

Eastman Community Music School
Safety Bulletin for Students 17 and younger
April 2015



Timely Registration:

Per directive of the University of Rochester, all students in the Eastman Community Music School must be registered for any class, ensemble or lesson BEFORE they attend those courses. In the past, many students have attended ECMS offerings with the intention of registering after the fact. Please know that this is no longer permissible. ECMS faculty will be required to take attendance to ensure all of their students are registered – even on the first class/lesson meeting.

UR Public Safety:

University public safety officers are on duty 24 hours a day/7 days a week. The University has a highly trained staff of public safety professionals, as well as comprehensive policies and procedures for dealing with emergencies. For more information on University Public Safety, please visit www.publicsafety.rochester.edu.

- Contacting University of Rochester Public Safety
 - Dial 585.275.3333 from any cell phone.
 - Dial #413 from AT&T or Verizon cell phone.
 - On campus: Use any Blue Light Emergency Phone or dial 13 from any University phone.
 - Emergency numbers are also located on the back of all ECMS IDs.

Blue Light Emergency Phone Locations

Exterior: Swan St. (Barrett Place, OSL, corner of EEW), Main St. (EEW/ET), and ESM dorm.

Interior: Main Building, ET, Annex, Eastman Commons, and MC. All elevators have an emergency phone.

Recommended Safety Tips

Parents should walk young children to their classes and lessons and meet them afterwards outside the classroom or studio room. Please note that parents are welcome to attend any class, lesson, or ensemble rehearsal they wish, while staying in the background. The ECMS is not responsible for children when they are not in class.

Parents should program important numbers into their and their children's mobile devices, such as 911 (if off-campus), University of Rochester Public Safety (see above), the ECMS office (585.274.1400), teachers' numbers, etc.

Need to contact your child at Eastman due to a home emergency?

If your child is in a private lesson, please call your child or his/her teacher directly.

Parents may call the ECMS office (585) 274-1400 to reach their child in case of a home emergency. The office is open from 9 a.m. to 6 p.m. on weekdays and from 9 a.m. to 2 p.m. on Saturdays. The staff will know where your child is scheduled to be and who the teacher is, and can relay a message to your child during class time. Parents may always call UR Public Safety (585.275.3333) in case of a home emergency.

In case of an emergency at Eastman:

In the event of a student emergency (medical, for example), ECMS teachers are instructed to call emergency numbers, such as 911 and UR Public Safety, parents and guardians, and the ECMS office.

In the event of school-wide emergencies (inclement weather or other school disruptions, for example), the ECMS will notify you via the following:

- An email alert will be sent to all faculty, students, and parents. To assist this procedure, please be sure the ECMS office has your most recent email address on file.
- A notice will be posted on the ECMS website: www.esm.rochester.edu/community.
- Alerts will be issued through local media outlets (television, radio) for school closings and delays.
- If the school closes during lessons and classes, ECMS faculty members are instructed to call their students' parents to inform them of the closing and arrange for pickup.



Contact Us

Telephone: 585.274.1400

Fax: 585.274.1005

Email: community@esm.rochester.edu

Website: www.esm.rochester.edu/community

Mail: Eastman Community Music School, 26 Gibbs Street, Rochester, NY 14604

In person: 10 Gibbs Street, Third Floor, Suite 310

Office hours: Weekdays from 9 a.m. to 6 p.m. and Saturdays from 9 a.m. to 2 p.m.