

Annual Campus Security Report – NYU in Madrid 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 a campus 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 Madrid a safe place to study, work and live.

Security and Safety

NYU in Madrid utilizes contractual security equipment (surveillance cameras/alarm system) contracted through Insetel. NYU in Madrid has a full-time employee in charge of security and building maintenance. Access to the NYU in Madrid campus is limited to the main entrance of one of the two buildings in Madrid.

Site Administrators also maintain a dialogue with the local Police department and the US Embassy to foster a good working relationship with both organizations. NYU in Madrid, as a founding member of APUNE, receives regular safety tips and recommendations from the US Consular Service Officers. This information is then provided to all incoming students during orientation.

At the pre departure orientation before arriving to the site, and then immediately upon arrival, students are advised to register with the US Embassy, this will ensure that they receive all Warden messages as well as assistance in case of stolen or lost passports. Students are also provided with the NYU in Madrid 24-hour emergency number, as well as staff cell phone numbers and local emergency phone numbers. All students are requested to report all incidents to the Office of Student Life, and are given instructions on how to file a police report. NYU in Madrid has an intranet page where regular safety advisories are posted throughout the semester.

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, NYU in Madrid has an established protocol: a phone tree is set up at the beginning of every semester and activated in the event of an emergency. All students, staff and faculty are included. Should all telephone communication fail, students are told to congregate on campus. Students are also reminded throughout the semester that they should contact NYU in Madrid via email or phone if they are travelling in a place where an emergency occurred for accountability purposes. Finally, NYU in Madrid has a e-mail announcements/list-serve which

is the regular means of communication with all students, and would certainly be used to communicate emergencies. All announcements are posted on the intranet page as well as sent out as email to all students.

All 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 Madrid have two housing options: apartments or home-stays. These properties are located around the city and change each semester depending on availability and student interest. The students pay the home owner or landlord directly. The University does not identify the exact address of where students reside for security reasons

Security and access at Campus Facilities

The Academic Center, two buildings connected by a courtyard, located in the residential neighborhood El Viso. The building hours are 8:30 a.m. – 8:45 p.m. Monday thru Thursday and 8:30 a.m. – 2:45 p.m. on Fridays. All students are given an access code for the main entrance, students must show ID and all guests must be registered. All deliveries are made at the front door where staff receives them.

There are four 24-hour surveillance cameras on the premises as well as an alarm system that is activated after hours. There are panic buttons in the bathrooms of both buildings. Secondary means of egress that lead out onto the street are doors equipped with panic bars, and these cannot be opened from the outside. The patio that connects the two buildings, on one side has a path that leads out onto Cidacos street, a dead-end street. There is a gate, which opens from the inside only, and surveillance cameras. All buildings are secured by an alarm system when the facility is closed.

All major maintenance is outsourced and carried out under strict vigilance of our building maintenance person. All regular maintenance of the grounds, the sprinkler system, the A/C system is outsourced to various companies who come to campus on Fridays when there are no classes. Conchi Sánchez is the supervisor in charge. All building maintenance requests and concerns are reported to Conchi Sánchez.