Annual Campus Security Report
Academic Year 2009-2010

Teachers College at Columbia University
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Office of Public Safety
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About This Report

The members of the Teachers College Office of Public Safety are pleased to present this Annual Security Report. This report contains important information for the Teachers College Community and is prepared in accordance with the federal Campus Security Act, and the New York State Education Law Article 129A. The most current version of the Teachers College Annual Security Report may be found at: http://www.tc.columbia.edu/security/AnnualReport. Paper copies of the Annual Security Report are available from the administrative office of the Office of Public Safety, in Suite 1A, of Whittier Hall.

The Campus Security Act

The Campus Security Act requires colleges and universities to publish annual security reports. These reports must contain certain security policies and procedures as well as campus crime statistics. These statistics are prepared by the Office of Public Safety based not only on information reported directly to the Office but also on information provided by local New York City Police precincts and by College “security authorities”. College security authorities are defined as officials who have significant responsibility for student and campus activities including, student housing and student discipline.

At Teachers College, “campus security authorities” include not only the Department of Public Safety, but also the Vice Provost; Associate Vice-Provost; Director of Student Relations; Director and Associate Director of Student Services; Director, Assistant Directors and Coordinators of Residential Services and the Assistant Vice President for Campus and Auxiliary Services.

The Campus Security Act also requires “timely warning” notices of reported crimes that pose an ongoing threat to students and employees, the maintenance of a crime log, and other efforts designed to protect and inform students, faculty and staff.
## Campus Crime Statistics

The Campus Security Act, more commonly known as the Clery Act, requires colleges and universities receiving federal student financial aid to report certain crime statistics for the three most recent calendar years preceding the college or universities’ Annual Campus Security Report. The chart on the following page reflects crime statistics for the most recent three year reporting period.

The crimes reported are not necessarily committed against members of the College community. Crimes that may have occurred on the campuses of affiliated institutions (Columbia University, Barnard College, Union Theological and Jewish Theological seminaries) are not included in the Teachers College statistics, as they compile their own crime statistics.


Teachers College wishes to thank James McShane, Associate Vice President, Columbia University Department of Public Safety, for generously sharing portions of Columbia University’s Annual Campus Security Report with Teachers College.

### Campus Crime Statistics

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The Teachers College main campus is located in the Morningside Heights neighborhood of the upper west side of the Borough of Manhattan in New York City. The campus is bordered by West 120th Street, Broadway, West 122nd Street, and Amsterdam Avenue. There are seven academic buildings on campus; the Zankel Building, Thompson Hall, Horace Mann Hall, Thorndike Hall, Macy Hall, Grace Dodge Hall, and Russell Hall. There are five residential Halls on campus; Grant, Sarasota, Bancroft, New Residence, and Whittier. The College also maintains two faculty residences, Lowell Hall on campus, and Seth Low located just off campus at Morningside Drive and West 121st Street.
Access to Campus

Academic buildings on the main campus are generally open seven days a week from 7:30 A.M. to 11:00 P.M. On College holidays the academic buildings are open from 9:00 A.M. to 6:00 P.M., and access is limited.

The Gottesman Libraries are open to students, faculty, and staff of Teachers College and affiliated institutions, namely Columbia University, Barnard College, Union Theological and Jewish Theological seminaries. Non-affiliated researchers and scholars may make arrangements for visitor access to the Library by contacting Libraries Administration at 212.678.3023. The Gottesman Libraries is open from 8:00 A.M. to 11:00 P.M. Monday through Friday, 8:00 A.M. to 8:00 P.M. on Saturday, and 10:00 A.M. to 10:00 P.M. on Sunday. The Libraries has extended hours during midterm and final exam periods.

Access to academic buildings and the Libraries is through the main entrance at the Zankel Building at 525 West 120th Street. A valid Teachers College ID card or a valid ID card from the affiliated institutions of Columbia University, Barnard College, Union Theological or Jewish Theological seminaries must be presented at the Public Safety Desk in the Zankel lobby to gain entry to academic buildings on campus.

Students, faculty or staff from Teachers College or affiliated institutions may also enter academic buildings through the Thorndike Hall driveway entrance on West 120th Street by presenting a valid ID card at the Thorndike Hall driveway Public Safety Booth. The Thorndike Hall driveway entrance is open Monday through Thursday from 7:30 A.M. to 9:30 P.M., and on Friday from 7:30 A.M. to 6:00 P.M. The entrance is closed on weekends and holidays.

Teachers College resident students, and affiliated institution students residing at Teachers College, may also enter academic buildings through the West 121st Street door of Grace Dodge Hall from 6:45 A.M. to 1:00 A.M. A valid ID card is required to access this entrance.
College academic buildings, dining room, and bookstore, are open to the public during normal hours of operation. All non-affiliated visitors to campus must enter through the main entrance at the Zankel Building, present a valid government issued photo identification card and sign in at the Public Safety Desk in the Zankel lobby. A one day Visitor Pass shall be provided to visitors.

Access to closed College facilities by authorized individuals is gained only with assistance from the Office of Public Safety. Faculty may access their offices at any time. Residential Halls are closed to the public and may be entered or occupied only by authorized residents, their guests, and College employees.

A valid Teachers College ID card is needed for access to campus academic buildings and residence halls at all times. New students may receive a Teachers College ID card once they have registered for classes. Students moving into on-campus housing may receive their ID card on the day they move in. A valid Teachers College ID card must be presented at an access control reader or to a Public Safety Officer when entering any campus building. Teachers College community members who do not have their Teachers College ID card upon their person when entering campus must show a valid picture ID (e.g. driver’s license), sign in, and receive a Visitor Pass.

All students, faculty, and staff are encouraged to wear their Teachers College or affiliate institution ID card on their outermost garment when on campus. Visitors are encouraged to wear their Public Safety issued Visitor Pass on their outermost garment while on campus.
Off Campus Properties

The Theresa Tower

The Theresa Tower is located in downtown Harlem at 2090 Adam Clayton Powell Boulevard. Once the famous Theresa Hotel, designed by George and Edward Blum in 1910, the Theresa Tower is now home to many organizations that serve the surrounding community, including a branch of Borough of Manhattan Community College, a branch of Touro College, and the Edmund W. Gordon Campus of Teachers College. The Edmund W. Gordon Campus houses a number of Teachers College projects that serve the community, including the Institute for Urban and Minority Education (IUME), founded and still run by Professor Gordon himself.

Access to the Theresa Tower

The Theresa Tower is open from 8:00 A.M. to 8:00 P.M. Monday through Friday, and 9:00 A.M. to 6:00 P.M. on Saturday. The building is closed on Sunday. All users of the Edward W. Gordon Campus, which is located on the 8th floor of the Theresa Tower, are expected to wear their Teachers College ID card on their outermost garment while at the campus. Lanyards are available at the 8th floor Public Safety Reception Desk. The Reception Desk is staffed from 9:00 A.M. to 5:00 P.M. Monday through Friday.

The Interchurch Center

Located on the Upper West Side of New York City, at 475 Riverside Drive, between West 119th & West 120th Street, The Interchurch Center is a 19-story building which houses offices and agencies of various religious and ecumenical groups. Teachers College maintains an office suite located on the 6th floor in Suite 650. Access for visitors is via the reception desk at the front entrance of the building. Visitors are issued a visitor pass which must be displayed on their outermost garment.
The Teachers College Office of Public Safety

Teachers College maintains a full service proprietary Office of Public Safety charged with providing a safe and secure environment in which College community members can enjoy the Teachers College experience. Public Safety staff members operate 24 hours a day seven days a week providing security for both the academic and the residential buildings on campus.

The administrative offices for the Office of Public Safety are located in Whittier Hall, Suite 1A. The office is open during normal business hours, Monday through Friday, from 9:00 A.M. to 5:00 P.M. The phone number for the administrative office is 212.678.3340.

The Public Safety Central Information Center (CIC) is located in the Whittier Hall lobby and is open 24 hours a day, seven days a week. The phone number for the CIC is 212.678.3220.

Public Safety Officers are assigned to both fixed and mobile posts. Officers are stationed at Public Safety Desks throughout campus. The Public Safety Desks at the Zankel Building, Whittier Hall, New Residence Hall, and Bancroft Hall are staffed 24 hours a day seven days a week. The Public Safety Booth at the Thorndike Hall driveway is staffed Monday through Thursday from 6:30 A.M. to 9:30 P.M. and Friday from 6:30 A.M. to 6:00 P.M.

The Office of Public Safety enforces laws, rules and regulations on campus; controls access to the campus; deters and investigates crime (in cooperation with the New York City Police Department); maintains a Lost and Found; supervises special events; and provides general information for visitors and members of the College community. The Office provides community education in crime prevention, personal safety, and fire safety. The Office manages a technically advanced system of electronic access control, closed circuit television cameras, and emergency alarm systems. Members of the Office of Public Safety provide emergency medical assistance, and emergency response to conditions of fire and smoke.

The Office of Public Safety is staffed by approximately 35 members. Uniformed Public Safety Officers are licensed by the State of New York, certified as New York City Fires Safety Directors, and certified in First Aid, CPR, and operation of Automatic External Defibrillators (AED). Public Safety Officers are not commissioned Police Officers, do not have police powers, and do not carry firearms.

The Office is led by a Director of Public Safety, an Associate Director of Public Safety, and two Assistant Directors of Public Safety, and is supported by a Secretary.
## The Office of Public Safety Staff

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<tr>
<td>Officer Frederick Awity</td>
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Public Safety staff at a recent campus event
Interagency Cooperation

The Teachers College Office of Public Safety works closely with the Public Safety Departments of Columbia University, Barnard College, and other local area institutions. The Office actively participates in the Morningside Area Alliance and works with the Morningside Area Alliance Security Patrol.

The Office of Public Safety maintains a close working relationship with the New York City Police Department. The Teachers College campus is situated within the boundaries of the 26th Police Precinct. The Office of Public Safety, other local area institutional security departments, and the NYPD meet frequently to exchange information and jointly address crime throughout the Morningside Area.

Reporting Criminal Incidents

In case of emergency, dial extension 3333 from any campus phone, 212.678.3333 from any phone, or 911 from any phone.

Community members are strongly encouraged to report criminal incidents, accidents, and emergencies to the Office of Public Safety either by phone (212.678.3220) or in person. The Office investigates all crimes and accidents occurring on campus, and/or assists the New York City Police Department in police investigations of crimes on campus.

The Office of Public Safety reports all apparent crimes to the New York City Police Department. Crimes may also be reported to the New York City Police Department directly by any member of the College community by phone (212.678.3311) or in person. The 26th Police Precinct is within walking distance of campus at 520 West 126th Street.

In an emergency, the Office of Public Safety can be immediately reached by dialing 3333 from any on-campus phone or by dialing 212.678.3333 from any phone. Police, Fire, or Emergency Medical Services can immediately be reached by dialing 911 from any phone.

It is recommended that community members dial 3333 in any emergency so that the Office of Public Safety can facilitate a direct response to the emergency by both on-campus and off-campus emergency services. On-campus emergency phones are strategically located in residence hall laundry rooms, outside of residence halls, and in key locations in the academic areas.
Emergency call-boxes

The Columbia University Public Safety Department maintains yellow radio-operated emergency boxes with blue lights on top throughout the greater Columbia University campus area.

To Operate: open door (pull handle) and depress red button to speak, release the red button to hear response. Provide your location and details of incident. Public Safety personnel will be dispatched.

Campus emergency call boxes are located at the following locations:

Teachers College Campus - 120th Street Zankel/Russell

Columbia University Campus
- Southeast corner of Mathematics building (lamp post)
- Pupin Plaza
- Revson Plaza
- Uris/Fairchild area
- Outside John Jay Tennis Courts
- Dodge Hall-upper campus entry
- Sundial-College Walk
- Wien Hall (gate)
- Kent Hall (front)
- 415 W 118th St. (Amsterdam-Broadway)
- 514 West 114th Street
- 614 West 114th Street (River Hall)
- Furnald Lawn
- 460 Riverside Drive
- 411 West 115th Street
- 140 Morningside Drive at West 122nd Street (parking Lot)
- Front of 448 Riverside Drive

Additional emergency call-box locations:

- Columbia Soccer Stadium (218th St)
- Andy Coakley Field (baseball 218th St)
- 50 Haven Ave (on the fence in front of Bard Hall)
- 169th Street and Fort Washington Ave (near Hammer Center side entrance)
- 171st and Haven Ave (Towers 1 and 2)
- 611 West 113th Street (Parking Lot)
- West 120th Street and Amsterdam Ave
Important Phone Numbers:

- Whittier Hall Public Safety Desk (CIC) 3220
- New Resident Hall (517) Public Safety Desk 6100
- Bancroft Hall Public Safety Desk 3227
- Campus Public Safety – Emergency 3333
- Police, Medical, Fire -Emergency 3333 or 911
- NYPD 26th Precinct 678-1311
- Columbia Escort Service 854-5555
- Nightline-Barnard peer counseling hotline 854-7777

Daily Crime Log

The Office of Public Safety and the Campus Safety Advisory Committee compile and regularly review campus crime statistics and report those crime statistics to the United States Department of Education.

A daily crime log is available for review during normal business hours at the Office of Public Safety. The information in the crime log typically includes the type of crime, date, time, and general location.

Timely and Urgent Warnings

Non-emergency warnings:
The Office of Public Safety is committed to providing timely warnings of crimes and other incidents that may pose a threat to members of the TC Community. Non-emergency notices are generally provided via College-wide broadcast emails.

Emergency warnings:
Teachers College shall immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of community members. Such warnings may be delayed only if they would compromise efforts to contain the emergency.
TC Alert

Emergency warnings may be made to the community via TC Alert, an emergency notification system that enables fast and efficient dissemination of critical information to members of the College community. TC Alert allows the College to send simultaneous emergency text and voice message alerts. TC Alert is NOT to be used for general announcements. It may be used in conjunction with other communication methods, such as College-wide broadcast emails, online updates via the Teachers College homepage, coordinated use of public media outlets, and public address systems within most College buildings.

All members of the community are strongly encouraged to partner with the College by registering their cell phone number with TC Alert. Individuals who cannot receive text messages may receive these notifications via voice messages. There is no charge for the TC Alert service from Teachers College. Some wireless phone carriers may charge a fee for receiving SMS text messages. Please check with your carrier.

To sign up for TC Alert please follow the steps below.

1. Go to the Teachers College Online Information System site at. https://info.tc.columbia.edu
2. Log in to the system using your TC ID # and PIN. (Staff and faculty who do not have a TC ID # or PIN should contact the Office of Human Resources at 212-678-3178. Students who do not have their TC ID # or PIN should contact the Office of the Registrar at 212-678-4050).
3. Select the "Personal Information" link.
4. Select the "TC Alert" Signup link.
5. Enter a phone number to receive TEXT messages OR a phone number to receive a VOICE message.
6. Press SUBMIT.

Within 48 hours of signing up for the system you will receive a TEST message confirming that you have registered to receive messages. If you do not receive confirmation within 48 hours please contact the Office of Telecommunications at 212-678-3456.
Reporting a Missing Student

Federal law requires Teachers College to establish procedures for use if a student who resides on campus housing is believed to be missing. Any member of the community who believes that a student is missing is encouraged to contact Public Safety immediately so the Office may investigate the apparent disappearance. Any College official who has reason to believe that a student is missing must contact Public Safety immediately.

Consistent with the law, TC invites students residing in student housing to identify confidential contacts who can be contacted if the student has been missing for more than 24 hours. Procedures for identifying confidential contacts and for determining required notifications are provided to all resident students by the Office of Residential Services.

Whenever a Teachers College student is believed to be missing, the College will try to locate the student or to determine why the student is presumed missing.

The Office of Public Safety will investigate incidents of missing students through the use of both on-campus and off-campus resources. Public Safety will coordinate with the Office of Residential Services, the Office of Student Relations, and other appropriate offices. If a resident student cannot be located within 24 hours or the circumstances require a police investigation, the Office of Public Safety will notify the local police precinct and assist the NYPD as requested.

Maintenance and Security of Campus Facilities

The Office of Public Safety and the Office of Environmental Health and Safety are responsible for the evaluation, planning, development, coordination and execution of health and safety programs in compliance with federal and state statutes and regulations. The Facilities Department is responsible for removing recognizable hazards through routine housekeeping and maintenance, or contracting with the appropriate experts.

Heads of Departments and Supervisors are responsible for providing safe working conditions and implementing health and safety programs as they relate to operations. Employees are responsible for complying with health and safety guidelines, attending required fire safety training, properly using provided safety equipment and promptly reporting incidents, and hazards.

Teachers College is mindful of security needs in the daily operation of campus facilities, particularly as they relate to residential areas. Keys are signed in and out, as needed, by authorized maintenance staff members who are also required to display a photo identification badge.
Whenever possible, prior arrangements are made with resident students requesting facilities services for their residence room so that the student may be present when repairs are made.

The campus maintains a strong commitment to campus safety and security. Adequate exterior lighting is an important part of this commitment. Public Safety Officers are required to report hazardous conditions during the course of their routine patrols. All inoperative lights, malfunctioning emergency phones, and other hazardous conditions are reported immediately and are given the highest priority when repairs are needed.

**Workplace Violence**

The Office of Public Safety and/or the New York City Police Department investigate all reports of crimes on campus. Non-criminal workplace issues are generally referred to the Office of Human Resources.

**College Policy of a Drug Free Campus**

Teachers College is committed to creating and maintaining an environment for its students, staff, and faculty that is free of drug and alcohol abuse. The College recognizes that the abuse of illicit drugs and alcohol is a potentially grave threat to the College, to its educational mission and programs, and to the safety and well-being of the community as a whole. Accordingly, while several offices of the College are prepared to assist individuals seeking corrective help for drug or alcohol-related problems, it is the College’s policy that the unlawful manufacture, possession, use, or distribution of illicit drugs, alcohol, or other controlled substances on or about the campus or any site of a College-sponsored or sanctioned activity is strictly prohibited and will not be tolerated.

The consequences of illegal drug and alcohol use are stated in federal, state, and municipal laws. The College and all of its members are subject to these laws. The sale, service, possession, and consumption of alcoholic beverages at Teachers College is governed by the New York State Alcoholic Control Law and by other laws of the State of New York. The “Statement of Teachers College Policy on Alcoholic Beverages” is available to students in the Student Handbook.

**Sanctions**

Abuse of drugs or alcohol is a violation of the rules of conduct of Teachers College for which the College may impose its own penalties. Any student found in violation of the College’s policies regarding the unlawful manufacture, possession, use or distribution of illicit drugs, alcohol, or other controlled
substances on College premises or at any College-sponsored or sanctioned activity is subject to appropriate disciplinary action, including, but not limited to, warning, censure, disciplinary probation, suspension, or expulsion. Please refer to the Student Conduct Code in this Handbook for more information.

Assistance Programs

Teachers College is committed to the education of its students regarding the dangers of alcohol and drug abuse. While vigorously enforced policies and sanctions are essential to protect the safety and well-being of the community as a whole, we believe that the best way to achieve and maintain the objective of a drug-free campus and community is through compassionate attention and preventive education. To that end, the College provides on-campus support programs and referral services for those who may require help with alcohol and drug-related problems. For any member of the College community who may have developed an alcohol or drug-related problem, who suspects that they are at risk of developing such a problem, or who seeks information about illegal or controlled substances, several support programs and services are provided on a voluntary and confidential basis.

Campus Drug and Alcohol Counseling Programs

Columbia University Health Services (212) 854-2284 – www.health.columbia.edu

TC’s Dean-Hope Center for Education and Psychological Services – (212) 678-3262

Hotline Numbers

The Alcoholism Council of New York Help Line – (212) 252-7022

Alcoholics Anonymous – (212) 647-1680 – www.alcoholics-anonymous.org

Cocaine Anonymous – (212) 262-2463

LIFENET – (800) 543-3638

LIFENET En Español – (877) 298-3373


National Council on Alcoholism and Drug Dependence (NCADD) – www.ncadd.org

National Institute on Alcohol Abuse and Alcoholism – (301) 443-3860

New York City Department of Mental Health, Bureau of Alcoholism and Substance Abuse Services – (212) 219-5380
Suspension of Eligibility for Drug Offenses:

The Higher Education Act generally provides that a student who has been convicted of any Federal or State offense involving the possession or sale of a controlled substance for conduct that occurred while the student was receiving any federal grant, loan or work assistance is not eligible for any other federal grant, loan, or work assistance during the period beginning on the date of conviction and ending after the interval specified below:

The penalties are:

- **Possession of a controlled substance:**
  - First offense – One year ineligibility
  - Second offense – Two years ineligibility
  - Third offense – Indefinite loss of aid

- **Sale of a controlled substance:**
  - First offense – two year ineligibility
  - Second offense – Indefinite loss of aid

A conviction for multiple counts of possession or sale is considered a single conviction. Juvenile court convictions are not considered.
Students whose eligibility has been suspended can be reinstated if the conviction is reversed or set aside, or if the student completes an eligible rehabilitation program.

College Policy on Alcoholic Beverages

The sale, service, possession, and consumption of alcoholic beverages at Teachers College are governed by the Alcoholic Beverages Control Law and other New York laws. Teachers College is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. Based on these laws and principles, it is the policy of Teachers College that:

Persons under the age of 21 years are prohibited from possessing and consuming any alcoholic beverage at Teachers College, or within its housing system, or at any event sponsored by the College or by a College organization, whether the event is at the College or not.

The following rules are applicable (i) to all events at which alcoholic beverages are served or sold at Teachers College and/or its housing systems; (ii) to all events, whether or not at Teachers College, which are sponsored by the College or by any College organization, department, or office; and (iii) to all Teachers College activities, whether they occur at the College or not.

1. No person shall be sold or served any alcohol beverage if:
   a. That person is, or appears to be, under the legal drinking age of 21;
   b. That person is, or seems to be, intoxicated, or is known to the server or seller to be a problem drinker.

2. No person under the age of 21 years shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own in order to purchase or try to purchase any alcoholic beverage or to gain access to any event or activity at which any alcoholic beverage is being sold or served.

3. No alcoholic beverage shall be sold to any person unless:
   a. A license or permit sanctioning the sale of such alcoholic beverage has been obtained by the seller; and,
   b. The license or permit sanctioning such sale and any posters, signs, notices or other material or information required by applicable law or by the State Liquor Authority are prominently displayed at the site of such sales.
4. The individual, group, or groups sponsoring an event or activity at which any alcoholic beverage is to be sold or served (the “sponsor”) shall be responsible to make sure that all New York State laws and regulations and all Teachers College rules and regulations regarding the sale, service, possession, and consumption of alcoholic beverages are observed at such event or activity. This responsibility shall include, without being limited to, the following:

   a. Items of this Policy as stated above, including examining attendees evidence of age.

   b. As part of the request to use College facilities, the sponsor should notify the Office of Room Assignments of any event at which alcoholic beverages are to be sold or served. Student groups sponsoring events at which alcoholic beverages are to be sold or served must notify the Office of Student Activities and Programs prior to the event.

   c. The sponsor shall instruct the person or persons actually selling or serving alcoholic beverages not to sell or serve alcoholic beverages to any person who is or appears to be intoxicated, or whom such server or seller knows to be a problem drinker, or who is or appears to be under the legal drinking age. In addition, specific policies, procedures, and regulations governing particular facilities or populations may be developed by the persons or offices authorized to do so, in conjunction with the Office of the Vice Provost.

5. Actions or situations that recklessly or intentionally endanger mental or physical health or involve forced consumption of liquor or drugs in connection with initiation into or affiliation with any organization are prohibited.

Violation of this Policy or of any of these specific policies, procedures, or regulations is subject to applicable College disciplinary codes and policies. Sanctions which may be assessed against violators include, for students, suspension and expulsions, and for employees, discharge.

Faculty, staff, and students should also be aware that, in addition to College sanctions, they may be subject to criminal penalties under certain circumstances for the possession, service, or sale of alcoholic beverages to a person under the age of 21 years.

**Preventing and Responding to Sexual Assault**

Sexual Assault prevention, education, and outreach is provided to the Teachers College community by the Sexual Violence Prevention and Response Program, Health Services at Columbia University, located at 301 Lerner Hall, MC 3841, Columbia University, New York, NY 10027, Phone (212) 854 3500.
The College and the University treat allegations of sexual assault extremely seriously and have procedures in place to assist victims in obtaining medical treatment, counseling, and legal assistance. The TC Office of Public Safety and the CU Department of Public Safety are committed to treating survivors with care, compassion, and respect.

In a campus setting, when sexual assault occurs it is often in situations when one or both parties are intoxicated from alcohol or other drugs or in connection with group activities where unanticipated social pressures may develop. Therefore, it is important to understand that intercourse or other sexual activity with a person unable to give free and full consent (e.g., because of intoxication, substance abuse, or intimidation) may constitute sexual assault or rape. Furthermore, the offender’s use of a mind-altering substance does not in any way diminish his or her responsibility for abusive behavior. Teachers College and Columbia University recognize that sexual assault is never the fault of the victim. The institutions (TC and CU) encourage all students to be aware of personal safety in order to reduce the risk of victimization.

Please read the information provided herein and in other publications from the TC Office of Public Safety or the CU Department of Public Safety and be aware of the effects of alcohol and other drugs and the dynamics of social gatherings. Please refer to www.health.columbia.edu and www.facets.columbia.edu for the most up-to-date CU policy and information.

Definition of Sexual Assault
Teachers College and Columbia University abide by New York State definitions of rape, sodomy, and sexual abuse. Additionally, the College and the University specifically define sexual assault as nonconsensual, intentional physical conduct of a sexual nature, such as unwelcome physical contact with a person’s genitals, buttocks, or breasts. The Disciplinary Procedure for Sexual Assault is designed to respond to allegations of sexual assault. The Sexual Violence Prevention and Response Program includes the Rape Crisis/Anti-Violence Support Center and the Men’s Peer Education Program and provides assistance and referrals to students who have been assaulted.

New York State Law
Sexual assault refers to rape, sodomy, sexual abuse, and other nonconsensual sex offenses that are serious crimes under New York State law. Rape is an act of unwelcome penile/vaginal penetration, however slight, by forcible compulsion. Other sexual offenses under New York State law involve unwelcome physical contact with a person’s genitals, buttocks, or breasts. In all cases, the force need not be overtly violent: the threat of force that places a person in fear of physical injury or kidnapping may be sufficient. A number of sexual offenses under New York State law involve non-forcible sexual, anal, or oral intercourse with someone under the age of seventeen. The severity of the offense depends in part on the ages of the parties. Criminal penalties in New York State for all such
Acts vary according to the circumstances but can include prison sentences of up to 25 years.

**Actions for Victims of Sexual Assault**

Sexual assault victims are urged to take the following steps:

1. **Get Medical Treatment**
   
   To get immediate medical treatment, call Public Safety or 911. It is important that a person who has been recently assaulted receive prompt medical attention to ensure that he/she is medically well. Because physical injury is not always noticeable at first, it is important to receive a medical examination and treatment as soon as possible. This may include screening and/or treatment for sexually transmitted infection and emergency contraception if appropriate.

   The examination may also include the collection of physical evidence for use in prosecution, if the survivor so chooses. Such evidence may increase the chances of successful prosecution, and its collection is therefore strongly encouraged. For this reason, survivors should not bathe, douche, or change clothes before seeking medical treatment. Forensic evidence is collected by a medical provider, usually in an emergency room, up to 96 hours following a sexual assault. Columbia University students can go the St. Luke’s–Roosevelt Hospital Emergency Room, New York-Presbyterian Hospital Emergency Room, or any nearby hospital emergency room. The medical exam and collection of forensic evidence are done simultaneously.

   Even though a survivor may be unsure about reporting to the police, many times, survivors want to report after they have had time to recover. Collecting forensic evidence makes it much easier to pursue a prosecution later. Toxicology testing for “date rape drugs” is most effective within 72 hours of an assault. Results will not be analyzed unless a police report is filed. The evidence collection kit is kept for one year. It is turned over to the police when a survivor chooses to report. It is discarded after one year.

**Emergency Medical Treatment for Sexual Assault/Rape Victims:**

- **Bellevue Hospital Center**
  Rape Crisis & Victims Intervention Program – (212) 562-3435
  27th St. and 1st Ave.

- **Beth Israel Medical Center**
  Rape Crisis Center – (212) 420-4516
  1st Ave. at 116th St.

- **Columbia-Presbyterian Medical Center**
  Rape Crisis Intervention Program – (212) 305-9060
  180 Ft. Washington Ave. (Harkness Pavilion 2)

- **Harlem Hospital**
  Rape Crisis Program – (212) 939-4613
2. Report the Sexual Assault
The safety and well-being of survivors are of paramount importance. The University strongly encourages survivors to contact trained professionals for emotional support, medical services, and advocacy with reporting and or the criminal justice system.

Contact options include:
TC Office of Public Safety
CU Department of Public Safety
The New York City Police Department
Community Assistant or Area Director of TC Residential Services
TC Director of Student Relations
TC Office of the Associate Vice-Provost
The CU Rape Crisis/Anti-Violence Support Center
A medical treatment facility
A trusted friend, adviser, or faculty member

The College urges victims to consider contacting the New York City Police Department to report the assault. Public Safety and/or Residential Services personnel will assist and accompany the victim every step of the way through the process. Although the College strongly encourages pressing criminal charges, it respects the victim’s choice.
3. **Seek Counseling**
Columbia and the community offer a variety of counseling resources to survivors of sexual assault. For more information on the full range of supportive services, contact the CU Sexual Violence Prevention and Response Program at 212-854-3500

4. **File an Internal Complaint within the College**
If the individual accused of a violation of the College’s Sexual Assault Policy is a Teachers College or Columbia University student, a complaint may be filed with the College. Students interested in initiating the Disciplinary Procedure for Sexual Assault should contact the TC Director of Student Relations, Mary Ann (Mora) Sorial, at the Student Relations Office at 314 Thorndike Hall, or by phone at 212.678.3383.

5. **Consider Changing Living and Academic Situations**
Victims of sexual assault may seek alternative College housing and class arrangements. The Director of Student Relations will arrange these accommodations, if reasonably available.

**Teachers College and Columbia University’s Sexual Assault Resources**

**Office of Sexual Misconduct Prevention and Education**
212-854-1717

**Barnard Columbia Rape Crisis/ Anti-Violence Support Center**
Peer Counseling (Tues.–Sun. 7 p.m.–11 p.m.) 212-854-HELP
Peer Advocacy (24-hour number) 212-854-WALK
Business Line 212-854-4366

**Counseling and Psychological Services**
Barnard 212-854-2092
Columbia 212-854-2468
Columbia (Medical Center) 212-795-4181

**Health Services**
Barnard Clinician on-call 212-666-5838
Columbia (Morningside) 212-854-2284
Columbia Clinician on-call 212-415-0120
Columbia Medical Center Clinician on-call 212-305-5549

**Public Safety**
Teachers College 212-678-3333
Barnard 212-854-3362
Columbia (Morningside) 212-854-2797
Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act provides for the tracking of convicted, registered sex offenders enrolled as students, or working or volunteering, at institutions of higher education.

Teachers College Office of Public Safety, in compliance with the notification requirements of the federal “Campus Sex Crimes Prevention Act,” provides sex offender registration information for any students, employees, or residents of the College. Additionally, information on any sex offenders who are also residents of the City of New York in Morningside Heights can be found at the New York Police Department - 26th Precinct.

New York State law mandates that anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security department of any institution of higher learning at which they are enrolled as a student (full-time or part-time), are an employee (full-time or part-time), or reside (or intend to reside or stay) on any property owned or controlled by the institution of higher learning.

Sex Offender Registration
Any affiliates who have not done so, but who are required to register by the “New York State Offenders Registration Act”, must contact the 26th Precinct of the New York Police Department and file a report with the Office of Public Safety. Completed forms must be delivered in person (registrants must bring a valid photo ID) to the Office of Public Safety in a sealed envelope: Attn: Director of Public Safety.

Community Resources
• New York State Registry: http://www.criminaljustice.state.ny.us/nsor/search_index.htm

• New York Police Department
Hate or Bias Crime Reporting

What Is a Hate Crime?
Under the Campus Security Act, a hate crime is a crime which is committed because of the victim’s race, religion, ethnicity, disability, gender or sexual orientation.

While Teachers College takes all bias-related conduct seriously, the Campus Security Act identifies only certain crimes as potential Hate crimes:

- Aggravated Assault
- Arson;
- Burglary
- Manslaughter (negligent)
- Murder/Non-negligent manslaughter;
- Motor Vehicle Theft
- Robbery
- Sex Offenses – forcible
- Sex Offenses -- non-Forcible
- Larceny-theft
- Simple assault
- Intimidation
- Destruction to property, damage to property, and vandalism

Hate Crimes are against New York law and are violations of the College’s anti-discrimination policy. Concerning the law and the penalties of the law, please refer to this website:

What is a Hate Incident?
Not all expressions of hate or group bias rise to the level of hate crime as defined in state and federal statutes. Derogatory words or epithets directed against a member of a previously defined group because they are a member of such group, if not accompanied by a threat of harm with the ability to carry it out, are considered protected speech and not a hate crime. They do, however, constitute a hate-related incident.

Note: Tracking and analyzing hate incidents provides the needed information for the community to identify potential threats and assess the level of tension on their community. Please report incidents to the Office of Public Safety or to a campus official.

Reporting a Hate Crime
Reporting Hate Crimes and incidents, even those that you might not consider “serious,” is important to monitoring and stopping future incidents. By keeping detailed information on incidents, you can strengthen the case for official action.

- Write down exactly what happened. Try to include as much specific detail as possible in your account.
- Record precisely where and when the incident occurred.
- If anyone was with you or saw what happened, record their names and phone numbers as well. Ask them to write an account of what they witnessed and sign and date this document.
- Record names or detailed descriptions of the perpetrators.
- Make photocopies of hate mail or other documentation. Keep the originals.
- Keep a careful log of hate calls and make a tape of hate calls on your answering machine, if possible.
- Photograph physical injuries, offensive graffiti and evidence of vandalism.
- Call Police (911) in an emergency or Public Safety at 3333 or (212) 678-3333 in an emergency. Give the responding officer or official complete information to ensure the incident is documented as bias-related.
- Record the officer’s name and badge number.

Crime Prevention Education and Awareness

The safety of our Teachers College students, faculty, and staff is one of the College’s highest priorities. While a full-time staff of certified proprietary public safety personnel is employed by the College to help keep our campus safe and secure, a truly safe campus can only be achieved through the cooperation and awareness of all students, faculty, and staff. You can help maintain your own safety by complying with College security policies, and by following common sense personal safety practices as follows:

Take responsibility for your own safety
- Be aware of your surroundings and what is going on around you. Keep your head up and your eyes moving. Walk purposely, at a steady pace, with a self-assured stride. Confidence deters attackers.
- When walking at night, walk in well lighted and well trafficked areas. Avoid walking through parks, parking lots, isolated or deserted areas.
- Use the buddy system. When traveling at night try to arrange to walk or ride with friends.
- Walk in the center of sidewalks away from doors and bushes.
- If you suspect you are being followed, indicate your suspicion by looking behind you. If you are on foot, cross the street, change direction, or vary your speed. Walk to a location where there are other people, to the nearest open store, or to a Columbia University “SAFE HAVEN” location (RED LION DECAL ON WINDOW).
• Avail yourself of the free Columbia University Morningside Heights Shuttle (schedule attached) and/or the free Columbia University Escort Service (854-SAFE or 854-5555).
• Stay away from isolated ATM locations. Plan ahead so you can avoid using ATM machines at off-hours.
• Do not feel bullied by people who look you in the eyes. Look them in the eyes. Eye contact makes everyone uneasy. Use that to your advantage.
• Be wary of strangers at night. It is better to be rude than to be in trouble.
• Trust your instincts. Don’t allow rationality to over-ride your “sixth sense” – it could protect you from danger.
• Do not resist armed robbers. Property can be replaced – your life can not.
• Do not openly display and study maps on a public street as this indicates you are a stranger to the community, unfamiliar with your surroundings, and a potential victim.

Taking Public Transportation
• Know your timetables to avoid long waits – especially if you are alone.
• Avoid empty subway cars.
• Late at night, buses are safer than subways. Sit close to the bus driver.
• Plan your route in advance. At night, do not get off a bus or subway in an unfamiliar neighborhood. Try to avoid isolated bus/subway stops.
• Keep your handbag and personal property in front of you and hold it close to your body.
• Don’t open your purse or wallet while boarding the bus.
• Stay alert and be aware of the people around you.

Columbia University Morningside Area Shuttle Bus
Teachers College students, faculty and staff have free access to Columbia University’s Morningside Heights Shuttle. This service is free of charge to members of the Teachers College Community with a valid TC ID card. The Morningside Heights Shuttle is a bus service that makes predetermined stops on a set route from 7:00 p.m. to 11:00 p.m., and is available for on-call service from 11:00 p.m. to 2:00 a.m. The last scheduled shuttle run leaves stop #1 at 10 p.m. To obtain door-to-door service between 11 p.m. and 2 a.m. within Morningside Heights and in Manhattan Valley north of 108th Street, call 212-854-SAFE (212-854-7233) The Shuttle schedule and route map may be found at http://www.columbia.edu/cu/publicsafety/Morningside%20Shuttle%20Map.pdf.
Columbia University Escort Service

Teachers College students, faculty and staff have free access to Columbia University’s Escort Service. This service is free of charge to members of the Teachers College Community with a valid TC ID card. The Escort Service is a footed patrol or a security vehicle service that is available from 8:00 p.m. to 3:00 a.m. During the school year, the Escort Service will send two specially trained students to accompany students, faculty or staff to their door any time from 8:00 p.m. to 3:00 a.m., seven nights a week. Escorts carry two-way Columbia University Public Safety radios. This service is available from West 108th St. to West 110th St. between Amsterdam Avenue and Riverside Dr., and from West 111th St. to West 122nd St. between Morningside Dr. and Riverside Dr.

For more information about this service you may visit the CU Department of Public Safety web site at http://www.columbia.edu/cu/publicsafety/index.htm.

Avoiding Theft of Personal Property

Theft is the unlawful taking of personal property and is the single most common crime on most college campuses. What can you do to prevent theft? Simply remove the opportunity by following the suggestions below:

Student Residence

• Lock your doors/windows whenever you leave your room or apartment.
• Do not allow unescorted strangers inside your room/apartment.
• Be suspicious of unknown persons loitering in the area.
• Never leave an exterior door propped open.
• Keep a record of your valuables.

Offices and Classrooms

• Avoid keeping handbags under your desk or classroom work table.
• Lock your office door if the office is left unattended, even for short periods.
• Do not bring large sums of cash to work or school. Carry only the credit cards and identification required.
• If you must leave your purse or wallet in your work area, lock it in a locker or desk. In a classroom, keep it in front of you where you can see it at all times.

Library

• Do not leave personal property unattended even for a minute.
• Report any suspicious persons/activities to library personnel or to the Office of Public Safety.
• Keep personal property in view at all times.
• Try not to bring valuables with you to the library.

Athletic Facilities at the Morningside Campus of Columbia University

• Secure all personal property in a locker.
• Avoid carrying large sums of money or other valuables with you to the athletic facility.
• Report any suspicious persons to the athletic staff, to the Columbia Office of Public Safety, or to the TC Office of Public Safety. Keep your locker locked whenever unattended.

If you have a car:
• Park in a well-lit area and close all windows and lock all doors.
• Put packages or valuables out of sight: CD players, cell phones and other expensive items in full view invite theft.
• If you park in a commercial lot or garage, leave only the ignition key with the attendant.
• Do not keep license, registration or title in your car. If left in your car, thieves can use these documents to sell your car if stolen or to impersonate you when police challenge them.

Important Phone Numbers
The Teachers College Office of Public Safety is on-duty and available to you 24 hours a day/7 days a week. You may reach the TC Office of Public Safety by dialing 3333 from any campus phone or by dialing 212.678-3333 from any off campus phone. You may reach the New York City Police Department emergency operators by dialing 911 from any on-campus or off-campus phone, including from public pay phones. For non-emergency service you may reach the local 26th police precinct of the NYPD by dialing 212.678-1311.

Whittier Hall
Public Safety Desk (CIC) 3220

New Resident Hall (517 West 121st Street))
Public Safety Desk 6100

Bancroft Hall
Public Safety Desk 3227

Campus Public Safety –
Emergency 3333
Police, Medical, Fire Emergency 3333 or 911

NYPD 26th Precinct 212.678-1311
Columbia Escort Service 212.854-5555
Nightline-Barnard peer counseling hotline 212.854-7777

*Please report any suspicious persons or activities to the Office of Public Safety or to the New York City Police Department.*

Be Aware and Be Safe
If you are a victim:
• Report the crime to the police by calling 911.
• Report the crime to the Office of Public Safety at 678-3333.
• Attempt to remain calm while the police respond.
• If you are injured, request medical attention.
• Obtain the hospital report number from the hospital and a complaint number from the police.
• If injuries and financial loss are sustained, you may be eligible for crime victim’s compensation. Write or call:
  Crime Victims Compensation Board – (718) 923-4325
• To replace important ID cards
  TC ID - (212) 678-3098
  Social Security/Medicare card - (800) 772-1213
  Half - fare card, disabled - (718) 330-1234/(718) 243-4999
  Oxford card - (800) 444-6222
  Driver's License - (212) 414-1686
  For major credit cards, contact the individual store or credit card company immediately.
  Aetna Student Health (if enrolled in an insurance plan) –1-800-859-8471

Public Safety Officers Ibraham Tejan (TJ), Norman Simmons, and Lois Osborne-Logan were recently commended for outstanding performance during a campus emergency.

The Teachers College Office of Public Safety and the Columbia University Department of Public Safety provide crime prevention and education information and seminars to members of the Teachers College community. During orientation week, crime prevention presentations and information is made available to incoming students. Throughout the year, crime prevention lectures on personal safety and the safeguarding of property are presented to campus organizations and student groups.

Crime Prevention Seminars
These interactive presentations are given during student and employee orientations and are also available to any group upon request. They provide vital information on how to reduce the likelihood of being a crime victim.
Self-Defense Seminars
Several times each year, self-defense instructors provide hands-on training at the CU campuses. These events are extremely popular, and reservations are required.

Safe Havens
Local businesses register with the CU Department of Public Safety and pledge to assist Columbia affiliates in distress by contacting Public Safety or the NYPD. These businesses display a distinctive logo on their storefronts.

Property Identification Programs to Safeguard Property - provided by the Columbia University Department of Public Safety, and available to TC community members:

Operation ID
Columbia participates in this nationwide program that aims to deter theft by permanently identifying valuables. The Department will mark valuable property with an indelible, inconspicuous, specially assigned number. It is recommended that you retain a photograph of anything that cannot be engraved and an up-to-date property inventory with model and serial numbers.

Operation Blue Light
This program allows Public Safety personnel to mark property with an invisible ink discernible under a special light.

PC PhoneHome This innovative program is available to all members of the Columbia community. It allows authorities to locate a lost or stolen computer by identifying its location when the machine is connected to the Internet. This program is effective in any location, worldwide.

Stop Theft Tags
These tags possess a unique ID number that is entered into the STOPTHEFT database. This allows lost or stolen property to be reunited with its owner.

Bicycle Registration
The Department of Public Safety provides free registration for all bicycles. A unique ID number is applied to the bicycle and registered with the NYPD. A permanent decal is affixed to the bicycle.

Auto VIN Etching
Unique vehicle identification numbers (VIN) are etched into a car’s windows. This program reduces the risk of the vehicle’s being stolen by making the window glass traceable. It also aids police in recovering stolen vehicles by making them identifiable and can result in reduced insurance premiums.
Antitheft Locking Devices
The Department sells the following locking devices at cost:
Kryptonite bike locks
Desktop computer locks
Laptop computer locks
The Club—an antitheft device for automobiles
The Shield—an antitheft device for automobiles that works in concert with the Club

Disaster Preparedness and Emergency Operations

The Office of Public Safety leads College planning efforts and response to natural and/or man-made disasters and other campus-wide emergencies. Response protocols are illustrated in the TC Crisis Management Plan (CMP).

Crisis Management Plan (CMP)

Overview
The Teachers College Crisis Management Plan (CMP) was developed by the Office of the Vice President for Finance and Administration, the Office of the Assistant Vice President for Campus and Auxiliary Services, and the Office of Public Safety. Significant input and assistance was received from the Office of Computer Information Systems and from the Office of Environmental Health and Safety. Input was also received from the Office of Facilities and from the Office of Residential Services.

The multi-disciplinary approach to the development of this plan brings together a wide range of expertise and experience in the varied campus functions and responsibilities necessary to successfully respond to campus-wide emergencies. The CMP will continually be reviewed, practiced, and updated to meet newly identified threats to our campus environment and to incorporate additional resources as they may become available.

The Teachers College Public Safety staff is dedicated to providing a safe and secure environment in which students, faculty, and staff can enjoy the Teachers College experience. We encourage all members of the College community to become familiar with the CMP and to partner with us in ensuring the safety and security of our community.
Purpose of the Plan
The CMP is designed to provide general guidelines and protocols deemed necessary to successfully respond to a variety of potential campus emergencies. While the specific circumstances of any emergency and the detailed actions required for its mitigation can not be predicted in advance, we can plan and prepare for a successful and comprehensive management of emergencies.

The CMP assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response efforts and critical support services, and provides a management structure for coordinating and deploying essential resources. While the Plan provides specific protocols for responders, it also provides flexibility for the use of common sense and sound judgment by the leaders of our emergency response.

Scope of the Plan
A variety of natural or man made hazards or disasters can affect the Teachers College campus and pose an actual or potential threat to our community’s health and safety. A comprehensive emergency plan is required to insure the protection of students, faculty, staff, and visitors from the potential effects of such hazards. This plan may be activated in response to a local, regional, or national emergency that affects the greater Columbia University family of campuses. Any emergency that affects our students, faculty, and/or staff may be considered a Teachers College emergency.

The plan, while primarily local in scope, is intended to be able to support a city-wide, state-wide, and/or national incident management plan. The Plan and the training associated with the Plan shall conform to protocols of the Federal Incident Management System (NIMS) and the Incident Command System (ICS), and conform to New York City and New York State Emergency Operations Plans.

Fire Safety and Prevention
The Office of Environmental Health & Safety (EH&S), and the Office of Public Safety, work in concert to protect the College from fire. A Fire & Life Safety Manager, assigned to the EH&S Office, takes the primary lead in educating the College community about fire safety, and in managing the advanced fire detection and suppression systems located throughout campus. The Fire & Life Safety Manager is located in Room 103, Suite 1A, Whittier Hall, and can be reached by calling 212.678.8164.

Public Safety Officers are trained and certified by the City of New York as Fire Safety Directors, and as such maintain the knowledge and skills necessary to
successfully respond to fire emergencies on campus. The College maintains a working relationship with the New York City Fire Department and the New York City Department of Buildings, to ensure that College building fire systems meet or exceed applicable fire and building codes, and to ensure that fire safety best practices are applied throughout campus.

Teachers College is a Smoking-Free Campus. Smoking is prohibited in all buildings, both residential and academic. Smoking is prohibited outside within 50 feet of any College building entrance/exit, driveway, or open window.

Fire Safety Precautions:

- Keep doorways, corridors, and stairwells clear and unobstructed. Keep fire doors closed.
- Make sure that all electrical appliances and cords are in good condition and UL approved.
- Do not overload electrical outlets. Use fuse-protected multi-outlet power strips and extension cords when necessary.
- Never store flammable substances or combustible items (oily rags, paint, etc.) in your office or apartment.
- The use of candles, incense, and other open flames is strictly prohibited in all College buildings.
- Never leave cooking food or in-use electrical appliances unattended for any amount of time.
- Become familiar with the locations of fire fighting equipment near your office or apartment.
- Become familiar with fire evacuation routes from your office or apartment.
- When leaving for extended periods of time, i.e. vacations, unplug electrical appliances, and shut off gas stoves.
- Ensure smoke detectors are working properly. The EH&S Office regularly tests smoke detectors in academic buildings. Residential building occupants should test apartment smoke detectors regularly.

What to Do in Case of Fire:

- If you discover a fire, immediately shout a warning to other occupants and pull the nearest fire alarm as you exit the building.
- Remain calm.
- When evacuating the building, remember to feel doors before opening them to be sure that there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near the floor.
• Provide assistance to persons with disabilities. Notify the TC Office of Public Safety if persons with disabilities are in the area and may need to be relocated.

• Provide assistance to other individuals in your immediate area. Attempt rescue efforts only if there is no immediate danger to yourself.

• If the fire is small, and if you have had training, use the proper type of fire extinguisher to control and extinguish the fire. Do this only after the evacuation has started and the Office of Public Safety has been notified (by activating the fire alarm or by calling ext. 3333).

• Close all doors and windows in the vicinity of a fire.

• Once you are safely away from danger, call the emergency number for the Office of Public Safety, extension 3333, to report the fire.

• Once outside, away from danger, stand by, outside the building and out of danger, to direct emergency teams to the location of the fire, and then proceed to your department’s designated gathering point at least 500 feet away from affected buildings. Stay there.

• Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and workers.

• If requested, assist staff of the TC Office of Public Safety as necessary.

• Do not return to an evacuated building until given the “all clear” sign by TC Public Safety staff.

For persons with disabilities:

• It is suggested that individuals who use wheelchairs or who have a mobility impairment prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.

• During an emergency evacuation due to fire, building elevators should not be used.

• Evacuation may not always be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the nearest fire stairway landing on each floor of the building. Immediately notify TC Public Safety staff or other rescue workers on-scene upon the arrival of persons with disabilities to the rescue area.

• DO remain in your room if you cannot get out of the building because of heat or smoke.
  - Call Public Safety right away. Keep the door closed and await for assistance from the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window—the Fire Department will be looking for this sign.
  - DO close the door behind you if it is safe to leave your room.
- DON'T waste time collecting personal valuables. Take your keys so that you can reenter your room if exit from the building is not possible.

Fire Response Dos and Don'ts

- **DO** treat every alarm as an emergency. If an alarm sounds, exit the building immediately.
- **DON'T** assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance. The College does not schedule unannounced fire drills.
- **DON'T** be aware that transmitting a false alarm is a criminal offense that endangers the lives of both building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, electromagnetic locks, or other life safety devices or to block or obstruct paths of egress.

**Campus Safety Advisory Committee**

The primary mission of the committee, as set by New York State Education Law Section 6431, is to review campus security policies and procedures and make recommendations for their improvement. The committee is particularly concerned with ensuring that procedures and programs are in place to educate the community about sexual assault, domestic violence and stalking, and to educate the community about personal safety and crime prevention.

The Campus Safety Advisory Committee has two sub-committees: (1) The Sub Committee on Campus Security and (2) The Sub Committee on Health and Safety. The Sub Committee on Campus Security is charged with (a) reviewing current campus security policies and procedures and making recommendations for their improvement, (b) reviewing, developing and proposing education for the campus community regarding sexual assault, crime prevention, and reporting criminal incidents and (c) proposing protocols for response to victims of sexual assault and criminal activity. The Director of Public Safety chairs the Sub-Committee on Campus Security.

The Sub Committee on Health and Safety is charged with the development and implementation of safety policies and procedures and maintenance of a health and safety plan. The Director of the Office of Environmental Health & Safety chairs the Sub Committee on Health and Safety.
The Chair for the Advisory Committee as a whole is the Assistant Vice President of Campus and Auxiliary Services. Campus Safety Advisory Committee members for this academic year include:

Catherine Embree, Associate Vice Provost
Janice Robinson, Vice President for Diversity and Community Affairs
Jim Westaby, Associate Professor of Psychology and Education
Joanna Williams, Professor of Psychology and Education
Michael Gilmartin, Director of Facilities
Angela Bai-Lee, Human Resources Generalist
Stacy Thomas, Secretary, Academic Computing
Christopher Diodato, Director of Environmental Health & Safety
John DeAngelis, Director of Public Safety
James Mitchell, Assistant Vice President, Campus and Auxiliary Services

Thank you for visiting our Offices of Public Safety and Environmental Health & Safety