



**San Francisco Conservatory of Music
Annual Campus Safety and Security Report
and
Annual Fire Safety Report
for 2021**

October 2022

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Annual Campus Safety and Security Report

The San Francisco Conservatory of Music is committed to the safety and well-being of our students, faculty, staff, independent contractors, volunteers, patrons, and all other members of our community.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires public and private institutions of postsecondary education, which participate in federal student aid programs, to publish an annual security report as well as make timely warnings of any criminal activity. *The Annual Campus Safety and Security Report* includes crime statistics for the previous three years and policies adopted by the school to maintain and promote campus safety.

The Associate Dean for Student Affairs is responsible for gathering compiling reportable crime data and producing this report. *The Annual Campus Safety and Security Report* is emailed to all students, staff and faculty and placed on the Campus Safety page of the SFCM website, www.sfcm.edu/campus-safety and printed copies are available from the Student Services Center.

Campus Facility and How Data is Gathered

To help readers understand the data reported below, it is important to describe the campus and its context within a dense urban environment. The SFCM campus is in the geographical heart of San Francisco, near the city's major cultural institutions, civic buildings and offices for thousands of city government employees. SFCM is just steps away from the intersection of many public bus and rail transportation lines.

Statistical data for crimes on public property located within the immediate vicinity of campus is provided to us by the San Francisco Police Department. All incidents that occur on and around campus are recorded by campus security and immediately reported to senior administration and placed in a daily crime log. In compliance with the law, we report on crimes that occur on campus and on all public property that is immediately adjacent to and accessible from campus.

The main academic building of SFCM is the Ann Getty Center for Education located at 50 Oak Street.

From August 2015 to September 2020, SFCM recorded incidents that occurred at the Panoramic, a leased student housing facility, on our leased floors of 7 to 11. Floors 2 to 6 of Panoramic were leased by California College of the Arts and we do not record incidents within those floors. The ground floor, basement level, and rooftop patio are common spaces to both schools and incidents that occur in those areas are recorded.

Additionally, we recorded incidents that occurred inside Columbus Residence, a non-campus facility owned by a third party, which provided housing for some of our students from August 2014 to June 2020. Data prior to August 2014 is not reported. Columbus Residence is located at 112 Columbus Avenue, a brief public transportation commute from SFCM. The ground floor of this facility consists of private business establishments that have no affiliation with SFCM; therefore, we only record incidents that occur inside the building.

Starting in September 2018, SFCM began utilizing 10 South Van Ness Avenue for student instruction. Statistics for this location are part of the "On-Campus Crime Statistics" section. The use of 10 South Van Ness Avenue ended May 31, 2020.

In October 2020, SFCM opened its new student housing and academic building, the Ute and William K. Bowes, Jr. Center for Performing Arts (the Bowes Center), located at 200 Van Ness Avenue.

Statistics for this location are part of the “On-Campus Crime Statistics” section as well as the “On-Campus Student Housing Facilities Crime Statistics: Bowes Center” section.

On-Campus Crime Statistics

Every year, we are required to provide statistical data on the following reportable criminal offenses if they occur on campus at the Ann Getty Center (50 Oak Street), the parking lot adjacent to the Ann Getty Center at Franklin and Oak Streets, and the Bowes Center (200 Van Ness Avenue). Additionally, from August 2015 to September 2020, SFCM utilized the Panoramic student residential hall at 1321 Mission Street. Additionally, from August 2016 to June 2018 SFCM used 214 Van Ness Avenue for student instructional purposes, and from September 2018 to May 2020 SFCM used 10 South Van Ness Avenue for student instructional purposes.

Criminal Offense	2019	2020	2021
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0

Arrests	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Referrals for Disciplinary Action	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0

Illegal Weapons Possession	0	0	0
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On-Campus Student Housing Facilities Crime Statistics: Bowes Center

SFCM's use of the Bowes Center began on October 1, 2020. This data is a subset of the "On-Campus Crime Statistics" found on page 4.

Criminal Offense	2019	2020	2021
Murder/Non-negligent manslaughter	N/A	0	0
Negligent manslaughter	N/A	0	0
Rape	N/A	0	0
Fondling	N/A	0	0
Incest	N/A	0	0
Statutory rape	N/A	0	0
Robbery	N/A	0	0
Aggravated assault	N/A	0	0
Burglary	N/A	0	0
Motor Vehicle theft	N/A	0	0
Arson	N/A	N/A	0

Arrests	2019	2020	2021
Liquor Law Violations	N/A	0	0
Drug Law Violations	N/A	0	0
Illegal Weapons Possession	N/A	0	0

Referrals for Disciplinary Action	2019	2020	2021
Liquor Law Violations	N/A	0	0
Drug Law Violations	N/A	0	0
Illegal Weapons Possession	N/A	0	0

Non-Campus Crime Statistics: Columbus Residence

Columbus Residence, a non-campus facility owned by a third party, which provided housing for some of our students from August 2014 to June 2020

Criminal Offense	2019	2020	2021
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	1

Arrests	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Referrals for Disciplinary Action	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Public Property Crime Statistics

The following table concerns public property immediately adjacent to the SFCM campus. For our purposes, this includes the sidewalk, street, and sidewalk across the streets adjacent to the Ann Getty Center (50 Oak Street) and the Bowes Center (200 Van Ness Avenue). The US Department of Education has instructed the Associate Dean for Student Affairs to only include data immediately in front of the entrance (sidewalk, street, and sidewalk across) of Panoramic. Please see “General Safety Awareness” for statistics on streets, sidewalks, private property, public stations, and public transit within 500 feet of these addresses.

Criminal Offense	2019	2020	2021
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle theft	0	0	0
Arson	0	0	0

Arrests	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Referrals for Disciplinary Action	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Hate Crimes Statistics

Current legislation requires the reporting of crimes listed in the tables above, plus the crimes of larceny/theft, simple assault, intimidation, destruction/damage/vandalism of property, if they are motivated by prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity. No crimes motivated by hate have been reported to SFCM in 2019, 2020, and 2021 for on campus, non-campus locations, or public property adjacent to SFCM.

SFPD indicated that it does not have any records of hate crimes for on-campus, non-campus locations, or public property adjacent to SFCM.

Violence Against Women Act (VAWA) Statistics

Current legislation requires the reporting of domestic violence, dating violence, or stalking. SFPD indicated that it does not have any records of domestic violence, dating violence, or stalking crimes for on-campus, non-campus locations, or public property adjacent to SFCM. SFCM has compiled the following statistics from our campus reports.

VAWA Statistics	Year	Student Residences (A subset of Campus)	Campus (Including Student Residences)	Non-Campus	Public Property
Domestic Violence	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Dating Violence	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Stalking	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0

Unfounded Crimes

Current legislation requires the reporting of unfounded crimes. An “unfounded crime” is a reported crime that upon investigation by law enforcement authorities is found to be false or baseless. Only sworn or commissioned law enforcement personnel may “unfound” a crime. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. SFCM has no reports of unfounded crimes in 2019, 2020, and 2021 for on campus, non-campus locations, or public property adjacent to SFCM.

General Safety Awareness

As stated on page 3, our campus is located in a dense urban environment, just steps away from major public transit corridors in the heart of San Francisco. For this reason, we would like to point out that statistical information for crime in the Northern district for calendar year 2021 is available at <https://www.sanfranciscopolice.org/stay-safe/crime-data/crime-dashboard>.

Members of the SFCM community are advised to be alert to their surroundings and aware of measures they can take to increase their personal safety and guard their personal possessions. The

Student Handbook lists personal safety precautions that people should take, in and outside of campus buildings.

People are encouraged to report suspicious persons to Security at 415-503-6280 (Ann Getty Center Security Desk) or 415-503-6280 (Bowes Center Security Desk). In the evenings, people are advised to walk in groups and use heavily traveled and well-lit streets.

Campus Security

SFCM employs a private security firm during all hours of operation. Security guards are stationed at the entrance and keep track of every person who enters the building. Only individuals with SFCM-issued ID badges may enter the building. All other visitors must register with security and be accompanied by an escort. Only patrons attending specific concerts may enter public areas of the building without registering with security and without an escort. During such events, patrons are monitored by our Security staff and by concert ushers. A Security staff member checks the entire building before and after each event open to the public. Video cameras stationed at the entrance monitor the ingress and egress of every person.

Campus security personnel do not have the authority to arrest individuals. Security may contact the San Francisco Police Department (SFPD) should serious situations arise that require police intervention. The SFCM buildings at 50 Oak Street and 200 Van Ness Avenue are served by the Northern Police Station, located at 1225 Fillmore Street.

Non-Campus Building Security

SFCM does not currently have “non-campus buildings.”

Reporting Crimes

Our security desk is the first point of contact for incidents that occur on campus or within its immediate vicinity. All public phones on campus have direct dial buttons to the security desk. People may contact Security by dialing 415-503-6280 (Ann Getty Center Security Desk) or 415-503-6280 (Bowes Center Security Desk).

Incidents reported may include felonies or misdemeanors, the presence of suspicious persons, injuries, and medical emergencies. Security provides written incident reports and forwards them to the appropriate members of the administration as well as logging incidents on the crime log. Depending on the nature of an incident, recipients of the report may include the President, Dean, Vice President of Finance and Administration, the Associate Dean for Student Affairs, the Chief Facilities Manager, and the Associate Vice President for Human Resources and Administration.

All incident reports are confidential and may only be released to victims, their representatives, certain SFCM officials named above, or by Court order. Certain crimes may require the notification of outside law enforcement agencies.

You may contact the San Francisco Police and Fire Departments by dialing 911. This is also the number to use in the event of a medical emergency.

Missing Students

SFCM has adopted procedures to help locate students who live on-campus and SFCM-affiliated housing. Those who believe a student is missing should notify a Residential Assistant, the Assistant

Director of Student Affairs, or the Associate Dean for Student Affairs. Full details of the *Missing Student Notification Policy* can be found in the *Student Handbook*.

Facilities Management

The Facilities department is responsible for the upkeep of the campus and serves as SFCM's primary liaison with Security. This department performs regular maintenance to ensure a safe environment. In collaboration with Administration and with the Campus Safety Committee, the Facilities department performs routine inspections to detect potential hazards and perform timely repairs.

Crime Prevention and Safety

SFCM's Administration collaborates with the Student Council and the Campus Safety Committee to address student and employee safety concerns. As needed, SFCM sponsors safety presentations by representatives from various public and private organizations. Each year, the Associate Dean for Student Affairs addresses new students during orientation regarding public safety, and the Office of Student Affairs hosts personal safety and self-defense workshops.

As part of our crime prevention program, the Administration maintains records of reported crimes occurring on and around campus. In response to some incidents that occur on and/or off campus, advisory notices are sent to the entire community by email and/or through the circulation of Safety Bulletins.

Timely Warnings

SFCM issues timely warnings and advisories to students, faculty and staff, in the event that a threatening situation occurs or is likely to occur on and off campus. In consultation with Security and members of the SFCM senior administration, the Associate Vice President for Human Resources and Administration, or the Associate Dean for Student Affairs distributes warnings and alerts through the school's email system. SFCM maintains an emergency Mass Notification System, *SFCM Alerts*, which will allow the immediate broadcast of alerts to the SFCM community through mobile devices, phones, and email systems. Anyone with information warranting a timely warning should report the circumstances to Security, either by phone (415-503-6280) or at the Security Desk located at the building entrances.

Policy on Drugs and Alcohol

SFCM has established a drug prevention program to prevent the unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on SFCM property or any SFCM sponsored event. All faculty and staff employees can find the SFCM's *Drug Free Workplace* policy in the *Employee Handbook*. Students can find the SFCM's *Alcohol and Drug Policy* in the *Student Handbook*.

Every year, all students, faculty, and staff receive a copy of the *San Francisco Conservatory of Music Drug Prevention Program*, which contains a listing of abuse prevention resources and referral agencies. As part of our prevention program, SFCM annually distributes the following information:

1. standards of Conduct that clearly prohibit the unlawful use, distribution or possession of illicit drugs or alcohol on SFCM property or SFCM sponsored events;
2. a clear description of the disciplinary sanctions for violations of the SFCM standards of conduct;
3. a description of the health risks associated with the use of illicit drugs or abuse of alcohol; and

4. a description of applicable state and federal legal sanctions pertaining to the unlawful use, possession or distribution of illicit drugs and alcohol.

SFCM encourages students and employees who suspect that they have substance abuse problems to seek assistance. Please refer to the SFCM Drug Prevention Program information for a listing of local counseling and assistance agencies.

Sexual Assault

In addition to the policy on *Sexual and Other Unlawful Harassment and Discrimination*, found in the *Student Handbook* and in the *Employee Handbook*, we added specific policies on *Prohibiting Sexual Misconduct*, and *Reporting Sexual Misconduct, Discrimination, Harassment, and Retaliation*. These topics are addressed during new student orientation including a required online course for all new students that covers sexual violence prevention information. All new employees are required to sign acknowledgments recognizing our policies.

SFCM will not tolerate acts of sexual assault, including dating violence and sexual harassment under any circumstances. Any SFCM student or employee who commits an act of sexual assault or harassment will be subject to disciplinary action up to and including expulsion or termination.

Any faculty, staff, or student who becomes aware of a sex offense has an obligation to report that incident to their supervisor or any appropriate member of Administration. In general, the Associate Dean for Student Affairs is the first point of contact for students, and the Associate Vice President for Human Resources and Administration is the first point of contact for faculty and staff. To the greatest extent possible, we will protect the privacy of victims and/or any individuals who file a report; however, some information may need to be shared, only on a “need to know” basis, during the course of an investigation. Our policies strongly prohibit any retaliation against individuals who report or have been victimized by instances of sexual assault or harassment.

All reported sexual assaults will be investigated and appropriate disciplinary and legal action will be taken, including the notification of the San Francisco Police Department. In matters that involve student perpetrators, the Dean may, at their sole discretion, issue sanctions or refer the matter to the Community Judicial Board. Matters concerning faculty or staff will be investigated by the Associate Vice President for Human Resources and Administration, or the Dean in consultation with the Associate Vice President for Human Resources and Administration.

Students who have been victimized by acts of sexual violence or other crimes may wish to speak with our on-site Counselor, who can be reached at 415-503-6325. Employees who have been victimized by sexual violence may wish to contact the Employee Assistance Program for referral to a crisis counselor by calling 888-293-6948. Other available resources include the Rape Crisis Center (415-647-7273) or other public or private services within the city. Any victim of a sexual assault who does not wish to report the crime to SFCM is urged to call 911 (emergency) or the 24-hour Trauma Recovery Center/Rape Treatment Center hotline at 415-437-3000.

Federal Campus Sex Crime Prevention Act

SFCM is required by the Federal Campus Sex Crimes Prevent Act to inform the campus community about where to find information on registered sex offenders. The law also requires institutions to track registered sex offenders enrolled as students at or employed by institutions of higher education. Registered sex offenders are required to provide notice to the appropriate state agency of each institution of higher education in which the person either a student or employed.

In San Francisco, information regarding registered sex offenders may be obtained through the San Francisco Police Department's Sexual Offenders Unit at 415-553-9203. You must call and make an appointment in order to access the information.

In compliance with Megan's Law, the California Department of Justice maintains a link to information regarding sex offenders in any area of the state on its website (<http://oag.ca.gov/>).

Emergency Response and Evacuation Procedures

SFCM has established procedures for notifying the SFCM Community of any threats or dangers through our PA system, website, and outgoing phone message. The school maintains a Mass Notification System, *SFCM Alerts*, which will immediately reach students, faculty, and staff through text messages, emails, and phone calls. The assessment and response to each situation is determined by the SFCM Incident Command Team, which is chaired by the President and convened by the Associate Vice President for Human Resources and Administration.

SFCM maintains a published **Emergency Action Plan** with clear procedures for responding to fires, earthquakes, power outages, chemical spills or biological hazards, the threat of violence, an active shooter, and medical emergencies. The same plan also provides instructions for contacting security or calling 911 from anywhere in the building, should a member of the community witness a potential threat to the health and safety of employees and students. The Emergency Action plan also describes how the community will be notified of potential dangers and provides clear instructions for an orderly exit from the building. Evacuation drills are performed annually.

A brochure containing our emergency response procedures is given to every student during orientation, and periodic reminders are transmitted to the entire campus community via email during the school year by the Associate Vice President for Human Resources and Administration. The **Emergency Action Plan** is available as a PDF document on the Campus Safety page of the SFCM website, www.sfcm.edu/campus-safety.

Health & Safety Communication

SFCM employs a part-time counselor to work with students who can be reached at 415-503-6325. The *Student Handbook* provides additional information about health care and psychological counseling services available to SFCM students. As reported above, all students, faculty and staff receive SFCM's policies on drug and alcohol use and are provided with resources to seek help if any suspect addiction.

In addition to receiving copies of the SFCM **Emergency Action Plan** and periodic notices through email, faculty, staff, and students will find safety notices posted on designated bulletin boards. Employees will find safety bulletins posted in the faculty/staff lounge, and students will find the same notices on the bulletin boards by the student lounge on the fifth floor.

Anyone who has information, suggestions or questions about health and safety on campus should speak to the Associate Vice President for Human Resources and Administration, who can be reached at 415-503-6237 or located in room 406 of the fourth floor.

Annual Fire Safety Report

The 2008 Amendments to the Higher Education Opportunity Act (HEOA) require Title IV Institutions to collect and publish statistics related to fire and/or smoke events as well as fire prevention policies and fire safety equipment as these items pertain to on-campus residence halls owned and controlled by the institution. In accordance with the fire statistics, safety, and prevention requirements of the HEOA, the Associate Dean for Student Affairs prepares *The Annual Fire Safety Report* along with *The Annual Campus Safety and Security Report* on or before October 1 of each calendar year. Both reports are placed on the Campus Safety page of the SFCM website, www.sfcm.edu/campus-safety and printed copies are available from the Office of Student Affairs.

About the Fire Safety Systems

From August 2015 to September 2020, the Panoramic, located at 1321 Mission Street in San Francisco, served as the on-campus residence hall for SFCM through a master-lease agreement. SFCM recorded fire incidents that occurred on our leased floors of 7 to 11. Floors 2 to 6 of Panoramic are master-leased by California College of the Arts and we did not record incidents within those floors. The ground floor, basement level, and rooftop patio are common spaces to both schools and incidents that occur in those areas are recorded.

Starting October 2020, SFCM's on-campus residential hall opened at the Bowes Center, 200 Van Ness Avenue. SFCM records all fire incidents within the building. Reports prior to this time are for our former residence hall, Panoramic, that was located at 1321 Mission Street and in use from August 2015 to September 2020.

SFCM residence hall has all the necessary fire safety systems required by the State of California and the National Fire Prevention Association.

The fire safety systems within the Panoramic are:

- Fire Control Center
- Fire Alarm System with strobe lights and alarms
- Fire Alarm On-Site and Off-Site Monitoring
- Public Address System
- Alarm Panels and Annunciators
- Smoke Detectors
- Manual Pull Station
- Automatic Fire Sprinkler Full Coverage System
- Evacuation Plan and Placards
- Smoke Control System
- Fire Extinguishers
- Exit Signs with Safety Lighting
- Emergency Generator
- Fire Doors
- Fire Water Pump
- Firefighters Air Replenishment System
- Facility Emergency Plan

Fire Drills

SFCM conducts a yearly fire drill in the fall semester.

Fire Safety and Evacuation Policies

The Student Residence Handbook, provided to each resident in electronic and hardcopy formats, has several policies about fire safety.

Prohibited Items and Appliances

- Couches, recliners, or futons not provided by SFCM.
- Candles, lanterns, lamps, or any other item that produces an open flame.
- Tobacco, incense, or any other item that burns or smolders when used. This includes e-cigarettes and vape pens.
- All flammable materials (gas, lighter fluid, charcoal, propane, solvents, etc.).
- All items powered by combustible fuels (such as motorcycles).
- All fireworks, explosives, etc.
- All corrosive (or poisonous) chemicals and hazardous materials.
- All lightweight extension cords or multi-plug outlet adapters.
- Heavy weight power strips or extension cords without safety circuit breakers.
- Multiple approved power strips connected together ("chaining").
- Curtains/drapes over exterior windows.
- Anything covering ceilings (tapestries, banners, posters, nets, etc.).
- All decorations covering more than 20% of walls.
- Nails hanging items on the walls; "Command" strips hanging items on the walls (these both ruin the paint and drywall and can result in a damage charge). We request that only blue painter's tape be used to hang posters.
- Crepe paper, plastic or Mylar decorations, ribbons, streamers, etc.
- Combustible materials as door decorations covering more than 20% of doors.
- Runners, doormats, or other floor coverings in common area hallways outside of the living unit.
- All standard and rope type decorative string lighting.
- Weapons including firearms, ammunition, knives other than those for kitchens, etc.
- Induction-style hot plates, hotplates, griddles, electric skillets.
- Toaster ovens.
- Any appliance that produces an open flame.
- George Foreman grills or similar cooking appliances; smokeless indoor grills.
- Microwaves (we provide one!).
- Submersion coil water heaters.
- BBQ grills or open flame devices (charcoal, gas, or other fuel).
- Non-UL safety-approved electric powered appliances.
- All portable heating devices (space heaters of any type).

Kitchenettes within Units;

Each student unit has a kitchenette area with no stove. Therefore, cooking is not allowed in the student units (students are required to participate in the SFCM dining plan). Fire safety should always be a priority. All food stored in your kitchen refrigerator and freezer should be properly stored in appropriate containers and discarded when no longer able to be used.

Candles and Incense

Due to potential fire hazards, candles and incense are not allowed within the Panoramic, even for decorative purposes. If candles or incense are found, they will be confiscated and destroyed. Violations of this policy will be documented and referred to the Office of Student Affairs.

Fire Safety Regulations

Due to safety regulations, residents are required to exit the building in the event of a fire alarm. Violations of this policy will be documented and referred to the Office of Student Affairs. You are likely to also face civil penalties from the Fire Department. In addition, a resident or guest that pulls the fire alarm without reasonable cause will be documented and referred to the Office of Student Affairs.

Smoking

Smoking is not permitted anywhere on campus, including the common areas, rooftop, resident rooms, and stairwells. If a resident desires to smoke, they must go outside to street-level and be more than 25 feet from any doors/windows/vents. If a resident is caught smoking on campus, it will be documented and referred to the Office of Student Affairs.

Procedures in the Event of a Fire

Familiarize yourself with the location fire extinguishers, stairways and emergency exits. Residents should plan for a primary and an alternate means of emergency escape, as well as become familiar with firefighting equipment in or near the residents' living area. In case of a fire, San Francisco Conservatory of Music's primary concern is the safety of all residents in the building.

In case of a Fire:

1. Stay calm.
2. Sound the building fire alarm immediately.
3. Call 911 from a safely located phone. Give as much information as possible to the dispatcher. Do not hang up until told to do so by the dispatcher.
4. Before opening the door, feel it with the back of your hand. If it is HOT, do the following:(if it is not hot, go to step 5)
 - o Do not open the windows, unless you are having trouble breathing.
 - o Seal cracks around the door with towels, tape, bed clothing or similar items to keep out the smoke.
 - o If you are trapped, hang a sheet, jacket, shirt or other object out the window that will attract attention. Shout for help. Remain calm until firefighters reach you from the hallway or window. Their first duty upon arriving at a fire is to search for persons trapped in the burning building.
5. If you are able to leave the room, do so immediately.
 - o Take your badge with you in case you are forced to retreat to your room. Close all doors behind you as you exit. This will slow the spread of smoke and lessen damage.
 - o Go to the nearest exit or stairway. **DO NOT USE AN ELEVATOR.**
 - o If smoke, heat or fire blocks your exit, go to an alternate exit.
 - o If all exits from a floor are blocked go back to your room and follow the procedures described above in 4.
6. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
7. Leave the building immediately, via stairwell exits. When the firefighters arrive, direct them to the fire.
8. After exiting the building, do not congregate at or around the building exits. Follow the directions of firefighters. **DO NOT REENTER THE BUILDING FOR ANY REASON UNTIL THE FIRE DEPARTMENT HAS DECLARED IT SAFE.**

If you hear the FIRE ALARM: Follow steps 4 through 8 above.

Fire Safety Training and Education

Each year, SFCM provides fire safety and fire extinguisher use training to Student Affairs staff and Resident Assistants. During the annual Orientation program, fire safety education is provided during a safety presentation given by the Associate Dean for Student Affairs.

Student Staff Protocol in Case of a Fire

If you discover a fire, make sure that everyone is out of the area. Leave the room and close the door behind you. When you are safe, pull the nearest fire alarm. Then contact the Administrator on Call.

If a smoke detector goes off or you see a fire:

- Remain calm and get out of the building using the nearest exit.
- The RA on duty should take the duty phone with him or her.
- If you see smoke under the door, find another way out.
- Feel the door with the back of your hand before you open it. If it is hot, find another way out.
- Knock on the resident’s room doors with the clipboard as you leave the building.
- If necessary, drop to the floor to avoid smoke and fumes and crawl to safety.
- If your clothes catch on fire, STOP where you are, DROP to the ground, and ROLL over and over to smother the flames.
- Call 9-1-1 from a safe location, outside of the building. UNDER NO CIRCUMSTANCES ARE YOU TO RE-ENTER THE BUILDING!
- Call the On-Call Professional.
- If you are trapped in a burning building, stay near a window and close to the floor. If possible, signal for help.
- Once outside, gather your residents.
- Account for those residents who are present.
- Prepare a list of “missing” students for emergency response staff.

Administrator on Call Protocol in Case of a Fire

If the Administrator on Call receives a call from the Resident Assistant (RA) that there is a fire in the building, they will take the following steps:

Step 1: Travel to the scene of the fire and call the Associate Dean for Student Affairs on the way.

Step 2: Make sure the RA:

- Activates a fire alarm if it has not already been pulled.
- Exits the building and knocks on doors on their way out.
- Calls the Fire Department, 911.
- Assist with crowd control
- Follows emergency protocol procedures

Step 3: Once on scene introduce yourself to the appropriate emergency teams assisting with the fire. Assist fire department & the RAs to get students away from the building. Check in with RAs and assist them with roster checks. Check in with the fire department or police regularly.

Future Improvements in Fire Safety

SFCM is continuing to explore the integration of building safety systems and the *SFCM Alerts* mass notification service to enable automated emergency alerts.

Fire Statistics

Reporting Year	Total Fires	Date	Location	Nature of Fire	Alarm/Sprinkler Activation	Estimated Damages	Injuries from Fire	Deaths from Fire
2019	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

2020	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2021	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A