



Fire Safety Report

2015-2016

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The New York Conservatory for Dramatic Arts

Annual Fire Safety Report for Campus Housing – 2015-2016

In August 2008, the Higher Education Opportunity Act (Public Law 110-315) became law. This act requires all U.S. academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics pertaining to on-campus residential buildings. The following public disclosure report details all information required by this law as it relates to the New York Conservatory for Dramatic Arts.

NYCDA creates this report annually, relying on information provided by collaborative partners, including but not limited to the 81 East Third Street Residence, a leased facility operated by NYCDA.

Reporting Fires

The management and employees of the Third Street Residence take the safety and security of its guests very seriously. Resident Advisors, the Resident Director, Fire Safety Director and Security Officers are on duty 24/7 to handle any maintenance and repairs, emergencies, fire safety or security issues that may arise. On arrival, students receive a welcome envelope with the security and RA phone numbers in case of an emergency. **In the case of any fire-related emergency, call 911.**

After calling 911, if you can, contact Security/Front Desk so that they are aware of the situation. The security staff will locate the appropriate staff members to assist you. During Student Life operational hours please go directly to the office on the basement floor. Office hours may vary and there are signs posted in front of the Student Life office door. When the office is closed please call the resident advisor on call in an emergency. If for some reason they are not available or are helping someone else, please contact Security in the Lobby at 212.645.0033. Please note that Security will not give out internal emergency contact phone numbers, however they will contact the appropriate NYCDA representative in the event of an emergency.

Fire Safety Systems

The Third Street Residence has a state-of-the-art computerized fire warning system and trained fire/security personnel on the premises. During the course of the year, the New York Fire Department will test all fire warning systems in accordance with New York City regulations. In the event of a fire drill, all residents must follow all instructions given by the emergency staff through the announcement system.

Floor plans and diagrams for emergency staircases and exits are posted in public areas on all floors as well as the back of every room door. Residents should familiarize themselves with these maps to be able to exit promptly during fire drills or actual emergencies. The Third Street Residence conducts fire drills once every three months.

In the event of a fire or other emergency, after calling 911, notify security immediately. Act promptly for the safety of all residents. Do not try to fight a fire, but take action to get residents out of the building. If a fire alarm sounds, please follow this standard procedure:

If the Fire Is In Your Room: All persons are to vacate the room immediately. Before leaving your room and only if you can, make sure you do the following:

- Call 911 if no one has done so.
- Close all windows and open shades. Turn on lights.
- Take your identification and keys with you.
- Close all room doors.
- Alert other people by knocking on their doors or yelling on your way out.
- Use the nearest stairway to exit, NEVER use the elevator.
- Assemble across the street and maintain absolute silence so instructions can be heard.
- Wait until the appropriate officials indicate that you can re-enter the building.

If the Fire Is Not In Your Room:

- If you cannot safely exit your room or building, call 911 and then provide them with appropriate information (name, address, etc.).
- Stay inside your room and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your room, first feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can exit your room safely, follow the instructions above for a fire in a room.
- If you are unable to safely leave your room, seal the floor in your room with wet towels or sheets and seal air ducts or other openings where smoke may enter.
- Open windows a few inches unless flames and smoke are coming from below.
- Do not break any windows.
- If condition in the room appears life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.

If you ever see fire or smoke, or smell smoke, do not hesitate to pull the fire alarm nearest to your room. It is extremely important that you familiarize yourself with all applicable fire safety procedures. Turning in a false fire alarm is against the law. Residents will be evicted and are subject to punishment to the fullest extent of the law. As a resident you are strongly advised to maintain fire/theft insurance. You can usually add your possessions to your parents' homeowner's or tenant homeowner's insurance policy through a rider.

Tips to avoid false alarms:

- Use lower time intervals and continue to reheat your food until it is ready, as opposed to leaving something in for long periods of time which may cause a fire or excessive smoke.
- If you are making popcorn, please make sure that you are watching it very carefully.
- Never leave the food warming area unattended while you are cooking food.
- All residences are smoke free environments, please smoke outside the building.
- Remove all prohibited items (toasters, hot plates, grills) from your room.

Procedures for Evacuation

- A. The most critical areas for immediate evacuation are the fire floor and the floors immediately above. Evacuation from the other floors shall be instituted when instructions from the Fire Command Station or conditions indicate such actions. Evacuation should be via uncontaminated stairs. Occupants shall try to avoid stairs being used by the Fire Department. If this is not possible, occupants shall try to attract the attention of the Fire Department personnel before such personnel open the door to the fire floor.
- B. Evacuation to two or more levels below the fire floor is generally adequate.
- C. The Fire Safety Director shall see that all occupants are notified of the fire and that they proceed immediately to execute the Fire Safety Plan.
- D. The Fire Brigade members on the fire floor shall, as soon as practicable, notify the Fire Command Station of the particulars.
- E. In the event that stairways serving the fire floor and/or floor above are unstable due to contamination or cut-off by fire and/or smoke, or that several floors above the fire involving large number of occupants must be evacuated, consideration may be given to using the elevators in accordance with the following:
 - a. Elevators serving fire floors shall not be used. However, elevators may be used if there is more than one bank of elevators and the Fire Command Station is notified that one bank is unaffected by the fire.
 - b. If elevators do not service the fire floor and their shafts have no openings on the fire floor, they may be used, unless otherwise directed by authorized personnel.
 - c. Elevators manned by trained building personnel or firemen may also be used.
 - d. In the absence of a serviceable elevator occupants shall select the safest stairway to use for evacuation on the basis of the location of the fire and any information received from the Fire Command Station. Occupants shall check the environment in the stair prior to entry for evacuation. If it is affected by smoke, an alternate stair shall be selected.
- F. The Brigade shall keep the Fire Command Station informed of the means employed for evacuation of the occupants.

Policies on Open Flames, Smoking, Electrical Appliances, Fire Equipment in Campus Housing

All policies must be reviewed and acknowledged by each student living in the Student Residence. All Housing policies are available at NYCDA Student Services, by contacting studentservices@nycda.edu or (646) 216-2872. Any action by a resident, that places other residents at risk will result in the violator being held financially responsible to all costs associated. Additionally, the violator will be subject to disciplinary action taken by the Third Street Residence, NYCDA and possibly legal authorities.

Open Flames:

Burning any substance in student housing is not permitted. This includes, but is not limited to burning candles and incense. All candles and incense will be confiscated and disposed of by staff.

Smoking:

Smoking is not permitted anywhere in the Third Street Residence.

Electrical Appliances:

Any appliance with open coil heating elements is prohibited. This includes but is not limited to gas grills, hibachis, hot plates, and toaster ovens. Halogen lamps are also prohibited. The use of grills and/or other cooking devices in the Third Street Residence is strictly prohibited. If a student is unsure about a specific appliance, he or she should consult the Resident Director.

Misuse of Fire Equipment:

Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and common area smoke detectors is prohibited. Violations include, but are not limited to:

- Removing smoke alarm from rooms (this includes taking out batteries or removing from hard wire)
- Removing a fire extinguisher from its prescribed location
- Discharging a fire extinguisher for any purpose other than putting out a fire
- Setting false alarms
- Tampering with the covers on fire alarm pull stations
- Tampering with common area and room sprinkler systems

Plans for Future Improvements

The New York Conservatory for Dramatic Arts is committed to providing students, faculty and staff with a safe campus environment. In furtherance of that goal, NYCDA regularly reviews and, when appropriate, revises and/or enhances its fire safety, prevention, and response procedures and equipment.

Fire Safety Education and Training Programs

The Third Street Residence conducts comprehensive annual training pertaining to fire prevention, response, and safety for Residential Life staff, who in turn share that information with residents. In addition, basic fire safety information is provided to all new employees and residents during orientation.

Fire Statistics and Fire Log

NYCDA maintains a campus housing fire log and all statistics on fires and related injuries, death, and loss in campus housing as defined by the Higher Education Opportunity Act of 2008 in section 668.49.

For these purposes, NYCDA considers "fire" to include any instance of open flame or other burning that is either uncontrolled or located in a place not intended to contain burning.

These statistics identify any fires that have occurred at NYCDA Student Residences, including the St. George Residence and the 67 Livingston Street Residence over the past three (3) years.

FIRE STATISTICS

Building		St George Residence	67 Livingston Street	81 East 3rd Street
Year		2013-2014	2014-2015	2015-2016
Total Fires/Year		0	0	0
FIRES	Damages (\$)	0	0	0
	Injuries (#)	0	0	0
	Fatalities (#)	0	0	0
TOTAL FIRES		0	0	0

FIRE LOG

Date Occurred	Time Occurred	Location	Cause/Type
2015 - 2016	No fires reported		
2014 - 2015	No fires reported		
2013 - 2014	No fires reported		