

## School of Visual Arts Fire Safety Report

*In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act {20 U.S.C. 1092(f)}*

October 1, 2018

### Introduction

The School of Visual Arts publishes this annual report to comply with the reporting requirements contained in Section 485 of the Higher Education Act, Campus Fire Safety Right-to-Know.

This report will provide information such as statistics on fire-related incidents and/or injuries that have occurred in residence halls, descriptions of each residence hall's fire safety system, number of fire evacuation drills performed, fire safety policy and procedures, and plans for future residence hall fire safety improvements. Additional information can be obtained by contacting the department of Environmental Health and Safety (EH&S).

EH&S functions as a part of the Facilities team and works with the Physical Plant staff as well as Student Affairs and the Educational Departments. EH&S provides environmental monitoring and testing services as well as providing safety information and training to the staff, students and faculty.

Additionally, SVA has a standing committee comprising officials from various offices at the College that is dedicated to ensuring the health and safety of the SVA community and the continuity and/or recovery of critical operations in an emergency. The committee meets regularly to review, allocate and coordinate resources; seek guidance from the New York Police Department, New York City Office of Emergency Management and other local authorities; and put in place written response plans.

### 1. Fire Safety System

#### On-campus Student Housing Facility Fire Safety Systems

Fire Safety Systems in Residential Facilities Facility	Fire Alarm Monitoring <sup>1</sup>	Partial *1 Sprinkler System	Full *2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar
24th Street Residence	X	X	X	X	X	X	2
23rd Street Residence	X	X	X	X	X	X	2
Gramercy Residence	X	X	X	X	X	X	2
Ludlow Residence	X	X	X	X	X	X	2

<sup>1</sup>The alarm system is monitored by a central station monitoring service that transmits all alarms to FDNY.

The College's buildings are equipped with fire extinguishers in accordance with the requirements of the construction code and/or fire safety codes. Students, faculty and staff are not expected to utilize these devices to fight fires due to the danger of their personal safety that would result from attempting to extinguish a fire, the hazards associated with the products of combustion, and the threat of a spreading fire. Before anyone attempts to use a

fire extinguisher they should know how to properly select and operate one. Training can be obtained by contacting the Department of Environmental Health and Safety.

2. Policies or rules on portable electrical appliances, smoking and open flames in a student housing facility.

SVA has a strict “NO SMOKING ON CAMPUS” policy. This extends to all residence halls. SVA Residence Hall policy prohibits the use of any open flame or appliance with an exposed, or accessible heating element. The use of electric space heaters is also prohibited.

3. Procedures for student housing evacuation in the case of a fire.

Evacuation plans are posted throughout residence hall buildings, and fire extinguishers and alarms are located on every floor. Every resident should be familiar with the evacuation procedures and the location of fire extinguishers. Students are responsible for informing their guests of fire evacuation procedures. Anyone concerned or confused about a safety precaution or procedure should consult the Residence Life staff.

SVA’s Department of Public Safety maintains a fire log of all fires occurring within University residence halls. Under this act, a fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. Any occurrence of a fire, in any building, must immediately be reported to the department of Environmental Health and Safety who will in turn notify the appropriate emergency responders. Students, faculty and staff are expected to activate the nearest fire alarm pull station while evacuating the building. Once evacuated, all are asked to remain at the Emergency Assembly Area identified for the building.

If the fire alarm sounds and the strobes flash students are to follow the following procedures:

1. Evacuate the area immediately and proceed via the stairs to the ground floor exits. When leaving a room, please close the door behind you. This will slow the spread of smoke through the building.
2. Never use the elevator during an emergency.
3. Persons that are injured or cannot descend the stairs on their own should wait in the stair well for assistance from the FDNY.
  - Never ignore an alarm
  - Follow the directions of the Floor Wardens or the Fire Safety Director
  - If you are told to vacate an area, please close (but do not lock) the room door. This will keep smoke from spreading.
  - Always vacate the space via the stairs; never use the elevator during an emergency.
  - If you smell smoke or see fire, don’t hesitate, activate the nearest alarm pull station and get everyone out of the area.

- The Security Officer who knows the area involved should meet the Fire and Police Departments, and give specifics. Notify police and/or firefighters on the scene if you suspect someone may be trapped inside the building.
- Report potential hazards or address fire prevention questions to Office of Environmental Health and Safety at 212.592.2005. 133/141 West 21st Street, 12th floor; Tel: 212.592.2005; Email: facilities@sva.edu

#### Operating Fire Extinguishers:

- Never enter a room that is smoke filled.
- Before opening doors check to ensure it is not hot to the touch. If hot do not open. If warm open slowly to check room/hallway conditions.
- Portable fire extinguishers can be used for small fires. However, this is at the employee's discretion and an immediate readiness to evacuate is essential.
- Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
- When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
- Start at the leading edge of the fire and use a side to side sweeping motion to extinguish the fire.

#### P.A.S.S.

- Pull the pin
- Aim at the base of the fire
- Squeeze the discharge handle
- Sweep from side to side

4. Policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.

Fire drills are conducted at least twice each year in all campus buildings and are supervised by the fire safety coordinator with the assistance of the fire marshals assigned to each floor. Everyone in the building is required to participate. Drills will be conducted in accordance with the fire safety plan. Notice will be given in advance of a fire drill.

5. A list of the titles of each person or organization to which students and employees should report that a fire occurred.

In the event of an emergency, including any serious injury, you should seek help immediately. Call 911 from any campus phone, other landline or mobile phone. When 911 answers, stay calm and be prepared to answer the operator's questions, which may include:

- Where is the emergency located?
- What is the emergency? (fire, medical, hazardous material, etc.)
- How did it happen?

- When did it happen?
- Who are you? (your name)

Do not hang up until instructed to do so by the operator. You do not need to know all the answers to these questions, but try to gather as much information as you can. Give a telephone number or other safe location where the emergency responders can call or meet you, and wait for the responders at that location.

After the emergency has been responded to, an incident report and witness statement should be filed with SVA Security. Reports concerning an SVA student’s physical or mental health will be forwarded to the Office of Student Health and Counseling Services, and a staff member will follow up with the student(s) involved, if appropriate.

After calling 911, contact the nearest security officer at one of the following locations.

- |                                           |                           |
|-------------------------------------------|---------------------------|
| • 132/136 West 21st Street                | 646.336.6252              |
| • 133/141 West 21st Street                | 212.675.7993              |
| • 209 East 23rd Street                    | 212.696.4632              |
| • 214 East 21st Street                    | 212.475.1659              |
| • West 16th Street                        | 212.929.0296              |
| • 380 Second Avenue                       | 212.614.8026              |
| • 23rd Street Residence                   | 212.889.2797              |
| • 24th Street Residence                   | 347.237.7397/347.452.3595 |
| • Gramercy Women’s Residence              | 212.777.2843              |
| • Ludlow Residence                        | 212.254.3730              |
| • SVA Theatre                             | 212.675.1314              |
| • 24-Hour Security (209 East 23rd Street) | 212.696.4632              |

6. Plans for future improvements in fire safety, if determined necessary by the institution.

At the present time, SVA is in full compliance with all FDNY rules pertaining to fire alarm systems and monitoring, fire and emergency evacuation plans and drills, as well as having fully sprinkler protected and Stand Pipe equipped residence halls. SVA is committed to providing a safe environment for our residents and we will comply with all FDNY fire code changes.

7. Fire Statistics

SVA reported zero (0) fires in student housing for the calendar year 2017. Statistics for the past 3 calendar years (2017, 2016, and 2015) are provided in the tables below.

**The Annual Fire Safety Report**

**Statistics and Related Information Regarding Fires in Residential Facilities for 2017**

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
24 <sup>th</sup> Street Residence	0	0	NA	0	0	\$0.00
23 <sup>rd</sup> Street Residence	0	0	NA	0	0	\$0.00
Gramercy Residence	0	0	NA	0	0	\$0.00
Ludlow Residence	0	0	NA	0	0	\$0.00

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**Statistics and Related Information Regarding Fires in Residential Facilities for 2016**

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
24 <sup>th</sup> Street Residence	0	0	NA	0	0	\$0.00
23 <sup>rd</sup> Street Residence	0	0	NA	0	0	\$0.00
Gramercy Residence	0	0	NA	0	0	\$0.00
Ludlow Residence	0	0	NA	0	0	\$0.00
George Washington	0	0	NA	0	0	\$0.00

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**Statistics and Related Information Regarding Fires in Residential Facilities for 2015**

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
10th St	0	0	NA	0	0	\$0.00
George Washington	0	0	NA	0	0	\$0.00
Gramercy	0	0	NA	0	0	\$0.00
Ludlow Residence	0	0	NA	0	0	\$0.00
New Residence	0	0	NA	0	0	\$0.00