Personal Safety

All students are asked to alert appropriate staff and faculty when they will be absent from commitments. All international students must check in with the International Student Advisor at the start of each semester. All students should keep emergency contact numbers current on their Emergency Contact Forms by visiting the MSM Students website at msmstudents.com and updating addresses, phone numbers, and cell phones for themselves and their emergency contacts. Students are also encouraged to register for MSM emergency text alerts text service by visiting the MSM Students website and clicking on the MY Info section.

For the safety of the Manhattan School of Music Community, all are requested to report suspicious activity to Security. Please be aware of any automobiles, trucks, parcels, or individuals that are in the school’s vicinity and report any that concern you. Please pay special attention to any unusual activity by individuals around entrances and exits, particularly those that are not commonly used. Security guards have the authority, at their discretion, to search any bag (i.e., backpacks, handbags, instrument cases) that is brought into the school. Please give them your full cooperation.

Although it is extremely unlikely, it is possible that harmful biological or chemical substances may be delivered in the mail or by messenger. The U.S. Postal Service has compiled a list of typical characteristics of a suspicious parcel that might trigger suspicion as well as procedures for dealing with it. Suspicious parcels include those that:

- Are unexpected or from someone unfamiliar to you.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address, or have one that cannot be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with restrictive endorsements, such as “Personal” or “Confidential.”
- Have protruding wires, strange odors, or stains.
- Show a city or state in the postmark that does not match the return address.

*If you receive a suspicious parcel in the mail:*

- Do not try to open the parcel.
- Isolate the parcel.
- Evacuate the immediate area.
- Call a postal inspector to report that you have received a parcel in the mail that may contain biological or chemical substances.

The Postal Inspection Service office for Manhattan School of Music can be reached at 212-330-3844 or fax number 212-330-2720.

You should immediately call the security desk—ext. 4444 for the school or ext. 4700 for the residence hall—or, if you are unable to contact the security desk, call 911 if you encounter
suspicious vehicles, individuals, or parcels. Should you have any questions or suggestions regarding these measures, please be in touch with the Director of Facilities and Campus Security or the Dean of Students.

Security Around Manhattan School of Music

Manhattan School of Music is located within the 26th Precinct of the New York Police Department (212-678-1311). MSM and the NYPD encourage students to remain alert to your environment at all times.

Here are some safety tips:

In the streets:

1. Attempt to travel in groups of at least two after dark.
2. Be aware of doormen and guards in the neighborhood; they may help.
3. Remain alert while walking and observe your surroundings.
4. If your suspicions are aroused, call the police (911)
5. Do not carry large sums of money, conspicuous jewelry, or other valuables. Pay attention to the belongings you do carry.
6. If you hear cries for help, attempt to identify the source and call 911. You may be able to help someone in trouble.

In the classroom, cafeteria, and practice rooms:

1. Never leave handbags or briefcases unattended.
2. When taking a break, secure your valuables or take them with you.

In your apartment, room, or residence:

1. Never leave your doors unlocked when you are out.
2. Do not lend your keys to anyone.
3. Record serial numbers of all equipment and instruments—computers, stereos, TVs, etc., and keep in a safe place for future reference in the event of loss.
4. It is recommended that you consider obtaining renter’s insurance.

If you are a crime victim:

1. Report the crime to the police by calling 911.
2. Attempt to remain calm while the police respond.
3. If you are injured, request medical attention.
4. Obtain the hospital report from the hospital and complaint number from the police.
5. Call to cancel any stolen credit cards immediately.

Updating the Manhattan School of Music Community about Security Issues

A variety of communications keep the Manhattan School of Music community up-to-date about safety and security concerns on-campus and in the neighborhood. The local police precinct and the
Manhattan School of Music Facilities Office issue “Community Alerts” and posts them at security desks and elsewhere as appropriate and sends alerts via email. When necessary, student governing bodies such as Student Council are apprised about safety and security issues. In addition, resident assistants and other administrators meet with students, and the Dean of Students or other administrators notify students via memo or e-mail directly about crime prevention, safety concerns, crime alerts, and similar concerns.