

Juilliard

The Juilliard School Security Policy

Department of Public Safety

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I. Introduction to the Juilliard Security Policy and The Department of Public Safety

The Juilliard Security Policy (the Policy) sets forth the security requirements at The Juilliard School (Juilliard). In addition to specifying the security measures and their rationale, the Policy sets forth the School's expectations regarding individual behavior pursuant to maintaining a secure and safe environment.

The Policy reflects Juilliard's culture, and is therefore intended to help manage security risk while preserving its welcoming and inclusive environment. To that end, security threats and associated risks must be weighed against the inconvenience and/or disruption caused by security measures. Striking a balance between competing requirements is often required.

Security and safety at Juilliard is a collective responsibility that is shared by all members of the Juilliard community since a single individual's behavior can affect everyone's well-being. Therefore, each member of the Juilliard community has both an obligation and a responsibility to adhere to the security requirements articulated in the Policy.

The Department of Public Safety is the entity responsible for managing security at Juilliard, which includes implementing and maintaining all security controls (see Section IV below). Questions or concerns regarding the Policy may be directed to the Director of the Department of Public Safety and/or by speaking to any Department representative.

II. Department of Public Safety Operational Principles

Security efforts at Juilliard are based on three fundamental principles, and are the motivation for all security measures implemented at the School:

1. Maintain a secure environment for all students, faculty, staff, visitors/guests, and performance attendees at all times
2. Manage security threats in proportion to their assessed risk to Juilliard's people and assets
3. Facilitate academic and performance-related programs while minimizing any disruptions to those programs to the extent possible

III. Compliance with The Policy

Each member of the Juilliard community plays a role in maintaining security at the School. Therefore, all students, faculty, staff, contractors and visitors/guests must comply with the Policy at all times. To that end, Juilliard community members should familiarize themselves with the contents of this document.

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The Policy governs the requirements for physical access to Juilliard and certain spaces within Juilliard that have further restrictions. Such access is a privilege, and is limited to individuals with a legitimate requirement to be in that space as determined by the owner or controller of that space. An individual must only attempt to access space for which he or she has been granted access privileges.

Finally, willful disregard of the Policy and/or intentionally subverting any security measure implemented at Juilliard is subject to disciplinary action up to and including permanent dismissal from the School.

IV. Security Controls

Security procedures, methods and technologies are collectively referred to as “security controls.” Security controls are required to effectively manage the risk associated with security threats. Security controls at Juilliard are implemented a) in proportion to the assessed risk to its people and assets, b) in keeping with the School’s culture of respect for individuals and their privacy, and c) in compliance with applicable laws and regulations.

At a high level, the purpose of security controls is as follows:

1. Limit and monitor physical access to restricted areas
2. Deter criminal activity
3. Assist in investigating security incidents
4. Facilitate a timely response to emergencies and security threats
5. Protect physical and information assets
6. Maintain a consistent if not always identical, risk-based approach to physical security

To that end, security controls at Juilliard perform the following functions:

1. Validate physical access privileges (ensuring individuals have approval to enter specific areas in the Juilliard building)
2. Authenticate personal identity (determining if the individual who is requesting access to a restricted space is the person with access privileges)

3. Confirm Juilliard affiliation (proving an individual is a current member of the Juilliard community in good standing)
4. Monitor areas in and around the Juilliard building (capturing images of specific scenes to deter crime and facilitate forensic analyses)
5. Restrict physical access (denying entry to individuals who are not authorized to enter the building and/or specific areas in the building)
6. Educate students, faculty and staff on security threats, security controls and other risk-relevant issues (increasing the security awareness of the Juilliard community to enhance preparedness and to avoid high-risk scenarios).

There are two principal security controls used at Juilliard: security officers and security technologies. Each of these controls is a critical component of the School's security strategy.

Security officers leverage their experience and training to maintain a secure and welcoming environment. They also respond to security incidents and liaise with relevant security counterparts at Lincoln Center. Security technologies complement the efforts of Juilliard Public Safety officers and enable the implementation of security controls 24 x 7 x 365. Details regarding these controls are specified immediately below:

1. Juilliard Public Safety Officers

Juilliard employs a team of professional security officers to assist in managing security risk at the School. These individuals are trained to observe the environment, operate technical security controls, respond to security incidents, implement security procedures including processing visitors/guests, report security issues, and enforce the Policy. Juilliard security officers also answer questions regarding security-related issues and will provide guidance during security incidents.

Juilliard security officers are the School's front-line security presence, and they have significant responsibilities in managing a complex security environment. Members of the Juilliard community and their visitors/guests must comply with instructions from security officers at all times.

Security at the Residence Hall in the Rose Building is managed by Lincoln Center Security and is therefore staffed by Lincoln Center Security officers. Juilliard security officers liaise with Lincoln Center Security, coordinate security efforts, and share information and resources as appropriate.

Members of the Juilliard community and visitors/guests must always comply with instructions from Lincoln Center Security officers when outside the Juilliard building, i.e., within other areas of the Lincoln Center campus inclusive of the Rose Building.

2. Security Technologies

Security technologies are deployed in and around the Juilliard building to assist Public Safety officers in managing security risk. Security technology exists to protect people and assets and therefore should never be intentionally subverted or interfered with in any way.

Technologies at Juilliard include the following devices:

- a. Closed circuit television cameras (CCTV) are used to monitor the inside of the Juilliard building and the external perimeter 24 x 7 x 365.
- b. ID card readers linked to magnetic door locks, electric strikes and turnstiles, which restrict access to authorized¹ and appropriately authenticated² individuals.
- c. Biometrics and/or Personal Identification Number (PIN) readers provide multi-factor authentication in higher-risk locations.
- d. Alarms signal an alert in response to attempts at unauthorized access or are activated in emergencies.

V. Security of Physical and Information Assets

Personally-owned valuables such as cash, credit cards, jewelry, and electronic devices require specific security controls due to their portability and inherent value. Individuals should take extra precautions in securing such items to include locking them when these are unattended, ensuring mobile devices are password protected, documenting credit card numbers for future reference, and establishing an inventory of devices and recording their serial numbers in a secure location.

Juilliard-owned assets should be similarly protected. If large amounts of cash or particularly valuable items are to be transported outside the building, a professional security service should

¹ Authorized individuals include current students, faculty members, staff member or contractor that have been granted access privileges to enter a specific room, area or location within the Juilliard building by the appropriate faculty member or staff.

² Authenticated individuals are those who have confirmed their identity via a photo ID or another trusted form of identification.

be engaged for this purpose. Contact the Department of Public Safety if there are questions about contracting with such services.

Specific offices and technology rooms containing information assets or any location requiring access restrictions should be secured using card readers and magnetic locking mechanisms that are linked to the Juilliard access control system. Card readers provide an access history and facilitate stricter access control thereby limiting access to authorized individuals. For access to particularly sensitive areas, enhanced authentication in the form of multiple unique identifiers (i.e., dual factor authentication) should be considered based on the assessed risk.

The Juilliard Information Security and Governance Policy is posted on My Juilliard, and provides more detailed requirements regarding the security of information assets at the School.

VI. Access to and Within the Juilliard Building for Individuals with a Juilliard ID

Access to and within the Juilliard building is a privilege. Ongoing and unescorted access privileges are contingent upon continued responsible behavior and compliance with Juilliard policies and procedures.

The principal criteria for determining the type of access privileges granted to an individual is their relationship to the School, the assets contained within the space to which he or she will have access, and the duration of access required. Access to and within the Juilliard building is restricted to a) current students, faculty and staff, b) guests of current students, faculty and staff, c) approved contractors who have a legitimate, business-related reason to be inside the building, and d) performance and recital attendees who require time-limited access to specific venues within the Juilliard building.

Currently enrolled students and current faculty and staff enjoy ongoing and unescorted access privileges within the building, but not necessarily to all areas within the building. Granting access to specific areas with access restrictions will depend on an individual's role at the School, and is exclusively determined by the relevant Juilliard department.

Physical access to and within the Juilliard building is centrally managed using ID card readers/magnetic locks and turnstiles. There are two types of IDs issued by Juilliard: Juilliard IDs and Temporary IDs. Juilliard IDs facilitate unescorted access to and within the Juilliard building. As the name implies, Temporary IDs are temporary and are only valid on the day they are issued.

The following are the requirements regarding access to and within the Juilliard building for students, faculty and staff and others who have been issued a Juilliard ID:

1. Individuals inside the Juilliard building must present and/or display their Juilliard ID when requested to do so by a Juilliard Public Safety officer, a Department of Public Safety
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Safety representative or another School authority.

2. Unescorted access within the Juilliard building requires a Juilliard ID.
3. Individuals should swipe their Juilliard ID at a card reader each time they enter and exit the Juilliard building. This procedure represents both a security and a safety measure since it can be important to know who and how many people remain inside the building. Note that Temporary IDs are not yet encoded to enable swiping in and out.
4. Individuals must swipe their Juilliard ID at a card reader each time they enter restricted space (i.e., if a card reader is present).
5. Lost or stolen Juilliard IDs should be reported immediately to the Department of Public Safety so that it may be deactivated. A fee will be charged for replacing a Juilliard ID.
6. Individuals who have forgotten or misplaced their Juilliard ID must request a Temporary ID from security officers. A separate Temporary ID will be issued each day.
7. Individuals who have requested a Temporary ID on three separate days AND have not used their Juilliard ID since the first request will have their Juilliard ID permanently deactivated.
8. Displaying a Juilliard ID may be required at specific locations within the Juilliard building and/or at specified times as determined by the Department of Public Safety.
9. Practice rooms also utilize a centralized access control system as part of the reservation process. Students and faculty who reserve a practice room must swipe their Juilliard ID at the card reader located on the door of each room in order to gain access to the room at the prescribed time. Note that Temporary IDs will not facilitate access to practice rooms.
10. Juilliard IDs are for the exclusive use of the individual to whom it was issued. Individuals are never permitted to lend their Juilliard ID to anyone nor to use their ID to facilitate access for anyone other than the legitimate ID holder.
11. Any Juilliard ID that has been inactive for one year will be permanently deactivated. Exceptions may be allowed for an unspecified period if the ID holder's department supports this individual maintaining ongoing access privileges.

VII. Access to and Within the Juilliard Building for Visitors and Guests

Juilliard welcomes individuals who have a legitimate reason for being in the Juilliard building and whose visit is sponsored by a current student, faculty member or member of staff. However, such persons do not have unescorted access privileges inside the building. Prerequisites for

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obtaining a Juilliard ID for individuals not enrolled as students or who are not current faculty or staff are twofold:

1. The requirement for unescorted access must be endorsed by a current member of staff or a current faculty member.
2. The individual may be required to pass a Juilliard or Juilliard-equivalent background investigation based on the assessed security risk to the School.

The following are the access requirements for visitors and guests without Juilliard IDs as well as the responsibilities of their hosts:

1. Visitors and guests must be registered by their Juilliard host prior to their entering the building. An on-line registration form is accessible via MyJuilliard. Registration is also possible in person at the Main Desk on 65th Street.
2. Upon registration, visitors and guests will receive a Temporary ID that is only valid on the day it is issued. If the same visitor or guest requires entrance to the building on a different day they must re-register as a visitor.
3. Visitors and guests do not have unescorted access privileges in the Juilliard building. Therefore, they should be escorted by an individual who possesses such privileges at all times when inside the Juilliard building.³ At a minimum, hosts should know the whereabouts and activities of their visitors and guests at all times such individuals are in the Juilliard building. Hosts are responsible for the behavior of their visitors and guests at all times.
4. Any visitor, guest or performance patron who behaves inappropriately is subject to immediate expulsion from the Juilliard building. Depending on the nature of their behavior, unruly individuals may be prohibited from entering the Juilliard building in perpetuity.

VIII. Access to and Within the Juilliard Building for Contractors and Vendors

Juilliard employs companies and individuals to perform contracted work within the building who are not employees of the School. Such individuals do not have unescorted access privileges unless so requested by a Juilliard sponsor based on a legitimate business requirement. The following are the access requirements for contractors:

1. Companies or individuals under contract with Juilliard and who require temporary access to the building should be registered as a visitor and will be issued a Temporary ID. As noted above, a separate Temporary ID is required for each day access to the

³ Reasonableness and good judgment are expected in fulfilling this requirement.

Juilliard building is required.

2. Contract personnel with Temporary IDs must be escorted at all times while inside the Juilliard building.⁴ The department sponsoring the contractor is responsible for the contractor's compliance with the Policy while that contractor is inside the Juilliard building.
3. If unescorted access to the Juilliard building is required by a contractor or vendor, the contractor's sponsor at Juilliard should request that the relevant individuals be issued a Juilliard ID and specify the duration unescorted building access is required.
4. All individuals should pass a Juilliard-equivalent background investigation before a Juilliard ID is issued absent compelling or exigent circumstances that preclude such an investigation. Exceptions to this policy should be coordinated with Human Resources.
5. Once a Juilliard ID has been issued it must be returned to the School at the conclusion of the contract or when access privileges are no longer required, whichever comes first.

IX. Reporting Sexual Misconduct and Other Violent Crimes

Anyone who witness a crime or is a victim of a crime should immediately call 9-1-1, which alerts the New York City Police Department. Victims of violent crime are also encouraged to report such incidents to Juilliard Student Affairs and/or the Juilliard Department of Public Safety. The School will provide counseling services and administrative support whenever it is warranted and possible.

Individuals reporting instances of sexual misconduct, e.g., sexual assault, intimate partner violence, should also call 9-1-1 immediately following the incident. After reporting the crime to the police, individuals are encouraged to notify the Juilliard Department of Public Safety who will inform either the Title IX coordinator directly or the Student Affairs/Residence Life on-call professional depending on the time of day and if the victim is a student.

Students reporting past instances of sexual misconduct should speak to the Title IX Coordinator or the Student Affairs/Residence Life on-call professional. The School will determine the necessity and scope of any measures required to maintain the mental and physical health of the reporting student. This includes crisis intervention with referral for extended assistance as necessary.

Crimes on campus are reported to the New York City Police Department at the request of the complainant and/or as required by law. Senior Juilliard administrators are kept apprised of any criminal activity on campus. In specific cases, the Juilliard administration will file a criminal

⁴ Footnote 3 also applies here.

complaint with the New York City Police Department on behalf of the complainant. In addition, Lincoln Center Security is notified of any criminal activity as appropriate.

The Juilliard School investigates any reported instances of illegal drug activity on campus and enforces all applicable laws on alcohol consumption. Note that New York State Law specifies that alcohol may not be consumed by individuals who are below twenty-one (21) years of age, and alcohol is not permitted in residences of individuals in New York State who are below the legal drinking age.

X. Response to Audible/Visible Alarms and Emergency Drills

All individuals in the Juilliard building must respond to fire alarms and other audible or visible signals when such alarms are activated. Immediately following alarm activation, individuals should exit the building and follow the instructions of Public Safety personnel, fire/security wardens and/or any announcements made via the Public Address system and/or electronic bulletin boards. Fire and emergency drills are conducted periodically and all individuals who are in the Juilliard building during those drills must participate.

XI. Recommended Response to Violent Intruders (“Active Shooters”)

Although instances of violence at colleges and universities are relatively rare, Juilliard must allow for the possibility that an armed individual could enter the Juilliard building. In such circumstances, the following is the appropriate protocol in order of the optimal response:

1. Exit the building by the safest and quickest route possible, and call 9-1-1 as soon as you believe it is safe to do so.
2. If exiting the building is not possible for safety reasons, take refuge, preferably in a room that can be locked. If the room cannot be locked, use furniture to act as a barricade. Keep a low profile (e.g., switch your mobile device to silent mode) and dial 9-1-1 when you believe it is safe to do so. Report your name, status, location and other information to the 9-1-1 operator as requested. Try to remain calm.
3. If confronted by an individual with a weapon who is threatening your life, defend yourself by any available means. For example, throwing an object at the assailant might provide an opportunity to escape. However, confronting an armed assailant is a last resort and is not recommended unless all other options are exhausted.

XII. Performance and Recital Security

Juilliard hosts hundreds of performances and recitals each year in designated venues throughout the Juilliard building. Each of these venues poses unique security challenges since many of the performances are open to the public and provide opportunities for unauthorized access to many areas of the Juilliard building.

Special security procedures may be invoked for performances depending on risk factors such as the size of the audience, the venue, and/or if tickets are required. For example, bags and coats are subject to inspection at all major performances. In addition, the School deploys an off-duty New York Police Department officer for specific events. Additional security controls may be deployed as required. These security controls are intended to deter specific threats and have been implemented based on the assessed risk to Juilliard.

In addition, Public Safety officers and/or ushers are used to direct attendees to and from the lobby along prescribed routes within the building. An individual attending a performance or recital who does not possess a Juilliard ID and is not accompanied by a Juilliard host is not permitted in areas of the building other than the relevant performance or recital venue. If such individuals are found in areas other than the designated performance venue he or she may be required to immediately leave the Juilliard building.

XIII. Pre-College and Music Advanced Program (MAP) Security

Pre-College and MAP require specific security controls based on the risks presented by a significant number of minors in the Juilliard building. Security policy requirements for Pre-College and MAP are delineated in the Pre-College Handbook that is available from the Pre-College Office.

XIV. Travel Security

Travel to specific areas inside and outside the US presents specific security challenges. Certain locales carry an increased risk to individuals who are unfamiliar with local conditions that can vary significantly by neighborhood.

Although there are no formal travel restrictions dictated by the Policy, certain risk management practices are strongly encouraged. For example, when traveling to an unfamiliar location outside the US, it is recommend that individuals perform basic research before embarking on the trip. Such research should include visiting the US State Department (<https://travel.state.gov/content/passports/en/alertswarnings.html>) and British government (<https://www.gov.uk/foreign-travel-advice>) Web sites, which provide the latest travel advisory information.

Ideally, travelers should also speak with individuals with local knowledge before traveling to any unfamiliar territory including cities within the United States.

XV. Security Awareness

Community awareness of current threats and an understanding of the security controls used to address those threats are important components of any security risk management strategy. All members of the Juilliard community should familiarize themselves with the most significant threats of concern around campus and in the city as well as be aware of their immediate surroundings at all times. In addition, students, faculty and staff are encouraged to learn about the security controls in use at Juilliard.

The Department of Public Safety periodically sponsors security training on topical issues either via Web-based learning sessions or in-person discussions. Topics and training frequency are based on the specific issue at hand, an assessment of the current threats and risk to the Juilliard community and available resources. As always, any security question or concern should be directed to a Department of Public Safety representative.