

Tianjin Juilliard School Security Policy

天津茱莉亚学院 安全政策

Public Safety Office
公共安全办公室

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I Introduction to the School Security Policy and The Public Safety Office

学院安全政策及公共安全办公室介绍

The Security Policy ("**Policy**") of Tianjin Juilliard School ("**School**") sets forth the security requirements at School. 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.

天津茱莉亚学院（以下称“学院”）安全政策（以下称“政策”）阐明学院安全要求。除明确安全措施及其依据以外，本政策提出符合学院维护安全环境所期望的个人行为准则。

The Policy reflects School'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.

本政策符合学院文化，即在实现安全风险管理的目的下，同时实现友好和包容的校园环境。因此，必须在为消除安全威胁和相关风险所采取措施及因此造成的不便和/或干扰之间取得权衡。通常需要在相互冲突的各种需求之间取得平衡。

Security and safety at School is a collective responsibility that is shared by all members of the School community since a single individual's behavior can affect everyone's well-being.

由于个人行为可能影响所有人的健康和安全，学院安全是学院每一位成员共同承担的集体责任。

Therefore, each member of the School community has both an obligation and a responsibility to adhere to the security requirements articulated in the Policy.

因此，学院各成员既有义务也有责任遵守本政策所述安全需求。

Public Safety Office is the entity responsible for managing security at School, which includes implementing and maintaining all security controls (see Section 0 below). Questions or concerns regarding the Policy may be directed to the Director of Public Safety Office and/or by speaking to any Department representative.

公共安全办公室负责管理学院安全，包括实施和维持所有安全控制措施（见下文第四部分）。有关该政策问题或疑虑可通过联系公共安全办公室总监及/或同该部门任一代表沟通提出。

II Public Safety Office Operational Principles

公共安全办公室运营原则

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

学院安全工作基于三大基础原则展开，学院也据此推动各项安全措施的：

1. Maintain a secure environment for all students, faculty, staff, visitors/guests, and performance attendees at all times;
在任何时候，为全体学生、教师、行政人员、访客及观看演出观众提供安全的环境；
2. Manage security threats in proportion to their assessed risk to School's people and assets;
对可能造成学院人员伤害及财产损失的风险，采取相应措施对其进行管理；
3. Facilitate academic and performance-related programs while minimizing any disruptions to those programs to the extent possible.
通过减少影响学术及演出相关活动的突发事件以促进其顺利进行。

III Compliance with The Policy

政策遵守

Each member of the School 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, School community members should familiarize themselves with the contents of this document.

学院每位成员都有责任维护学院安全。因此，所有学生、教师、行政人员、承包商及访客必须在任何时候遵守安全政策。为此，学院成员应清楚地知晓本文件相关内容。

The Policy governs the requirements for physical access to School and certain spaces within School 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.

本政策规定了进入学院所需的权限和进入学院内部分特定区域的进一步要求。个人获取进入学校的合法权限需要得到相关区域负责人的批准。个人仅可进入其被授予访问权限的区域。

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

最后，若故意无视本政策和/或故意违反学院实施的任何安全措施，将受到相应的纪律处分直至被学院永久解雇和开除的处分。

IV Security Controls

安全防范

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 School 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.

安全流程、方法及技术统称为“安全防范”。安全防范需要有效地管理与威胁校园安全相关风险。学院所实施安全管控 a) 与所涉及的人员和资产风险相匹配 , b) 符合学院尊重个人及其隐私的文化 , 以及 c) 遵守适用法律法规。

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

从更高层次看 , 实施安全防范目的如下 :

1. Limit and monitor physical access to restricted areas
管控并监控受限区域的访问
2. Deter criminal activity
制止犯罪活动
3. Assist in investigating security incidents
协助调查安全事件
4. Facilitate a timely response to emergencies and security threats
推动对紧急事件及威胁安全的事件进行及时响应
5. Protect physical and information assets
保护实体和信息资产
6. Maintain a consistent if not always identical, risk-based approach to physical security
维护即便不是完全相同 , 也可保持连贯的、基于风险的人身安全保护措施。

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

为此 , 在学院实施的安全防范具有以下功能 :

1. Validate physical access privileges (ensuring individuals have approval to enter specific areas in the School buildings)
验证区域进入权限 (保证个人获准进入学院大楼特定区域)
2. Authenticate personal identity (determining if the individual who is requesting access to a restricted space is the person with access privileges)
核实个人身份 (确定请求进入授权访问空间者是否享有进入)
3. Confirm School affiliation (proving an individual is a current member of the School community in good standing)

- 确认其与学院隶属关系 (证明个人确实为学院的现有合法成员)
4. Monitor areas in and around the School buildings (capturing images of specific scenes to deter crime and facilitate forensic analyses)
监控学院大楼内部及周边区域的情况 (捕捉特定场景图像以遏制犯罪行为并为司法鉴定提供依据)
 5. Restrict physical access (denying entry to individuals who are not authorized to enter the buildings and/or specific areas in the buildings)
权限控制 (拒绝未授权进入学院大楼及/或其内部特定区域个人进入)
 6. Educate students, faculty and staff on security threats, security controls and other risk-relevant issues (increasing the security awareness of the School community to enhance preparedness and to avoid high-risk scenarios).
向学生、教师及行政人员就安全威胁、安全控制及其他风险相关问题提供教育 (提高学院成员安全意识以加强防范并避免出现高风险场景)

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

学院所采取安全防范主要有两种：安保人员防范及技术防范。两种管控皆为学院安全策略关键组成部分。

Security officers leverage their experience and training to maintain a secure and welcoming environment. They also respond to security incidents.

安保人员利用其经验及所接受的培训知识维护安全和友好环境，同时也就安全事件进行响应。

Security technologies complement the efforts of Security officers and enable the implementation of security controls 24 x 7 x 365. Details regarding these controls are specified immediately below:

安全技术同安保人员工作互补，保证全天候实施安全控制。相关控制细节如下：

1. Security Officer

安保人员

School employs a team of professional security officers to assist in managing security risk at the School who is report to School Public Safety Office. 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. School Public Safety officers also answer questions regarding security-related issues and will provide guidance during security incidents.

学院聘请由学院公共安全办公室领导的专业保安团队协助管理其安全风险。安保人员接受了观察环境、实施技术安全控制、响应安全事件、执行安全流程 (包括处理

访客、报告安全问题和执行政策) 培训。此外，安保人员还就有关安全问题进行答复，并在安全事件发生时提供指导。

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

学院安保人是学院一线安全人员，他们在管理复杂安全环境方面负有重要责任。学院成员及其访客必须始终遵守保安人员的指示。

Security in School is managed by Public Safety Office. Members of the School community and visitors/guests must always comply with instructions from Binhai New Area Central Business District (CBD) Police Station when outside the School buildings.

学院安全工作由公共安全办公室进行管理。在校园以外，学院成员和访客必须始终遵守滨海新区中央商务区 (CBD) 派出所的指示。

2. Security Technologies

安全技术:

Security technologies are deployed in and around the School buildings to assist School security 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.

学院在大楼内和周围采用安全技术防范，以协助安保人员管理安全风险。安全技术的存在是为了保护人和资产，因此决不应以任何方式蓄意破坏或干扰。

Technologies at School include the following devices:

学院安全技术防范包括以下设备：

- a. Closed circuit television cameras (CCTV) are used to monitor the inside of the School buildings and the external perimeter 24 x 7 x 365.
闭路电视摄像头 (CCTV) 被用于全天候监视学院大楼内部及周边区域情况。
- b. ID card readers linked to magnetic door locks, electric strikes and turnstiles, which restrict access to authorized¹ and appropriately authenticated individuals².

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 School buildings by the appropriate faculty member or staff.

被授权个人包括在校学生、教师、行政人员或承包商，他们已被相关教职员工批准进入学院大楼内特定房间、区域或位置。

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

通过验证个人即已通过带照片身份证或其他可信识别形式证实身份的个人。

与电磁锁、电子锁和闸机相连的门禁读卡器用于被授权¹和经批准的个人进入²。

- c. Personal Identification Number (PIN) readers provide multifactor authentication in higher-risk locations.

个人身份识别码 (PIN) 读卡器在较高风险地点提供多重验证。

- d. Alarms signal an alert in response are activated in emergencies.

发出报警信号的警报会在紧急情况下被启动。

V Security of Physical and Information Assets

实物及信息资产安全

Personally-owned valuables such as cash, credit cards, jewellery, 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.

个人拥有的贵重物品，如现金、信用卡、珠宝及电子设备等，因其便携性和固有价值需要特殊安全防范。个人在保护此类物品时应采取额外预防措施，包括在无人看管时将其物品上锁，确保移动设备受到密码保护，记录信用卡号以备用，建立设备清单并在安全位置记录其序列号等。

School-owned assets should be similarly protected. If large amounts of cash or particularly valuable items are to be transported outside the buildings, a professional security service should be engaged for this purpose. Contact the Public Safety Office if there are questions about contracting with such services.

学院拥有的资产也应得到同样的保护。如果需要将大量现金或特别有价值的物品运到大楼外，则应为此聘请专业的安全机构提供服务。有关此类服务问题，请联系公共安全办公室。

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 School 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.

存放信息资产的特定办公室和技术间或者任何需要进入权限管控的地点应使用与学院门禁系统相连的门禁卡读卡器和电磁锁装置以保证该区域的安全。读卡器可以查询区域访问历史记录以及提供更严格的区域进入管控，从而制约被授权进入的人员的行为。

对于特别敏感区域的访问，应根据评估风险考虑通过多个唯一标识符（即双因素认证）等增强认证的形式作为进入该区域的管控。

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

学院信息安全和治理政策可在我的中心（My Hub）找到，该政策提供了关于学院信息资产安全的更为详细的要求。

VI Access to and Within the School Buildings for Individuals with a School ID

持校园卡访问校园及学院大楼

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

进入学院大楼及其内部是一种权限。在持续保证负责任行为并遵守学院政策及流程前提下，方能持续在无人陪同时访问校园。

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 School buildings is restricted to :

确定个人访问权限类型的主要标准为前者与学院的关系、他或她有权进入空间内的资产以及所需访问时间。进入学院及大楼的人员仅限于：

1. current students, faculty, staff, school board members/supervisor and foundation board members/supervisor;
在校学生、教师、行政人员、理事会和基金会成员
2. parents of pre-college students;
预科生家长；
3. approved contractors, who have a legitimate, business-related reason to be inside the buildings;
有正当业务相关理由进入大楼的受认可建筑承包方；
4. teaching, performance and recital activities attendees who require time-limited access to specific venues within the School buildings.
需要限时进入学院大楼内特定场地的教学、演出和演奏的参与者。

Currently enrolled students and current faculty and staff enjoy ongoing and unescorted access privileges within the buildings, but not necessarily to all areas within the buildings. 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 School department.

在校学生和教职员工在建筑物内享有持续的、无人陪同的访问权限，但不一定能进入建筑物内所有区域。是否被允许进入有出入限制的特定区域将取决于个人在学院的角色，并由学院相关部门全权决定。

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

学院通过校园卡门禁读卡器/电磁锁和闸机对校园卡的物理权限进行集中管理。学院发放的授权卡片有两种：校园卡和临时卡。校园卡方便无人陪同进入学院大楼。顾名思义，临时卡是临时的，仅在发放当天有效。

The following are the requirements regarding access to and within the School buildings for students, faculty and staff and others who have been issued a School ID: 以下为持学院校园卡学生、教师、行政人员及其他人员访问大楼及大楼内部各区域时需遵循要求：

1. Individuals inside the School buildings must present and/or display their School ID when requested to do so by a School security officer, a Public Safety Office representative or another School authority.
当学院安保人员、公共安全办公室人员或其他学院管理人员要求时，学院大楼内校园卡持卡人需出示校园卡。
2. Unescorted access within the School buildings requires a School ID.
无人陪同时访问学院大楼需持校园卡。
3. Individuals should swipe their School ID at a card reader each time they enter and exit the School buildings. 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 buildings. Note that Stickers are not yet encoded to enable swiping in and out.
持卡人每次进出学院大楼时皆需在读卡器上刷卡。该流程可以帮助了解停留大楼内人员身份及人数，既是安保措施，也是安全措施。请注意，访客贴纸未被授权并不具备通过读卡器实现刷入和刷出的功能。
4. Individuals must swipe their School ID at a card reader each time they enter restricted space (i.e., if a card reader is present).
每次进入权限管控区域时（即在装有读卡器处），持卡人必须在读卡器上刷卡。
5. Lost or stolen School IDs should be reported immediately to the Public Safety Office so that it may be deactivated. A fee (RMB 250) will be charged for replacing a School ID.

若校园卡遗失或被盜，应立即向公共安全办公室报告以停用。更换校园卡将收取 250 元人民币的费用。

6. Individuals who have forgotten or misplaced their School ID must register at the Building Entrance by security guards checking identity and request a Temporary ID with basic access from Main Reception at the lobby. A separate Temporary ID will be issued each day.

若忘记或错放校园卡，则需向在校园入口处由安保人员确认其身份与登记，并在学院大厅前台处办理具备基本权限的临时卡。每天将发放一张当天有效的临时卡。

7. Individuals who have requested a Temporary ID on three separate days AND have not used their School ID since the first request will have their School ID permanently deactivated.

若学院校园卡的持卡人员在非连续的三天时间内申请临时卡，但自第一次申请后并未使用过其校园卡，则其校园卡将永久失效。

8. Displaying a School ID may be required at specific locations within the School buildings and/or at specified times as determined by School Public Safety Office.

校园卡持卡人员或被要求在公共安全办公室所规定的学院大楼内特定地点及/或在特定时间出示校园卡。

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 School ID at the card reader located on the door of each room in order to gain access to the room. Note that Stickers and Temporary IDs will not facilitate access to practice rooms.

根据预约流程，排练室也由集中门禁系统控制其进入的权限。预约排练室的学生及教师需在每间教室门处读卡器上刷校园卡方可进入教室。请注意，贴纸和临时卡没有被授权进入排练室。

10. School IDs are for the exclusive use of the individual to whom it was issued. Individuals are never permitted to lend their School IDs to anyone, or to use their ID to facilitate access for anyone other than the legitimate ID holder.

校园卡仅可供获其持卡人本人使用。个人不得将其校园卡借给他人，或使用其校园卡为除合法校园卡持卡人以外的任何人访问学院提供便利。

11. Any School 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.

若校园卡停用一年，则将永久失效。若校园卡持卡人所在部门支持其保留持续访问权，则该持卡人可在未确定期限内保留该权力。

12. Once a School 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.

一旦发放校园卡，必须在合同到期时或不再需要访问特权时（以先发生项为准）将其退还至学院。

VII Access to and Within the School Buildings for Visitors and Guests

访客访问学院大楼及内部各区域

School welcomes individuals who have a legitimate reason for being in the School buildings and whose visit is sponsored by a current faculty member or member of staff. However, such persons do not have unescorted access privileges inside the buildings. Individuals not enrolled as students or who are not current faculty or staffs can only obtain a Authorized Visitor Card with basic access of School building with the twofold of prerequisites for obtaining a School ID for individuals not enrolled as students or who are not current faculty or staffs are twofold:

学院欢迎有正当理由进入学院大楼并在在职教职工或行政人员支持下进行参观的个人。但是，上述人员不得在无人陪同时访问大楼。非注册学生或非在职教职员仅能申请具备基础权限的授权访客卡，获得授权访客卡的先决条件有两个：

1. The requirement for unescorted access must be approved by Head of relevant business department (Director or above)
必须得到相关业务部门主管（总监及以上）批准。
2. The individual may be required to pass a School or School-equivalent background investigation based on the assessed security risk to the School , and sign the *Authorized Visitor Card Application Commitment*.
根据被评估学院安全风险，个人或需通过学院或学院同等效力背景调查， 并签署《授权 访客卡申请承诺书》

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

以下为无校园卡访客访问要求及接待者需承担责任：

1. Visitors and guests must be applied and approved by their School host prior to their entering the buildings. An on-line Visitor System is accessible via Wechat, and/or Website. Registration is also possible in person at School Main Reception in the lobby.
访客在进入大楼之前必须通过学院接待者进行申请并获得批准。可通过微信服务号及/或网站在线访客系统，也可以亲自到学院大厅主接待处登记。
访客在进入大楼之前必须通过学院接待者进行申请并获得批准。可通过微信服务号及/或网站在线访客系统，也可以亲自到学院大厅主接待处登记。
2. Upon registration, visitors and guests will receive a Sticker that is only valid on the day it is issued. If the same visitor or guest requires entrance to the buildings on a different day they must re-register as a visitor.
登记时，访客将收到一张仅在发放当天有效的贴纸。若同一访客要求在另一天进入大楼，则必须重新登记为访客。

3. Visitors and guests do not have unescorted access privileges in the School buildings. Therefore, they should be escorted by an individual who possesses such privileges at all times when inside the School buildings. At a minimum, hosts should know the whereabouts and activities of their visitors and guests at all times such individuals are in the School buildings. Hosts are responsible for the behavior of their visitors and guests at all times.

访客在大楼内不享有无人陪同时访问特权。因此，其应始终在拥有此类权限个人陪同下进行访问。接待者至少应时刻了解来访者在大楼内所处位置和所进行活动。接待者对来访者行为负责。

4. Any visitor, guest or performance patron who behaves inappropriately is subject to immediate expulsion from the School buildings. Depending on the nature of their behavior, unruly individuals may be prohibited from entering the School buildings in perpetuity.

任何有不当行为的访客，客户或演出合作相关人员皆可能立即被驱逐出大楼。根据其行为性质，不遵守相关规定者可能被永久禁止进入大楼。

VIII Access to and Within the School Buildings for Contractors and Vendors

承包商及供应商访问大楼及内部各区域

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

学院雇用非雇员公司及个人在大楼内执行承包工作。除学院接待人员根据合法业务要求提出要求外，否则此类人员不具有无人陪同时访问大楼特权。承包商准入要求如下：

1. Companies or individuals under contract with School and who require temporary access to the buildings should be registered as a visitor and will be issued a Sticker. As noted above, a separate Sticker is required for each day access to the School buildings is required.
与学院签订合同的公司或个人如需临时进入大楼，则应登记为访客，并将获得一张贴纸。如上所述，如每天皆需进入大楼，则每天皆需要一张单独的贴纸。
2. Contract personnel with Sticker must be escorted at all times while inside the School buildings. The department sponsoring the contractor is responsible for the contractor's compliance with the Policy while that contractor is inside the School buildings.
持有贴纸的人员在进入大楼时必须始终有人陪同 2。在其出于学院大楼内时，承包商接待部门对其负责。
3. If unescorted access to the School buildings is required by a contractor or vendor, the contractor's sponsor at School should request that the relevant

individuals be issued a School ID and specify the duration unescorted buildings access is required.

若承包商或供应商要求在无人陪同时进入大楼，则其接待者应要求向相关人员发放校园卡，并说明无陪同访问者访问大楼所需时间。

4. All individuals should pass a School-equivalent background investigation before a School ID is issued absent compelling or exigent circumstances that preclude such an investigation. Exceptions to this policy should be coordinated with Human Resources.

所有个人在获得学院发放校园身份证件前，皆应通过学院同等效力背景调查，不存在阻止进行此类调查的紧迫或紧急情况。如有例外，应同人力资源部进行协调。

5. Once a School 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.

一旦获得学院发放的校园卡，则必须在合同到期时或不再需要访问特权时（以先发生项为准）将其退还至学院。

IX Reporting Sexual Misconduct and Other Violent Crimes

报告不当性行为及其他暴力犯罪

Anyone who witnesses a crime or is a victim of a crime should immediately call (022) 66336498, which alerts the Public Safety Office. Victims of violent crime are also encouraged to report such incidents to the Office of Student Affairs and/or the Public Safety Office. The School will provide counseling services and administrative support whenever it is warranted and possible.

任何目击犯罪或是成为犯罪受害者者都应立即拨打（022）66336498 联系公共安全办公室。我们也鼓励暴力犯罪受害者向学生事务办公室和/或公共安全办公室报告此类事件。学院将在必要和可能的情况下提供咨询服务和行政支持。

Individuals reporting instances of sexual misconduct, e.g., sexual assault, intimate partner violence, please refer to Sexual Misconduct Policy of the Office of Student Affairs.

举报不当性行为的个人，如性侵犯、亲密伴侣暴力行为等，请参考学生事务办公室不当性行为政策。

Crimes on campus are reported to the Public Safety Office at the request of the complainant and/or as required by law. Senior School administrators are kept apprised of any criminal activity on campus. In specific cases, the School administration will file a criminal complaint with the local competent authority.

校园内的犯罪行为将应举报人和/或法律要求，向公共安全办公室报告。学院高级管理人员将时刻了解校园内的任何犯罪活动。在特定情况下，校方将向当地主管部门提起刑事诉讼。

The School investigates any reported instances of illegal drug activity on campus
学院将对任何被上报的非法使用毒品活动进行调查。

X Response to Audible/Visible Alarms and Emergency Drills
针对声光警报及紧急演练的响应措施

All individuals in the School buildings must respond to fire alarms and other audible or visible signals when such alarms are activated. Immediately following alarm activation, individuals should exit the buildings and follow the instructions of members of School Public Safety office, Security officer 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 School buildings during those drills must participate.

当火警和其他可闻或可视信号被激活时，校园大楼内所有人员必须予以响应。警报激活后，所有个人应立即离开大楼，并遵循学校公共安全办公室成员、安保人员、消防/安全管理员的指示和/或通过公共广播系统和/或电子公告板发布的任何公告。消防和应急演练定期进行，所有在大楼内的人员必须参加。

XI Recommended Response to Violent Intruders
建议针对暴力入侵者采取的响应措施

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

虽然在高校发生的暴力事件相对较少，但学院必须考虑到武装人员进入学院的可能性。在此种情况下，以下是建议最佳响应顺序：

1. Exit the buildings by the safest and quickest route possible, and call (022) 66336498 as soon as you believe it is safe to do so.
尽可能通过最安全、最快路线离开大楼，并在您认为安全的情况下尽快拨打 (022) 66336498。
2. If exiting the buildings 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 (022) 66336498 when you believe it is safe to do so. Report your name, status, location and other information to the 1-1-0 operator as requested. Try to remain calm.
如出于安全原因无法离开大楼，请进行避难，最好是在可以上锁的房间里躲避。如房间不能上锁，则将家具作为屏障。保持低调（例如，将移动设备切换到静音模式）

并在您认为安全的情况下拨打 (022) 66336498。按要求向 1-1-0 接线员报告您的姓名、状态、位置和其他信息，并尽量保持冷静。

XII Performance and Recital Security

演出及独奏会安全

School hosts hundreds of performances and recitals each year in designated venues throughout the School buildings. 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 School buildings.

学院每年在大楼内的指定地点举办数百场演出和独奏会。由于许多演出对公众开放，并为未经授权进入大楼内许多区域提供了机会，因此每个场馆都面临着独特的安全挑战。

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 additional security officers 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 School.

根据观众规模、场地和/或是否需要门票等风险因素，演出可采用特殊安保程序。例如，包和外套在所有重大表演期间都要接受检查。此外，学院还将为特定活动安排额外的安保人员。可根据需要部署其他安全控制措施。这些安全控制措施旨在阻止特定威胁，并根据可能对学院造成的风险进行实施。

In addition, School security officer and/or ushers are used to direct attendees to and from the lobby along prescribed routes within the buildings. An individual attending a performance or recital who does not possess a School ID and is not accompanied by a School host is not permitted in areas of the buildings 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 School buildings.

此外，安保人员和/或引座员负责引导观众沿大楼内规定路线进出大厅。参加演出或独奏会的个人，如没有学院证件也没有院方人员陪同，则不得进入相关演出或独奏会场地以外的大楼内区域。如果在指定表演场地以外的地方发现上述人员，则他或她可能被要求立即离开大楼。

XIII Pre-College and Public Education Security

预科及公共教育安全

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

预科和公共教育项目需要根据校园内大量未成年人带来的风险实施具体的安全控制。预科和公共教育的安全政策要求在大学预科和公共教育手册中有所规定，可从预科和教育发展办公室获得。

XIV Security Awareness

安全意识

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 School 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 School.

学院成员对于当前安全风险意识以及对用于消除威胁的安全防范措施的理解是任何安全管理战略的重要组成部分。学院所有成员皆应熟悉校园周围和城市中最主要的威胁，并随时了解其所在周围环境。此外，鼓励学生、教师及行政人员了解学院所使用的安全防范措施。

The Public Safety Office 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 School community and available resources. As always, any security question or concern should be directed to the Public Safety Office representative.

公共安全办公室将定期通过网络学习课程或面授课程就安全防范的重点问题举办安全培训。培训主题和频率基于目前具体问题、当前对学院成员的威胁和对风险的评估以及相关可用资源确定。与往常一样，如有任何安全问题或疑虑，应同公共安全办公室代表联系