

M Manhattan School of Music

Annual Security Report 2013

For the period of January 1, 2013 - December 31, 2013

Manhattan School of Music was founded in 1917 by Janet D. Schneck, pianist and philanthropist, as the Neighborhood Music School. It is now an internationally recognized conservatory offering both classical and jazz training. The School fulfills a major role in society by preparing talented men and women for careers as performing musicians, teachers, administrators, and involved audience members who will keep the legacy of great music alive. From its inception, the welfare of the students, faculty, and staff has been a priority. This report is just a part of the overall plan to keep the conservatory safe.

This report has been developed in order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly known as the Clery Act). Most of the information provided in this report is required by federal law enacted by Congress and implemented by the United States Department of Education.

What is the Clery Act?

The Clery Act was enacted to insure that colleges and universities make information related to the safety of the institution available to students, parents, faculty, and staff. The Clery Act is named after Jeanne Clery, who was a 19-year-old first-year student at Lehigh University in Pennsylvania in 1986. Her life was cut tragically short by another student, whom she did not know, in her residence hall room. Jeanne Clery's parents, Connie and Howard, led a crusade to change the way institutions of higher education share information about safety and security. The Clerys' hard work resulted in the Campus Security Act, renamed in their daughter's honor as the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act.

Awareness and Prevention

Manhattan School of Music works as a community to enhance the awareness and prevention of crime. The staff, faculty, and students are encouraged to work with the security staff to take measures to optimize the safety of each person, their possessions, and the entire Manhattan School of Music community. A multi-prong approach is used to enhance safety. First, students, staff, and faculty are educated about the best practices to optimize personal safety; second, opportunities for crime are minimized; third, students, staff and faculty are encouraged to assume responsibility for

being observant, reporting problems to the appropriate staff, and taking responsibility for both their own security and the security of others in the Manhattan School of Music community.

Manhattan School of Music's Title IX Coordinator is responsible for overseeing compliance with the law regarding prevention, education and training related to sexual misconduct. She is assisted in this effort by the Advisory Committee on Campus Security, appointed annually by the President according to the dictates of New York State law. The frequency and form of training, including awareness campaigns, will be determined annually by the Title IX coordinator and the Advisory Committee based on the conditions at the School. The Advisory Committee will ensure that awareness programs (programs which help community members learn about sexual misconduct), bystander intervention education (ways community members can safely intervene to prevent sexual misconduct), on-going prevention and awareness campaigns (reminders in public places regarding sexual misconduct and institutional policies) and risk reduction efforts (educational programming intended to reduce occurrences of sexual misconduct) take place at Manhattan School of Music.

Beginning in 2014, under the requirements of the Violence Against Women Act, all students and all personnel in the direct, full-time employ of the School will be fully informed of School policy related to Title IX, Title IX reporting obligations, and the School's grievance procedures, as well as educated in sexual misconduct prevention and bystander intervention.

Training in the 2013 Academic Year has included:

- Self-Defense Program offered to students in the Spring 2013 semester
- Distribution of rape whistles to students in the Spring 2013 semester

Preparing the Annual Crime Report

In order to prepare this report, the Director of Student Life gathers information and statistics from the Director of Facilities, the Dean of Students, the Director of Residence Life, the Director of Administration and Human Relations, who also serves as the Title IX coordinator, the Dean of Precollege and the Director of Camp MSM. The Facilities Office compiles the statistics contained in this report based on information reported and documented at the Security desks. The Dean of Students and designees compile information reported and documented through the administrative and judicial processes. The New York Police Department supplies information about crime reported from our two building addresses, 120 Claremont Avenue and 134 Claremont Avenue, but they are unable to break their statistics down to include the crimes occurring on the sidewalk and streets that run alongside our buildings. The Director of Facilities includes additional information about crimes that occur in our vicinity based on additional information reported to him by police, Columbia university security, neighbors, guests, staff, faculty, or students.

Any questions concerning this report should be directed to the Director of Student Life.

Campus Security and Law Enforcement

Because Manhattan School of Music is located in New York City, it faces concerns similar to those of other institutions located in major cities. The conservatory is located on the Upper West Side, near Sakura Park, Riverside Park, Grant's Tomb, and the Hudson River. As part of Morningside Heights, Manhattan School of Music has joined with other institutions in the area to form the Morningside Area Alliance. This alliance provides a variety of services, such as mobile patrols of the area around the School. In addition to the alliance, the neighborhood around the School is also served by the 26th precinct of the New York City Police Department. Members of Manhattan School of Music's security staff are situated at the front entrances of both the School and Andersen Residence Hall. They also conduct routine rounds of the buildings to enforce safety and security.

Campus security staff, contracted through Universal Protection Private Security, report incidents directly to the Manhattan School of Music Director of Facilities. Campus security staff is charged with enforcing school policy only. If and when incidents reported include offenses deemed illegal by city, state or federal law security guards are required to notify the Director of Facilities or the Dean of Students, who will then make reports to the 26th precinct. The 26th precinct is called if alleged criminal offenses have been reported to Manhattan School of Music staff. Investigations from that point on are done by the 26th precinct. Manhattan School of Music staff will comply with requests made by the precinct, to further investigations.

Security and Access to Campus Facilities

There is a security desk at the entrance of the School and the Residence Hall. All students, staff, and faculty must show valid School identification cards to enter the School and must show the Residence Hall access sticker with valid School ID for entry into the residence hall. All guests must sign in and abide by guest policies for each building. Closed-circuit cameras are located at various locations around the campus and are monitored in the Facilities Office and security desks. Emergency phones are located at the security desks, and an intercom system is installed in both buildings. Resident Assistants conduct rounds of Andersen Hall in the evening hours and the security staff conducts rounds routinely throughout the day and night in both buildings.

In the residence hall, students are encouraged to keep their room locked at all times. They must sign in and escort their guests at all times. In both buildings, students are encouraged not to leave valuables unattended.

Security Policies and Procedures

Timely Warnings

The Manhattan School of Music community is kept up to date about safety and security concerns as well as relevant crimes occurring in the area or on campus by a variety of communications. "Community Alerts" are issued by the local precinct and the Office of Facilities alerts the MSM community about safety issues or crimes in the area. The Dean of Students Office and/or the

Offices of Student and Residence Life assists in alerting the MSM community about safety issues and crimes occurring in the area at the request of the Facilities Office. These alerts are posted at the security desks and in some instances in other designated visible areas as appropriate. In addition, meetings with students are held by the Dean of Students, the Director of Student Life, and the Director of Residence Life, the Senior RA, Resident Assistants, and other administrators as appropriate to convey information about prevention and to update students about safety issues or crimes occurring in the area. Student governing bodies such as Student Council and the Resident Community Council are also communicated with to share information about issues related to safety, security, and crime as is appropriate. As appropriate, students are also notified about crime prevention, safety concerns, crime alerts, or other concerns via memo and/or email from the Dean of Students or other administrators. In extreme situations, the building's intercom system and phone contact are used.

Reporting of Crime and Criminal Activities

Anyone who is a survivor of, or witness to crime anywhere on property owned by Manhattan School of Music or on any sidewalk adjacent to Manhattan School of Music is encouraged to report the incident to the security desk in the School or residence hall at the earliest possible opportunity. Survivors of, or witnesses to crime at any other location are encouraged to promptly report any crime to the Security desks, and/or the New York City Police Department promptly. The police can help anyone get assistance and prevent others from becoming crime victims. The Offices of Student and Residence Life can also help connect individuals to resources and other sources of assistance in New York City. Campus administrators that receive information about alleged crime and/or policy violations will take appropriate steps to involve the proper authorities. In regard to incidents of sexual misconduct, Manhattan School of Music has specific procedures for reporting alleged violations of School policy, as well as state and federal laws and regulations. Students, staff, and faculty involved in sexual misconduct issues should report the incident to the Title IX Coordinator, Carol Matos at cmatos@msmnyc.edu. Students, staff and faculty may also use the Sexual Misconduct Report Form to anonymously report a violation of the Title IX/sexual misconduct policy. Student can make confidential reports of sexual misconduct to the school nurse and counseling staff. All other incidents should be reported to the Dean of Students, the Director of Student Life, the Director of Residence Life, the Senior RA, the RA, and/or the Security staff. Incidents occurring during the summer camp or during precollege events are reported to Security, the Director of Community Partnerships and the Dean of the Precollege Division. Incidents involving Embassy CES and/or New York Institute of Technology students, or guests in Andersen Hall will be reported to Security, the Director of Facilities, the Senior RA, the Director of Residence Life, and/or to the Administrators at Embassy CES, or NYIT as appropriate.

The judicial process may be used, as appropriate, to research incidents, assess violations, and hold students accountable for violations. The School has policies governing academic progress, standards of conduct, ethics, anti-harassment and nondiscrimination, and many other matters. Some of those policies include provisions for investigations, meetings, and other responses when problems or violations occur. Complaints regarding sexual misconduct are adjudicated according to the procedures outlined in our Title IX/Sexual Misconduct Policy Protecting Students. With respect to all matters related to the School and student progress and conduct, assessment and determination of

the appropriate course of action is within the discretion of the School's administration. In appropriate cases, the administration may take action without invoking the Campus Judicial Process. Immediate action may be taken involving non-students and guests to escort them out of buildings, ban future entry, or change behavior as deemed appropriate.

Those involved in incidents are invited to talk with support staff in the Offices of Student and Residence Life. In some cases, especially in response to complaints of sexual misconduct, interim measures to protect students are put in place while a complaint is being investigated by the School. These measures may include restricting contact between involved parties, restricting persons from areas of campus, altering class schedules, providing academic support, and removal or restriction of persons from residential areas. Referral to psychological counselors at MSM and in the New York City area is also available.

Student Handbook and Residence Life Handbook

The Student Handbook and the Residence Life Handbook are published annually and contain detailed information about procedures and policies to enhance safety and respectful community living. The Student Handbook is required reading of all students, and all resident students are also required to read the Residence Life Handbook. Both handbooks are available on line on the MSM Student Website (students.msmnyc.edu).

Emergency Response and Evacuation Procedures

Emergency Response Team (ERT):

- a. Vice President for Finance and Administration
- b. Director of Facilities
- c. Building Audit Specialist
- d. Director of Administration & Human Relations/Special Assistant to the President
- e. Dean of Students
- f. Director of Student Life
- g. Director of Residence Life
- h. Director of Accounting & Controller
- i. Assistant to Vice President for Academics and Performance
- j. Director of Production
- l. Dean of Precollege
- l. Assistant IT Director

President's Council

- a. President
- b. Provost and Dean of the College
- c. Vice President for Finance and Administration
- d. Vice President for Advancement
- e. Vice Provost and Dean of Artistic Affairs

- f. Dean of Enrollment
- g. Dean of Students
- h. Dean of the Precollege
- i. Director of Administration & Human Relations/ Special Assistant to the President
- j. Director of Communications
- k. Dean of Distance Learning and Recording
- l. Director of Facilities

Immediate notifications: Any person aware of or who suspects imminent danger should:

1. Contact the School (4444) or Andersen Hall (4700) security and
2. Call 911 - IF SAFETY ALLOWS
3. Security staff will immediately call:
 - a. 911 (or if busy 212.999.2222 to reach EMS in Manhattan)
 - b. The security site and field supervisor
 - c. President (EMP Executive Commander)
 - d. Facilities Director (EMP Operations Commander)
4. If safety allows, security should contact the ERT and Senior Staff members and keep a record.
5. The School security desk is designated as an initial on-site meeting place to coordinate situation assessment and action. Alternate or back up meeting places include the facilities office and the president's office.
6. During a community-wide action (due to inclement weather, major events, etc.), the School follows city-announced public school closing. If there is an exception to this rule as with performances, you may check for updates on the intranet website or call the front security desk/main school number for closings.
7. If warranted, the School's outgoing telephone message, posting on the home page of the School's web site, the alternate student-centered site, e-mail notification, and widespread broadcast to cellular telephones and PDAs may be changed.
8. Intermediate notifications: The following will be notified as appropriate:
 - a. Legal counsel
 - b. Psychological services
 - c. Outside agents as needed

EMERGENCY RESPONSE AND PREPAREDNESS PROCEDURES

Basic School Evacuation

Sounding Evacuation Alarm

Red manual pull stations, located at eye level throughout the building near elevator banks, stairwells, and exits, are to be used when building evacuation is required due to a fire or other serious event. Open the cover door to the pull station and pull alarm.

1. Note the alarm code number indicated, and notify security of the building location by:
 - a. Calling 917.493.4444 from an outside line OR
 - b. Calling 4444 or 0 from an inside line OR
 - c. Walking to security desk
2. Security will sound the exterior alarm (at Broadway & 122nd St., SE corner) and call 911.

Activating Public Address (PA)/Enunciation System

The School's PA system has an amplifier with adjustable emergency notification and a mix of 75 horns and speaker locations. The announcement/notification can be isolated to eight separate receiving locations, targeted by floor, or delivered to the entire building.

Occupants should consider any directions given over the PA system as supplemental to the School's regular stated emergency policies and follow the directions accordingly.

School Evacuation Procedure

1. Upon hearing the evacuation alarm and/or an announcement over the PA system, all personnel must immediately leave the building via the nearest exit.
2. Remain calm and walk, DO NOT RUN, to the nearest exit. Do NOT use elevators.
3. There are three enclosed, interior stairwells leading to exits remote from each other:
 - a. Stairwell A leads directly to exterior via hallway behind Borden
 - b. Stairwell B exits to lobby near the backstage entrance
 - c. Stairwell C exits to lobby near the front entrance
4. Count the doors or desks between your work area and the nearest exit. You may have to find your way out in the dark.
5. If the path is blocked, proceed to alternate exit.
6. Do not go back for valuables.
7. Assemble in the following predetermined, safe area locations outside the building away from exit discharge doors far enough so as not to interfere with emergency forces:
 - a. North on Claremont Avenue away from emergency
 - b. North on Broadway away from emergency

Emergency Wardens and EMS personnel will give directions as required. It is inadvisable to cross the street unless directed by EMS personnel

Basic Residence Evacuation

If you are asked to evacuate, stay calm and follow the instructions of security, the Director of Residence Life, Residence Assistants, Facilities staff, authorized staff, or emergency officials. Follow the instructions below for "If the fire is in your room." Evacuation procedures are posted on the back of each room door.

Evacuating People with Special Needs

Disabled persons may require assistance during evacuation. It is their responsibility to request special arrangements if they have a temporary or permanent disability affecting their ability to evacuate on their own. During normal work hours, notify the Director of Administration and Human Relations or the Dean of Students. During Saturday Precollege hours, notify the Dean of the Precollege Division. Security may be notified at any time, but, after regular School hours, you must notify Security.

To meet special evacuation needs, the following strategies may be employed:

1. A "buddy system," pairing each disabled person with an individual who will locate and be responsible for her/him in an emergency. Responsibilities include ensuring their awareness of an

emergency and may extend to carrying or leading them down stairs. Pairing a disabled person with two aides is preferable.

2. Designation of an alternate(s) in an emergency where the person(s) responsible for assisting a handicapped individual is not available.
3. When possible, work spaces of handicapped persons will be on the ground floor, lower floors, and/or as close to exits or stairs.
4. Special notification procedures may be developed for hearing-impaired individuals.
5. During an emergency, blind persons should keep physical contact with their aides by placing a hand on the aide's shoulder.

School Evacuation Saturday Precollege: 8:00 AM – 6:00 PM

During Precollege Division hours, follow the School Evacuation Procedure above. Evacuation wardens have been trained for Precollege hours. If it is unsafe to return to the building after an incident requiring evacuation, the Dean of the Precollege Division will determine and supervise the most appropriate way of ensuring that the minor students are able to get home safely. Every attempt will be made to keep the School open until all students have been safely accounted for and delivered to their approved destinations.

School Evacuation Weekdays After 5:00 PM, Saturday After 6:00 PM & All Day Sunday

During off-peak hours, follow the School Evacuation Procedure above. Usually, fewer people will be in the building during off-peak hours. Everyone is expected to follow standard emergency procedures. Security, on duty at all times, will notify the field supervisor and site supervisor immediately if there are any life safety issues in the building. The security staff has access to the PA system to make emergency announcements. In addition, the security supervisor is provided with home or cellular telephone numbers to communicate with the members of the ERT, Senior Staff and other selected staff members during emergencies.

Crime and Criminal Threat

Manhattan School of Music does not take lightly acts of criminal intent, threats, or acts of violence against anyone for any reason. This includes hate crimes, forcible and non-forcible sexual assault, or aggressive acts of any kind that might lead to death or either physical or mental harm to another individual. The School has policies against such behavior and will assist authorities to the fullest extent in implementing fair prosecution of criminal acts and threats.

Committing acts of sexual misconduct will have severe consequences at Manhattan School of Music, including loss of employment and/or expulsion from the School. Sexual assault is a criminal offense that may be prosecuted in a court of law and is punishable by prison sentence. Whether or not legal charges are filed, students accused of sexual misconduct are subject to disciplinary actions as described in the Manhattan School of Music Title IX/Sexual Misconduct Policy Protecting

Students. These actions may include one or more of the following: Sanctions for Employees- A written warning placed in personnel file, reassignment of responsibilities, suspension of employment, termination of employment, educational sanctions such as counseling; courses in anger management; education on alcohol and, or drug use; written apology; substance abuse treatment

Sanctions for Students- Disciplinary warning or probation, reassignment for housing, removal from housing, adjustment of class schedule, reassignment or removal from on-campus employment, education sanctions such as counseling; courses in anger management; education on alcohol and, or drug use; reflection paper or written apology; substance abuse treatment; community service, suspension, dismissal.

What To Do If Sexually Assaulted

Manhattan School of Music has instituted the Title IX/Sexual Misconduct Policy Protecting Students. This policy was designed to provide prompt, fair, and impartial disciplinary proceedings (formal investigation and evaluation of reported incidents) in response to instances of sexual misconduct.

The complete policy can be found on the Manhattan School of Music website at www.msmnyc.edu under area of Campus Safety.

Reporting Procedure

Allegations of sexual misconduct may be reported anonymously or confidentially to the Nurse or counseling staff during office hours or via the Sexual Misconduct Report Form on the MSM website. Allegations of sexual misconduct may also be made to the school's Title IX coordinator or any employee of Manhattan School of Music. Reports made to employees will be reported to the Title IX Coordinator, as required by Title IX. Student may also wish to file a report with the New York City Police Department. Students are encouraged to call the New York City Police Department at 911. Anyone who reports an assault to police may have a member of the Special Victims Squad speak with them.

Support for Survivors of Sexual Assault

If you believe you are a victim of *violence*, **get to a safe place** and get help! The following resources are available for immediate assistance following an incident of sexual misconduct.

- If you are on campus, you can call the Resident Assistant, Director of Residence Life, the Director of Student Life, or the Dean of Students.* They can be reached through the Security Desk of Andersen Hall (917) 493-4700 at any time or by visiting their offices during office hours.
- The Nurse and counseling staff at MSM are available to provide confidential assistance, and can provide someone to accompany you to get medical treatment or to file a police report if you so choose. The Nurse and counseling staff can also provide ongoing support during the institutional investigation or criminal process. To contact the school nurse, please visit her in room 618 in Andersen Hall, or via email and phone at [917-493-4278](tel:917-493-4278) /

sgrigoriou@msmny.edu. Our school counselors work from room 616 in Andersen Hall.

To contact them for an appointment, please email any one of the following addresses:

shara@drsharasand.com / drmicheleB@verizon.net / peterjhaddad@gmail.com

- You may also contact the Title IX Coordinator, Carol Matos, located in Room 107. She can be reached by telephone at 917-493-4450 and by email at cmatos@msmny.edu.
- Contact the New York City Police Department at 911 for assistance with criminal sexual misconduct, such as sexual assault, domestic violence, dating violence, or stalking. Anyone who reports an assault to police may have a member of the Special Victims Squad speak with them. Reports of criminal sexual misconduct can also be made by calling the NYPD's sex crimes hotline at (212) 267-RAPE or the Manhattan District Attorney's hotline at (212) 335-9373.
- Go to St. Luke's Hospital (or other hospital near you) to get medical help, and, in the case of sexual assault, to be tested for sexually transmitted disease and to preserve evidence to ensure a full range of options for holding the perpetrator accountable.
IMPORTANT: To preserve evidence, do not shower, bathe, brush teeth, change clothing, or drink.
- If the incident occurs in Morningside Heights and you need transportation, call the Morningside Area Patrol at (212) 222-7121.

Further assistance for victims of all forms of sexual misconduct is available from:

- The Dean of Students, Director of Student Life, or Director of Residence Life *
- St. Luke's Hospital Crime Victims Treatment Center (212) 523-4728
- MSM's Nurse and Counseling Staff located on the 6th Floor of Andersen Hall
- Safe Horizon Sexual Assault 24-Hour Hotline at (866) 689-HELP (Safe Horizon offers 57 victims' services program locations throughout New York City.)
- National Domestic Violence Hotline at 1-800-656-HOPE
- National Teen Dating Abuse Helpline at 1-866-331-8453
- Stalking Resource Center at 1-202-467-8700
- The New York State courts. For instructions regarding filing an Order of Protection in New York State go to: <http://www.nycourts.gov/faq/orderofprotection.shtml>
- NotAlone (federal VAWA clearing house) at <https://www.notalone.gov/>

The School wants to help you. The counselors, the Nurse, the Student Life staff*, and the Title IX Coordinator can answer questions, give you assistance in connecting to these resources, and provide moral support!

*The Dean of Students and the Student Life and Residence Life staff are required to report all incidents of Sexual Misconduct to the Title IX Coordinator.

Recommendations for Survivors

Those working with sexual assault survivors advise that victims do not shower, change clothes, or disturb the scene of attack. It is important to preserve evidence. If survivors prefer to change clothes, they are encouraged to place all clothing they were wearing at the time of the assault in a clean paper bag.

Assurance of Certain Basic Rights for Sexual Assault Survivors

When a sexual assault is reported to Manhattan School of Music officials: 1) the survivor's identity will be kept confidential, subject to any applicable reporting requirements under the law, including reporting requirements under Title IX; 2) the School will aid the survivor in securing transportation for medical assistance if necessary; and 3) if requested, someone will accompany the survivor to the police or court proceedings at his/her request. When a survivor reports a sexual assault to the police, a member of the Special Victims Squad will speak to the survivor. It will be the decision of the survivor whether or not to sign an official complaint.

Persons who believe they have been sexually assaulted or harassed can also see the school nurse and counselors if they simply wish to assess, in a confidential manner (subject to any applicable reporting requirements under law), their options under law and under school policy. The applicable laws, ordinances, and regulations on sex offenses are included in this report.

Megan's Law and Manhattan School of Music

Information about registered sex offenders on campus can be obtained at the 26th precinct of the New York City police department. The Community Affairs Officer can be reached at 212 678-1330.

Sexual Offenders Identification Policy

Registered sex offenders must identify themselves to the Office of Administration and Human Relations, the Admissions office, Dean of Students' office, and the 26th Precinct before visiting any Manhattan School of Music institutional events or buildings. In addition, anyone applying for enrollment or a position on campus must self-identify as a sex offender and register with all the appropriate and required authorities including the 26th precinct and Manhattan School of Music.

The FERPA amendment makes it clear that FERPA does not prevent educational institutions from disclosing information about registered sex offenders enrollment or employment at institutions of higher education.

Manhattan School of Music, in compliance with the Campus Sex Crimes Prevention Act, makes the following information available to the university community in order to afford the community with the opportunity to be aware of the condition of their environment concerning known sex offenders. This information is not to be used in any other fashion or for any other purpose. The Campus Sex Crimes Prevention Act description is listed below.

The Campus Sex Crimes Prevention Act, CSCPA, supplemented the Wetterling Act's general standards for sex offender registration and community notification programs by enacting provisions that are more specifically designed to ensure that the members of campus communities have information available concerning the presence of registered sex offenders.

Manhattan School of Music will work with the 26th Precinct New York City Police Department to appropriately deal with situations related to registered sex offenders. Information about registered sex offenders can be obtained by the internet address listed below.

The link regarding student notification of registered sex offenders is:

<http://www.ed.gov/policy/gen/guid/fpco/hottopics/ht10-24-02.html>

New York State's Web site for registered sex offenders is:

<http://criminaljustice.state.ny.us/nsor/>

This site contains the New York State Sex Offender Registry information center and the following information is quoted from the site.

“The Sex Offender Registration Act, New York's version of Megan's Law, was signed by Governor George E. Pataki in July 1995 and became effective on January 21, 1996. The text of the statute is contained in Correction Law Article 6-C (Section 168 et seq.).

Registered sex offenders in New York are classified by the risk of re-offense. A court determines whether an offender is a level 1 (low risk), 2 (moderate risk) or 3 (high risk). The court also determines whether an offender should be given the designation of a sexual predator, sexually violent offender, or predicate sex offender. Sex offenders registered on or after March 11, 2002 register for a minimum of 10 years unless they have been given a designation. If they have been given a designation, they register for life. Level 1 and 2 sex offenders registered prior to March 11, 2002 register for 10 years while level 3 offenders register for life.

There are four ways to obtain information about sex offenders in New York State:

1. You can call 1-800-262-3257 to determine if someone is on the Registry. You will need the name of the offender and one of the following: an exact address, a complete date of birth, a driver's license number or a social security number.

2. You can access the Subdirectory of Level 3 Sex Offenders on the web site by clicking on the “Search for Level 3 Sex Offenders” button. You can search for level 3 offenders by name, county or zip code. Please note that a federal court injunction currently prohibits the release of information on this Web site concerning sex offenders who committed their crime prior to January 21, 1996 and were assigned a risk level prior to January 1, 2000.

3. The local law enforcement agency where the offender currently resides, can, if it chooses, release information on sex offenders residing in the community to “entities with vulnerable populations related to the nature of the offense”. The law enforcement agency can only release information on level 2 and level 3 offenders through this method. Also, while the exact address of level 3 offenders can be provided, the law provides that only an approximate address based on zip code can be provided for level 2 offenders. Please note that a federal court injunction currently prohibits the release of information through this method concerning sex offenders who committed their crime prior to January 21, 1996 and were assigned a risk level prior to January 1, 2000.

4. Each local law enforcement agency receives from the New York State Division of Criminal Justice Services a copy (electronically or on a CD ROM) of the Subdirectory of Level 3 Sex Offenders, which is maintained on this site. Local law enforcement is required to maintain the Subdirectory for the public to view upon request.

(Information provided by: NYS Division of Criminal Justice Services, 2004).

Violation of Public Laws and Serious Criminal Offenses

The School reserves the right to take appropriate disciplinary action against students convicted of violations of public laws on and off campus. Students accused of serious criminal offenses on or off campus shall be subject to School disciplinary action, including interim suspension, pending review and determination by the School’s administration. Serious criminal offenses shall include behavior, which (a) is defined as a felony under New York law, and (b) indicates that the student constitutes a substantial danger to the safety of property of the School or members of the campus community. The School reserves the right to take action prior to the disposition of any action that may result from criminal proceedings.

Violence to Persons, Investigation of Violent Felony Offenses

The School will not tolerate acts of violence to other persons by individuals or groups. Actions with reckless disregard for human life and safety or any act which places a person in fear or which has the effect of harassing or intimidating a person will not be tolerated. At the discretion of the School’s administration, a sanction of suspension or expulsion may be imposed on a student found by the School to have committed such a violation on or off campus.

Investigation of Violent Felony Offenses and Missing Persons

Manhattan School of Music works closely with the New York City 26th Precinct to investigate alleged violent felony offenses occurring at the School. There will be a coordinated effort to investigate alleged crimes and share information as appropriate. There will be a prompt investigation of all reports of violent felony offenses, including missing students. When students are reported missing, a prompt investigation of missing students will ensue.

The security staff will work with the Offices of Student and Residence Life or precollege staff, as appropriate, to conduct an internal investigation about the student and his/her whereabouts. Often, friends and teachers of students provide helpful information that locates students. If a student is still missing after following internal leads and procedures, or if a situation does not appear appropriate, the local law enforcement agency will be contacted in a timely fashion for assistance.

Weapons and Explosives

Possession or use of firearms or potentially dangerous weapons or explosives is not permitted on

Manhattan School of Music property. Any potentially dangerous weapon, including but not limited to a rifle, pistol, hunting knife, bowie knife, switchblade knife, penknife with a blade exceeding three inches, a sand club, blackjack, brass knuckles, straight razor, martial arts weapons, live ammunition, paintball gun, or any other weapon considered illegal by the State of New York is not permitted. Fireworks are considered explosive devices and are also not permitted on campus.

Drug and Alcohol Policies

Manhattan School of Music is committed to maintaining a drug-free school and workplace. The School is dedicated to excellence in musical performance and academic achievement; and to promote this goal, the School requires that faculty, staff, and students maintain the highest standards of personal and professional conduct. The illegal or abusive use of drugs and alcohol by members of the community adversely affects the quality of campus life and the mission of the institution and is therefore prohibited.

The unlawful manufacture, distribution, dispensing, possession, solicitation, or uses of illegal drugs or alcohol are prohibited at all times in the School and in the course of any School- or work-related activity. Employees and students are prohibited from appearing on School premises or property owned or leased by the institution while intoxicated or impaired by the use of alcohol or illegal drugs. This prohibition includes, consistent with New York State law, the consumption of alcohol by individuals less than 21 years of age, and the knowing distribution of alcohol to individuals under 21 years of age. In accordance with the Drug-Free Schools and Communities Act, and with the safety and well-being of members of our community in mind, Manhattan School of Music has established guidelines for dealing with the issues of alcohol and drug use.

Manhattan School of Music expects all staff, faculty members and students to become familiar with the law and school policy and the penalties and risks that can result from violations. The law places major responsibility and liability on both the person who serves and the person who buys the alcohol. Included in these laws are those that govern driving under the influence of alcohol, purchasing alcohol by and for persons under the legal drinking age, and serving alcohol to persons who are either underage or intoxicated. Persons who unlawfully furnish alcoholic beverages to students who are not of legal drinking age shall be in violation of School policy and subject to disciplinary action and may be liable for personal injuries or property damages resulting from misconduct committed by underage intoxicated students.

Students living in Andersen Residence Hall and their guests must also abide by policies stated in the Residence Life Handbook.

Institutional and Legal Sanctions

Disciplinary sanctions for violation of the Drug and Alcohol Policy that may be imposed on students include disciplinary warning, suspension of privileges, restitution, relocation, residence hall fine, disciplinary probation, community service, removal from residential facilities, suspension, dismissal, or expulsion. (NOTE: Students on disciplinary probation or more serious sanction are not eligible for Manhattan School Music scholarships).

An employee found engaging in any of the above offenses will be subject to disciplinary actions, up to and including termination.

The institution will also consider as a possible sanction referral of the matter to law enforcement, which may result in criminal prosecution. The penalty imposed as a result of criminal prosecution depends on many factors, including the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration and imposition of substantial monetary fines.

Legal Sanctions for Sexual Assault

Under New York Law, depending on the severity of the offense, sexual abuse, aggravated sexual misconduct, or any of the three degrees of rape may be punishable by a prison sentence of up to 25 years and/or a fine of up to \$5,000.

Any internal investigations and disciplinary matters related to sexual assault will be handled by Administration under the provisions regarding complaints, investigations, and discipline in the anti-harassment policy as stated in the Student Handbook.

New York State Sex Offense Definitions and Law

Dating violence: New York State does not specifically define “dating violence.” However, under New York Law, intimate relationships are covered by the definition of domestic violence when the act constitutes a crime listed elsewhere in this document and is committed by a person in an intimate relationship with the victim.

Domestic Violence: An act which would constitute a violation of the penal law including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person’s child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person’s child is a victim of the act.

Rape: *{In compliance with the Campus Sexual Violence Elimination Act, Manhattan School of Music uses the FBI definition of rape for the purposes of this report.}* Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual Assault: New York State does not specifically define sexual assault. However, according to Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting program.

Stalking: When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person’s immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person’s immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person’s place of employment or business, and the actor was previously clearly informed to cease that conduct.

Consent: Clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.

Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse of forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor’s conduct; or where the offense charged is rape in the third degree or criminal sexual act in the third degree, in addition to forcible compulsion, circumstances under which, at the time of the act of intercourse or deviate sexual intercourse, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor’s situation would have understood such person’s words and acts as an expression of lack of consent to such act under all the circumstances. A person is deemed incapable of consent when he or she is: less than seventeen years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services or a hospital, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

The following chart highlights some of the applicable New York State laws with their corresponding minimum and maximum sentencing requirements for different sexual offences.

Offense	Section	Type
Class B Violent Felony	130.35	Rape in the First Degree
<u>Minimum sentence/imprisonment</u>		<u>Maximum sentence/imprisonment</u>
At least 1/3 maximum authorized sentence		6–25 years

Offense	Section	Type
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Class B Violent Felony	130.50	Sodomy in the first degree
<u>Minimum sentence/imprisonment</u>		<u>Maximum sentence/imprisonment</u>
At least 1/3 maximum authorized sentence		6–25 years

Class B Violent Felony	130.70	Aggravated sexual abuse in the first degree
<u>Minimum sentence/imprisonment</u>		<u>Maximum sentence/imprisonment</u>
At least 1/3 maximum authorized sentence		6–25 years

Class C violent felony	130.67	Aggravated sexual abuse in the second degree
<u>Minimum sentence/imprisonment</u>		<u>Maximum sentence/imprisonment</u>
At least 1/3 maximum authorized sentence		4 1/2–15 years

Class D violent felony	130.65	Sexual abuse in the first degree
<u>Minimum sentence/imprisonment</u>		<u>Maximum sentence/imprisonment</u>
1 to 2 1/3 years		1 year or less, or 3–7 years

Class D felony	130.30	Rape in the second degree
<u>Minimum sentence/imprisonment</u>		<u>Maximum sentence/imprisonment</u>
1 to 2 1/3 years		1 year or less, or 3–7 years

Class D felony	130.45	Sodomy in the second degree
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<u>Minimum sentence/imprisonment</u>	<u>Maximum sentence/imprisonment</u>
1 to 2 1/3 years	1 year or less, or 3–7 years

Class E felony 130.25	Rape in the third degree
<u>Minimum sentence/imprisonment</u>	<u>Maximum sentence/imprisonment</u>
At least one year, must not exceed	3–4 years
1/3 maximum authorized sentence	

Class E felony 130.40	Sodomy in the third degree
<u>Minimum sentence/imprisonment</u>	<u>Maximum sentence/imprisonment</u>
At least one year, must not exceed	3–4 years
1/3 maximum authorized sentence	

Class A misdemeanor 130.20	Sexual misconduct
<u>Minimum sentence/imprisonment</u>	<u>Maximum sentence/imprisonment</u>
None listed	up to 1 year

Class A misdemeanor 130.60	Sexual abuse in the second degree
<u>Minimum sentence/imprisonment</u>	<u>Maximum sentence/imprisonment</u>
None listed	up to 1 year

Class B misdemeanor 130.55	Sexual abuse in the third degree
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<u>Minimum sentence/imprisonment</u>	<u>Maximum sentence/imprisonment</u>
None listed	up to 3 months

Missing Student Notification

Manhattan School of Music has one residence hall, Andersen Residence Hall. In the event of a missing resident student, concerned parties should notify the Resident Assistant on their floor or on duty, and/or the Director of Residence Life. The Director of Residence Life will notify the Dean of Students and the Director of Student Life.

Each resident student is required to submit an emergency contact form each academic year. This form and copies of each are kept in four locations at the school: one at each security desk in the main building and Andersen Hall, one in the Office of Student Life (room 226) and one with the Director of Residence Life. If a resident student is less than 18 years of age, their parents/guardians will be notified if they are reported missing for 24 hours. Local law enforcement at the 26th precinct will be notified in all cases of a resident student missing for 24 hours.

When a resident student has been reported missing for 24 hours, the following steps will be taken:

1. Notification made to Director of Residence Life
2. Director of Residence Life will notify Dean of Students. An incident report will be completed by the person/student who made the initial notification to building staff.
3. Students' room will be checked; roommate will be questioned for any information of whereabouts of missing student.

Attempts will be made to contact student via phone. Staff will contact person listed on the students emergency contact form. Report will be made with the 26th precinct.

Crime Definitions

For definitions of each term used in the crime report statistics, please see the Security On Campus, Inc. Web page or Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210. Both resources provide clear definitions in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The Security on Campus Web site can be accessed at the following address: clerycenter.org

Crime Statistics Report

The following chart summarizes crimes that have occurred in Manhattan School of Music facilities or in the areas immediately surrounding the School and Residence Hall for the period from January 1, 2013 to December 31, 2013. The data and the definition of terms are also available at:

<http://surveys.ope.ed.gov/security>

CRIMINAL OFFENSES									
OFFENSES	On Campus			On Campus Student Housing Facilities			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	1	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Sex offences - Forcible	0	0	0	0	0	0	0	0	0
Sex offenses - Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence			0			0			0
Dating Violence			0			0			0
Stalking			0			0			0

ARRESTS									
CRIME	On Campus			On Campus Student Housing Facilities			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Weapons: carrying possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0

DISCIPLINARY ACTIONS									
CRIME	On Campus			On Campus Student Housing Facilities			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Weapons: carrying possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	2	12	7	0	0	0
Liquor law violations	0	0	0	17	13	7	0	0	0

HATE CRIMES*																									
OFFENSES	On Campus								On Campus Student Housing Facilities								Public Property								
	Categories of Bias								Categories of Bias								Categories of Bias								
	Race	Religion	Sexual orientation	Gender	Identity	Disability	Ethnicity	National Origin	Race	Religion	Sexual orientation	Gender	Identity	Disability	Ethnicity	National Origin	Race	Religion	Sexual orientation	Gender	Identity	Disability	Ethnicity	National Origin	
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offences - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

* Numbers remain the same from 2011-2013

ANNUAL FIRE SAFETY REPORT
MANHATTAN SCHOOL OF MUSIC
ANDERSEN HALL
134 CLAREMONT AVENUE
NEW YORK, NY 10027

Report Period: January 2013 – December 2013

Report Completed on: September 26, 2014

Andersen Hall is the on campus residential building for the Manhattan School of Music. It is a 20 story building which in addition to practice rooms, two performance halls, administration offices, a library and building system and maintenance rooms, houses approximately 250 double occupancy and 150 single occupancy residence hall rooms. In 2013 there were 335 MSM students residing in the building. In addition, the 10th floor housed 67 New York Institute of Technology students and the 16-17th floors are rented to Embassy which housed 120-140 of their students at any given time. We have no other school residential building, on or off campus.

A. Statistics:

1. There have been no fires in the building since it was built in 2001.
2. Consequently, there have been no injuries relating to fire in the building.
3. Similarly, there have been no deaths related to a fire in the building.
4. Finally, there has been no property loss due to fire in the building.

B. Description of the On-Campus Student Housing Facility Fire Safety System, including the Fire Sprinkler System:

Andersen Hall, of the Manhattan School of Music is equipped with a state of the art fire system which includes an interior fire alarm, sprinkler alarm, smoke detector, PA and central station callout systems.

All of the above equipment is regularly tested and maintained with Tesco Fire Services, Inc. (ESP3 fire system repairs & programming); Fire Systems Testing Company (Annual Dry Valve Sprinkler Trip Test & Fire Pump Annual Test and monthly inspection and maintenance of Fire Extinguishers) , Citywide Fire Sprinkler (Monthly Inspections of the sprinkler, standpipe, siamese systems & fire pump); Rapid Response/Protection Industries Corporation (Central Station callout monitoring); Telebeam (P.A. System) and American Pipe & Tank (Clean, maintain and repair of Wood Fire Tank = water supply for sprinklers on upper floors).

ESP3 Fire Alarm System: This advanced microprocessor-based monitoring system can detect flame and fire conditions. After being programmed with the desired thresholds, the UPES system will transmit light (LED) and sound alarms as well as signals to responding devices, such as warning systems, automatic sprinkler systems, ventilation systems, and emergency shutdown controls. It is tested and maintained by Tesco Fire Services, Inc.

Sprinkler System: An Automatic Dry Valve Sprinkler System made by Reliable, Model LDX, Serial # 706A serves the garage, a pre-action System serves the IC Room and Piano Shop. Main System Control is

located on the twentieth floor with sprinklers installed in all rooms including student bedrooms, mechanical rooms, practice rooms, performance spaces and corridors.

Standpipe System: Also has its main control on the 20th floor. The Standpipes are run down the "A" & "J" Stairwells.

Siamese System: Siamese Connections are pipe inlets on the standpipe system that permit the attachment of hoses from two separate fire pump trucks to enable the standpipe to be charged with water from two sources to assist fighting fires especially in a high rise building. They are inspected on a monthly basis to insure the system will function on an optimal level in the event of a fire.

P.A. System: The Public Announcement intercom system main control is by the security desk in the lobby and has one speaker located in the hallway on each floor. In the event of an emergency, instructions may be given to all occupants within the residence hall.

Wood Fire Tank: a 15,000 gallon wood fire tank is the sprinkler and standpipe systems from the 14th to the 20th floors working on gravity.

Fire Pump: A Patterson centrifugal pump with a Torna Tech Controller pumps a water supply provided by the wood gravity fire tank for the 14th through 20th floors which are above the height that the street fire pumps can service.

Central Station Callout Monitoring: A 6 zone central office monitoring transmitter with 'normally open' contacts & communicator with programming for supervision of tampers, pump fail, pump run, water flow smoke detection and pull station. Rapid Response contacts the facilities office whenever they detect a signal interruption or problem with the signal receipt of the system.

Fire Extinguishers: On a monthly basis all fire extinguishers are inspected and serviced or replaced as necessary. Fire extinguishers are installed throughout the building in accordance with the NYC Fire Code.

Smoke and Carbon Monoxide Detectors: Units are installed throughout the building including each student bedroom, hallways, mechanical rooms, performance areas, practice rooms, etc.

The building is fully covered with sprinklers, strobe lights, alarms and public address speakers installed throughout the building. Smoke and carbon monoxide detectors are in each room which is maintained on a monthly basis. In addition, there is a central station monitoring system which automatically notifies the fire department in case of smoke/fire. Fire Drills are periodically performed throughout the year under the direction of Croker Fire Drill in coordination with the Building Superintendent, Director of Facilities and the Director of Residence Life. A log of fire drills conducted is kept at the security desk in the main lobby of Andersen Hall. In addition, the building superintendent holds a certificate of Fitness as a Fire Alarm System Safety Director. Finally, there are evacuation wardens assigned to each floor, each of whom has CPR training.

- C. The Number of Regular, Mandatory Supervised Fire Drills: Six fire drills are regularly scheduled every year. They are under the direction of Croker Fire Drill, the Facilities Dept., Director of Residence Life and the Building Superintendent (who also has fire safety director certification). One day & one night drill is performed in the building every fall and spring semester as well as for the Summer Camp students. A log of all drills is kept at the lobby security desk.

1. Policies/Rules: Residence Hall Basic Fire Prevention & Fire Preparedness Measures

- Every room is equipped with a smoke detector. A low battery signal or a missing smoke detector should be reported to the residence life office immediately. Do not tamper with or remove smoke detectors.
- Smoking is not permitted in the residence hall.

- Never overload electrical outlets. Replace electrical cords that are cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit breakers.
- Any device that generates heat may not be used while unattended.
- Keep halls, doorways and windows leading to fire escapes free of obstruction. Report rubbish accumulations or obstructions in the halls, stairwells, fire escapes, or other means of egress to the residence life office or building superintendent.
- Care should be taken in the use and placement of plants and flowers. If possible, keep them planted or in water. Keep them away from any flame. Do not keep flowers for an extended period of time as they dry out and become easily combustible.
- Only UL-approved lighting and UL-approved holiday lighting may be used.
- Real holiday trees, wreaths, or decorative greens are prohibited in the residence hall.
- Familiarize yourself with all stairwells for egress.

2. Evacuation Procedures:

SPECIFIC RESIDENCE EMERGENCY RESPONSE PROCEDURES – FIRE

In the event of a fire, stay calm, notify the fire department, and follow the directions of fire department personnel. If immediate action is required, use your judgment as to the safest course of action, guided by the following information. You are in a non-combustible (fireproof) building.

If the fire is in your room:

1. Close the door to the room where the fire is located and leave.
2. Make sure that everyone in the room leaves with you.
3. Take your keys.
4. Close, but do not lock, the room door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest, enclosed interior stairwell to leave the building. Stay to the right so that firefighters can come up the stairs.
 - a. Stair E, located at the center core, leads to the street via the lobby
 - b. Stair F, at the center core, leads to the cellar then to the street via C stair
 - c. Stair C, on west side of the building, leads from the 5th floor to street level
7. Do NOT use the elevator.
8. Do NOT return to your room or stop on a different floor.
9. Listen to instructions from firefighters.
10. Call 911 once you reach a safe location or transmit an alarm from the nearest fire alarm box located adjacent to each stairway. You may also call the fire department dispatcher at 212.999.2222. Do not assume that the fire has been reported unless firefighters are on the scene. *If dialing from an Andersen Hall hallway phone, dial 9-1-911 or 9-1-212-999-2222.*
11. Meet the members of your residence hall at your predetermined location outside the building. Your RA will notify you in advance where your location is. Notify the firefighters if anyone is unaccounted for.

If the fire is not in your room or outside your door:

1. Feel the door and doorknob for heat. If not hot, open the door slightly and check the hallway for smoke, heat, or fire.

2. If safe to exit your room, proceed to the intercom on your floor. Intercoms are located between the stairwells on each floor.
3. Alert people on your floor by knocking on their doors on your way to the exit.
4. If away from your room, do not return, but go immediately to the intercom.
5. At the intercom, press the red "call" button and say what floor you are on.
6. Security and the fire department will communicate further instructions through the intercom.
7. Do NOT wait in the stairwell or go to another floor.
8. If you cannot safely exit your room or the building, call 911 and tell them your address, floor, room number, and the number of people in your room.
9. Seal the door to your room, air ducts or other openings where smoke may enter with wet towels or sheets.
10. Open windows a few inches unless flames and smoke are coming from outside.
11. Do not break any windows.
12. If conditions appear life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
13. If smoke conditions worsen, get down on the floor taking short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat, or fire.

BASIC RESIDENCE EVACUATION

If you are asked to evacuate, stay calm and follow the instructions of security, the Residence Life Director, Residence Assistants, Facilities staff, authorized staff, or emergency officials. Follow the instructions for "If the fire is in your room." Evacuation procedures are posted on the back of each room door.

EVACUATING PEOPLE WITH SPECIAL NEEDS

Disabled persons may require assistance during evacuation. It is their responsibility to request special arrangements if they have a temporary or permanent disability affecting their ability to evacuate on their own. During normal work hours, notify the Director of Administration and Human Relations or the Dean of Students. During Saturday Precollege hours, notify the Dean of the Precollege Division. Security may be notified at any time, but, after regular School hours, you must notify Security.

To meet special evacuation needs, the following strategies may be employed:

1. A "buddy system," pairing each disabled person with an individual who will locate and be responsible for her/him in an emergency. Responsibilities include ensuring their awareness of an emergency and may extend to carrying or leading them down stairs. Pairing a disabled person with two aides is preferable.
2. Designation of an alternate(s) in an emergency where the person(s) responsible for assisting a handicapped individual is not available.
3. When possible, work spaces of handicapped persons will be on the ground floor, lower floors, and/or as close to exits or stairs.
4. Special notification procedures may be developed for hearing-impaired individuals.
5. During an emergency, blind persons should keep physical contact with their aides by placing a hand on the aide's shoulder.

EVACUATING SPECIFIC AREAS

William R. and Irene D. Miller Recital Hall

Primary Exit: Main Theatre Doors

1. Egress through the main theatre doors and then exit through the Claremont Avenue doors.

2. If the Claremont Avenue doors are blocked, exit the building by going through the Anderson passageway and exiting through the door to 134 Claremont Ave.

Secondary Exit: Fire Exit on House Left

1. Evacuate via the fire exit on the left side of the house, and exit through the door of 132 Claremont Ave.

2. If this exit is blocked, use the main theatre doors.

Alan M. and Joan Taub Ades Performance Space

Primary Exit: Main Theatre Doors

1. Egress through the main theatre doors and then exit through the Claremont Avenue doors.

2. If the Claremont Avenue doors are blocked, go through the Anderson passageway and exit through the door to 134 Claremont Avenue.

Secondary Exit: Pantry Doors

If the main doors are blocked, exit the pantry doors on the west side of the room; take the Anderson passageway and then exit through the door to 134 Claremont Avenue.

Tertiary Exit: Stairway to Basement

If the pantry doors are blocked, exit through the stairway on the northeast side of the room; go down the stairs to the basement, and follow the exit signs to go out on Broadway next to the parking garage.

Peter Jay Sharp Library Evelyn Sharp Performance Library Evacuation

The Peter Jay Sharp and Evelyn Sharp Performance Libraries, located within Andersen Residence Hall, will therefore evacuate when prompted by an alarm or emergency within Andersen Hall. In case of a fire, stay calm, notify the fire department, and follow the directions of fire department personnel. If immediate action is required, use your judgment as to the safest course of action. You are in a noncombustible (fireproof) building. Wardens and library staff should direct library patrons to proceed to the nearest stairwell within the library to exit the building. Stay to the right so firefighters can come up the stairs. When activated, a fire door will separate the library from the School building. The door should be closed when an alarm sounds in either building.

3. Training:

President's Council, Emergency Management Team members, fire wardens, security, performance ushers, production personnel and other personnel given leadership roles will be trained accordingly to suit their respective roles. Types of training include CPR; fire drills; emergency systems' use and maintenance; and emergency response, evacuation and recovery procedures for the different types of possible events.

RESIDENCE HALL EVACUATION WARDENS

Designated volunteer evacuation wardens have the following responsibilities:

1. Knowledge of workplace layout, alternate escape routes and responsibilities
2. Maintain a flashlight in the workplace.
3. Trained in Basic evacuation procedure:
 - a. If possible, ensure all persons in their respective area have evacuated.

E. Plans for Future Improvement in Fire Safety:

The Fire Safety Plan was developed to respond to a fire attempting optimal preparedness, response, and recovery; and to facilitate coordination between the School and local emergency management officials. This comprehensive, well-conceived plan, which contributes to the physical and emotional security of students, staff, and visitors, is a living document that is subject to changes, updates, and revisions as the School environment evolves.

Fire Statistics

Type of Fire	2011		2012		2013	
	Count	Cause	Count	Cause	Count	Cause
Cooking	0	n/a	0	n/a	0	n/a
Smoking Materials	0	n/a	0	n/a	0	n/a
Open Flames	0	n/a	0	n/a	0	n/a
Electrical	0	n/a	0	n/a	0	n/a
Heating Equipment	0	n/a	0	n/a	0	n/a
Hazardous Products	0	n/a	0	n/a	0	n/a
Machinery/Industrial	0	n/a	0	n/a	0	n/a
Natural	0	n/a	0	n/a	0	n/a
Other	0	n/a	0	n/a	0	n/a
Intentional Fire	0	n/a	0	n/a	0	n/a
Undetermined Fire	0	n/a	0	n/a	0	n/a

	2011	2012	2013
Deaths related to fire	0	0	0
Injuries related to fire	0	0	0
Value of property damage related to fire	n/a	n/a	n/a
Number of fire drills held	6	6	6