

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

Security and Safety

NYU in Prague utilizes contractual security personnel at all NYU in Prague locations. These security guards do not have police designation. The companies 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 companies regularly meet with site administrators to discuss issues and ways to improve the services provided.

Site Administrators also maintain a dialogue with the Prague City Police department and the US Embassy to foster a good working relationship with both organizations. The US Embassy employee, Rachel Smith, SmithRM3@state.gov, will speak to NYU in Prague students during the orientation week in the Fall 09.

At the pre departure orientation before arriving to the site, and then immediately upon arrival, students are advised on emergency telephone numbers, how and to whom to report incidents, whether reports may be made in a voluntary confidential manner, security and safety in residence halls, safety in Prague (document attached). Students are informed about all security procedures and practices at meetings during the first week of the program.

The University encourages students, faculty and staff to promptly report all incidents to the individuals previously listed as well as to the local police if a crime has taken place.

In the event an emergency, criminal act or other event occurs that necessitates notification to the student population, depending on the nature of the event, an email is sent to all students, group meetings with staff or counselors are organized, flyers are posted in residence halls and/or the academic center. 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 Prague have a variety of housing options including residence halls and apartments. The University does not identify the exact address of where students reside for security reasons

Vinohrady, Prague, 120 00

- NYU in Prague is leasing the whole building
- access is achieved by a magnetic chip and/or by a security guard who is posted at the front entrance
- NYU ID card must be displayed upon entry
- all guests must sign in with security. Students must fill out an overnight guest form for all overnight guests
- the security office is staffed 24 hours a day
- one security camera monitors the front entrance of the building; the image is projected and recorded in the building manager's apartment
- the main door does not get locked, back (backyard) door gets locked at 9 p.m. and opened at 8 a.m.
- students access the facility through the front entrance only
- students report all maintenance issues to a building manager – Jan Hovorka, jh153@nyu.edu or +420 606 655 752
- small repairs and lighting are done by Jan Hovorka
- other repairs, maintenance and alterations are done by Vaclav Pospisil (landlord's office)
- trimming of landscaping, cleaning service is done by Mr. Pribyl (landlord's office)

Nusle, Prague, 140 00

- NYU in Prague is leasing 9 apartments, 6 apartments are used by other tenants
- access is achieved by a front door key and/or by a security guard who is posted at the front entrance
- NYU ID card must be displayed upon entry
- all guests must sign in with security. Students must fill out an overnight guest form for all overnight guest.
- the security office is staffed 24 hours a day
- one security camera monitors the front entrance of the building; a second security camera monitors the hallway in the basement and the access door to the TV lounge and laundry room
- the security camera image is projected and recorded in the building manager's apartment
- the main door does not get locked, back (backyard) door is locked at all times
- students access the facility through the front entrance only
- students report all maintenance issues to a building manager – Veronika Cimmermanova, vc35@nyu.edu or +420 775 165 627
- small repairs and lighting are done by Veronika Cimmermanova
- other repairs, maintenance and alterations are done by Vaclav Pospisil (landlord's office)
- trimming of landscaping, cleaning service is provided by Vasilka cleaning company

Vinohrady, Prague, 120 00

- NYU in Prague is leasing the whole building
- access is achieved by a security guard who is posted at front entrance – students are buzzed in
- NYU ID card must be displayed upon entry
- all guests must sign in with security. Students must fill out an overnight guest form for all overnight guests
- the security office is staffed 24 hours a day
- one security camera monitors the front entrance of the building; two security cameras monitor the backyard area, one security camera monitors the roof area (could serve as an access to the four terraces, which are located on the top floor)
- the security camera image is projected and recorded in the security guard's office
- the main door does not get locked, back (backyard) door gets locked at 9 p.m.
- students access the facility through the front entrance only
- students report all maintenance issues to a building manager – Marketa Helebrantova, mh129@nyu.edu, or +420 775 336 544
- small repairs and lighting are done by Marketa Helebrantova
- other repairs, maintenance and alterations are done by landlord's office staff
- trimming of landscaping, cleaning service is done by Tomas Suda's cleaning company

Holesovice, Prague, 170 00

- NYU in Prague is leasing the whole building
- access is achieved by a security guard who is posted at front entrance – students are buzzed in
- NYU ID card must be displayed upon entry
- all guests must sign in with security. Students must fill out an overnight guest form for all overnight guests
- the security office is staffed 24 hours a day
- two security cameras monitor the front entrance of the building; two security cameras monitor the backyard area
- the security camera image is projected and recorded in the security guard's office
- the main door does not get locked
- students access the facility through the front entrance only
- students report all maintenance issues to a building manager – Maria Dzurnakova md111@nyu.edu, or +420 774 622 579
- small repairs and lighting are done by Maria Dzurnakova
- other repairs, maintenance and alterations are done by landlord's office staff: Vendula Kurkova
- trimming of landscaping, cleaning service is done by Vasilka cleaning company

Security and access at Campus Facilities:

NYU Academic Center - Male namesti Prague, 110 00

NYU additional classroom space – Male namesti, Prague 110 00

NYU Academic Center -

- open Mon - Thu: 9 a.m. - 8 p.m., Fri. 9 a.m. - 5 p.m.
- NYU in Prague is leasing the whole building
- access is achieved by a security guard who is posted at front entrance – students are buzzed in by the security guard

- NYU ID card must be displayed upon entry
- all guests must sign in with security
- the security office is staffed during opening hours only: Mon - Thu: 8 a.m. - 8 p.m., Fri. 8 a.m.- 5 p.m.
- one security camera monitors the front entrance of the building;
- the security camera monitor is located in the security guard's booth
- the main/only entrance is locked overnight
- NYU in Prague staff (Thea Favalaro and Marketa Helebrantova) and Indus Security company are responsible for the development of the access policy and policy enforcement
- there are no secondary means of egress/ingress at this location
- the main entrance is locked by a key when closed
- all maintenance issues are reported to the office administrators – Marketa Helebrantova (tel: +420 775 336 544) and Jan Hovorka (tel: +420 606 655 752)
- small repairs and lighting are done by Marketa Helebrantova and Jan Hovorka
- other repairs, maintenance and alterations are done by the landlord. The contact person is Mr. Pechackova (tel: +420 607 508 490)

NYU additional classroom space – Male namesti, Prague 110 00

- open Mon - Thu: 8.30 a.m. - 7 p.m. (depending on the class schedule)
- NYU in Prague is currently leasing only the first floor of the building
- access is achieved by a security guard who is posted at front entrance. students pass the security guard, walk up to the first floor reception, where they show NYU ID to the NYU in Prague staff
- all guests must sign in at the reception with the NYU in Prague staff member
- the first floor reception is staffed during opening hours only: Mon - Thu: 9 a.m. - 7 p.m.
- the main entrance/ security office is staffed 24/7
- 10 security cameras monitor the building area
- the security camera monitor is located in the security guard's booth
- the first floor entrance is locked overnight; the main entrance stays open and guarded overnight
- NYU in Prague staff (Thea Favalaro and Maria Dzurnakova) and Indus Security company are responsible for the development of the access policy and policy enforcement
- the secondary (backyard) entrance is locked at all times
- all maintenance issues are reported to the office administrator Maria Dzurnakova (tel: +420 774 622 579)
- small repairs and lighting are done by Maria Dzurnakova
- other repairs, maintenance and alterations are done by the landlord, FlowEast company. Contact persons are Mr. Bucil and Mr. Zatocil