to the guard in order to gain access. The gate is staffed 24 hours a day, 7 days a week. The Villa Natalia reception is also staffed 24 hours a day, 7 days a week when the program is in session. Security technology includes cameras, card readers, and panic buttons (in the gym and in the student lounges. The Office of Student Life and Office of Facilities Management work together to develop and enforce the access policy in collaboration with the security providers. Other entrances to the campus property are locked and/or automated and monitored via video cameras. Once on the property, card readers are used which allow access only to staff and students who live in these facilities. Emergency exits allow egress when the buildings are closed. When the program is not in session, the street gate, which is not automated, is closed and locked, and visitors must call or ring a bell to speak to security staff. Maintenance, alterations, and repairs are organized by the Office of Facilities Management and conducted both in house and by local providers. The grounds are maintained by the gardening staff and their providers. Students report issues directly to the Facilities Management Office by filling out an online form (<https://www.nyu.edu/global/forms/maintenance/>), writing an e-mail (florence.techsupport@nyu.edu), calling (tel. 055-5007395), or visiting the Office of Facilities Management in the Villa Ulivi Annex (open Monday-Friday, 9:00 AM to 6:00 PM).

A listing of off campus housing locations for 2008 is attached. In the off campus properties, main building doors are locked in most locations 24 hours a day. For buildings with offices that require the main doors to be open during operating hours, the doors are locked at night and on weekends. Students must access the buildings and individual living situations using their keys. Some apartment doors have peep holes, but this is not standard. Some buildings have daytime porters hired by the building administration. Guests are permitted until 11:00 PM. Students are responsible for guest access and behavior. Office of Student Life and Facilities staff enforces policies related to responsible access to off site housing.

Security and access at Campus Facilities:

The hours of operations for campus services vary. The Office of Student Life is open Monday through Friday from 9:00 AM to 5:00 PM.

The Academic Center is open Monday-Thursday from 8:30 AM to 8:30 PM, and on Fridays from 8:30 AM to 6:00 PM. The academic offices are open Monday through Friday from 9:00 AM to 6:00 PM. To access the center, students and visitors enter through the street gate and walk through the campus internally to arrive at the doors to which are open during operating hours. Deliveries are addressed via a camera and intercom system at the gate. Reception staff (or guard staff after office hours) must authorize entry and open the automated gate in order for delivery vehicles to enter. Some visitors with vehicles may also enter this way. The reception staff and Facilities Management Office collaborate to develop access policies, and the reception staff and guard staff enforce the policies. Security technology at the center includes a security alarm system that is activated when the building is closed, cameras, and an intercom system. Secondary means of ingress/egress to the buildings only permit exit via emergency doors, and for the property, all other gates are locked and must be opened by guards or staff. The gate and main entrance are locked with keys and the security alarm activated when the building is closed. Maintenance, alterations, and repairs are organized by the Office of Facilities Management and conducted both in house and by local providers. The grounds are maintained by the gardening staff and their providers. Issues may be reported to the reception (tel. 055-5007300) or to the Facilities Management Office by filling out an online form (<https://www.nyu.edu/global/forms/maintenance/>), writing an e-mail (florence.techsupport@nyu.edu), calling (tel. 055-5007395), or visiting the Office of Facilities Management (open Monday-Friday, 9:00 AM to 6:00 PM).

Villa La Pietra is a house museum and office building with classroom space. A 24-hour security staff monitors the building, surrounding grounds, and controls access of the main gates, garden, and building doors. Security technology includes cameras, a security alarm system, and an intercom system. The administrative offices are open from 9:00 AM to 6:00 PM from Monday through Friday. Guests, visitors, and deliveries are addressed by the Villa La Pietra security guards via an intercom system. Students enter the property through the Villa Natalia gate (see above) and walk through the campus internally to arrive at Villa La Pietra, where access is then controlled by the security staff. The main gate is locked and automated, the internal gate is locked with a key when offices are closed, and the building doors are locked except when events or tours are taking place, in which case, a guard or staff member is stationed at the entrance. The administrative offices at Villa La Pietra are responsible for the development of the access policy, and the security staff enforces it. Secondary means of ingress to the building are locked and must be opened by guards or staff; secondary means of egress may be opened from the inside of the building, or externally, via automated systems operated by the guard staff. Maintenance, alterations, and repairs are organized by the Office of Facilities Management and conducted both in house and by local providers. The grounds are maintained by the Villa La Pietra gardening staff and their providers. Issues may be reported to the Facilities Management Office by filling out an online form (<https://www.nyu.edu/global/forms/maintenance/>), writing an e-mail

(florence.techsupport@nyu.edu), calling (tel. 055-5007395), or visiting the Office of Facilities Management in the Villa Ulivi Annex (open Monday-Friday, 9:00 AM to 6:00 PM).

Villa Sassetti is a conference center that is also used for classrooms. The building is locked, and access is controlled via a key or keypad unless class is in session, in which case the door is open. Security technology includes cameras, a security alarm system, and an intercom system. Opening hours vary based on class times. Offices in this building are open from 9:00 AM to 6:00 PM. Students access the facility through the main gate and walk through the campus internally to arrive at Villa Sassetti. Guests, visitors, and deliveries are addressed by the Villa Sassetti administrative offices and the security staff at Villa La Pietra. The gate utilized for access is that of Villa La Pietra (see above); the main gate to Villa Sassetti is locked and accessible by guards or staff only. The administrative offices at Villa Sassetti and Villa La Pietra are responsible for the development of the access policy, and the Villa Sassetti staff and Villa La Pietra security staff enforce it. Secondary means of ingress/egress to the buildings only permit exit via emergency doors, and for the property, all gates are locked and must be opened by the Villa La Pietra guard staff. A security alarm is activated when the building is closed. Maintenance, alterations, and repairs are organized by the Office of Facilities Management and conducted both in house and by local providers. The grounds are maintained by the Villa La Pietra gardening staff and their providers. Issues may be reported to the Facilities Management Office by filling out an online form (<https://www.nyu.edu/global/forms/maintenance/>), writing an e-mail (florence.techsupport@nyu.edu), calling (tel. 055-5007395), or visiting the Office of Facilities Management in the Villa Ulivi Annex (open Monday-Friday, 9:00 AM to 6:00 PM).