

VISITORS CENTER

We look forward to welcoming you onto campus! The University takes pride in maintaining an open campus. Prospective students, tourists and interested members of the community are welcome to tour our institution.

Below are guidelines and policies that are in place to allow tour groups and tourists to visit the University while ensuring safety and to reducing the disruption of daily activities of the University community. Columbia University is private property and can establish and enforce rules regarding access to campus and use of campus space by any non-affiliated persons.

Columbia University requires all group tours and general tourists, to observe the following guidelines:

- Columbia will not be held liable for any lost or stolen goods, accidents, or injuries.
- All persons suffering bodily injury on Columbia Property, or having knowledge of damage to Columbia Property, are required to report the occurrence the Department of Public Safety immediately after the incident.
 - Morningside Campus Emergency: (212) 854-5555
 - Morningside Campus Non-Emergency: (212) 854 - 2797
- Do not enter campus buildings unaccompanied by a tour guide. These are private workplaces and classrooms. The only buildings open to large tours without prior arrangements are Low Library, Bookstore in Lerner Hall and St. Paul's Chapel.
- Do not disrupt campus and classroom activities.
- Groups should move in a manner that does not block sidewalks, street or building doorways.
- Do not litter, use waste receptacles for trash.
- Groups may not walk on landscaped areas or pick flowers or other vegetation.
- Do not use amplified sound.
- Visitors may not climb on structures or outdoor artwork.
- The tour will take place rain or shine. We recommend checking the weather before your trip and plan according.
- Dress comfortably and wear comfortable walking shoes.
- Arrive on time for your tour. Please know that late arrival will result in a modification of the tour and / or presentation. If any group is more than 30 minutes late, the tour will be cancelled. Between 10-30 minutes late is at the discretion of the Visitors Center and tour guide availability. If your group is running late, call us at (212) 854-4902.
- Use public restrooms provided for visitors. Locations:
 - First floor of Low Library
 - Café 212 in Lerner Hall
- Do not smoke outside of the designated areas (Designated areas can be found under the 'Maps' tab).

- Due to safety concerns, the University bans the use of hoverboards (also known as self-balancing scooters or smart boards) on University campus and prohibits the use of these devices on campus grounds.
- The flying of remote-control drones or other devices for photography or recreational purposes is prohibited.
- Commercial photography and filming without prior permission is prohibited. Group photography and photography and filming inside classrooms and buildings is prohibited. All news media, documentary, and film interview requests are handled through the Office of Communications and Public Affairs in 304 Low Library, 212-854-5573.

Safety

To balance the benefits of an open campus with the safety needs of an urban institution, several security booths are stationed at entrances to the Morningside campus. Public Safety officers are posted 24 hours a day at West 116th Street and Broadway, and West 116th Street and Amsterdam Avenue. Additional officers are stationed Monday through Saturday at a booth at West 119th Street and Amsterdam Avenue. There are also Public Safety officers assigned to patrol either on foot, bicycle, or in vehicles around both campuses. Designated buildings require a valid University ID for entry. Card readers, alarm monitoring systems, and 24-hour recorded video cameras support our efforts by providing direct feeds to the Department of Public Safety Operations Centers.

Disability-related Needs

For guests needing disability-related accommodations for a tour, please call us at (212) 854-4902 at least 2 weeks in advance.

Consequences of violating visit policies

Columbia University and the Columbia Department of Public Safety reserve the right to ask any individual or group to leave campus property, and may ban tour-group and/or tour-bus operators from the campus for repeated failure to follow the above rules of conduct, or other specific directive from the Department of Public Safety or University official. Further, Columbia University reserves the right to take appropriate legal action against those failing to comply with the policy, including actions under civil or criminal trespass laws.

EMERGENCY Procedures

Listed below are guidelines to follow during emergency incidents that may occur on the Morningside Campus. Some incidents may require you to shelter in place while others may require evacuation of the facility.

FIRE EMERGENCY (EVACUATE)



- If the building fire alarm is activated, immediately evacuate the building.
- Proceed to the nearest exit (NEVER use the elevator), closing doors as you exit.
- Continue down the stairs and exit the building.
- Do not re-enter building until authorized by emergency responders or Public Safety personnel.

IF UNABLE TO EVACUATE

- Call Public Safety at 212-854-5555. Give name, exact location inside the building and the nature of the condition.
- Close door and seal cracks to prevent smoke from entering.
- If possible, open window at top and bottom (never break the window).
- Stay at window breathing the fresh air as it enters.
- Signal for help.
- If smoke enters the window, close the window and stay as close to the floor as possible.



SUSPICIOUS OBJECT

- Do not disturb or move the object.
- Warn others to leave the area and secure the area, if possible.
- Retreat to a safe distance—at least 300 feet.
- Do not use cellular phone or other electronic devices while in the area.
- Call Public Safety at 212-854-5555. Give name, exact location inside the building and the nature of the condition.
- Do not reoccupy space until authorized by emergency responders or public safety personnel.



HAZMAT SPILL HAZARDOUS SUBSTANCE

INDOORS

- Call Public Safety at 212-854-5555. Give name, exact location inside the building and the nature of the condition.
- Alert people in immediate area and evacuate.
- Confine the hazard by closing doors as you leave.
- Do not reoccupy space until authorized by emergency responders or public safety personnel.

OUTDOORS

- Call Public Safety at 212-854-5555. Give name, exact location and the nature of the condition.
- Close all doors and windows.
- Await further instructions from emergency responders.

ACTIVE SHOOTER



- If event is outdoors, seek cover indoors. Call Public Safety at 212-854-5555. Give name, exact location and the nature of the condition.
- If event is indoors:
 - Lock and barricade doors and windows and close blinds.
 - Do not stand by windows or doors.
 - Call Public Safety at 212-854-5555. Give name, exact location inside the building and the nature of the condition.
 - Silence cell phones and turn off radios/computer monitors.
 - Keep out of sight and take adequate cover.
 - Wait until emergency personnel verify that threat is over before leaving a place of safety.



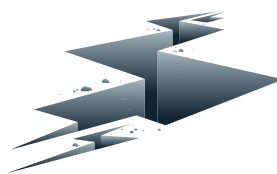
MEDICAL EMERGENCY

- Call Public Safety at 212-854-5555. Give name, exact location and the nature of the condition.
- If trained, provide appropriate first aid.
- Stay with individual(s) until medical assistance arrives.



WEATHER EMERGENCY

- Monitor local TV, radio and the Columbia homepage.
- Move to lowest hallway/floor without windows.
- Await further instructions from emergency personnel.



EARTHQUAKE

INDOORS

- Get under sturdy desk or table and HOLD ON.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- Stay away from glass, windows, light fixtures or anything else that could fall and injure you
- Stay inside until shaking stops and it is safe to go outside
- Do not use elevators

OUTDOORS

- Move away from buildings, streetlights, and utility wires
- Stay there until shaking stops
- If in moving vehicle, stop as quickly as safety permits and stay in vehicle. Avoid stopping under buildings, trees, overpasses, and utility wires



COLUMBIA UNIVERSITY
Department of Public Safety

Pride • Professionalism • Service

Morningside Campus
Non-Emergency: 212-854-2797
Emergency: 212-854-5555