

San Francisco Conservatory of Music Annual Campus Safety and Security Report and Annual Fire Safety Report for 2024

Contents

About the Annual Campus Security and Safety Report.....	1
Campus Geography Covered by Clery Reporting and How Data is Gathered.....	1
Clery Crime Statistics – Ann Getty Center for Education and Bowes Center for the Performing Arts.....	1
Clery Crime Statistics – Public Property.....	2
Hate Crimes Statistics.....	3
Violence Against Women Act (VAWA) Statistics.....	4
Unfounded Crimes.....	4
General Safety Awareness.....	4
Reporting Crimes and Other Emergencies.....	5
Timely Warnings and Emergency Notifications.....	5
Campus Security Policies.....	6
Missing Students.....	6
Crime Prevention and Safety Programs.....	7
Policies on Alcohol, Drugs, and Weapons.....	7
Sexual Misconduct and Title IX.....	8
Federal Campus Sex Crimes Prevention Act.....	9
Health and Safety Communication.....	9
Emergency Response and Evacuation Procedures.....	9
Annual Fire Safety Report.....	10
About the Bowes Center and Fire Safety Systems.....	10
Fire Drills.....	11
Fire Safety and Evacuation Policies.....	11
Prohibited Items and Appliances.....	11
Candles and Incense.....	12
Fire Safety Regulations.....	12
Procedures in the Event of a Fire.....	12
Smoking.....	13
Procedures in the Event of a Fire.....	13
Fire Safety Training and Education.....	14
Student Staff Protocol in Case of a Fire.....	14
Professional Staff Protocol in Case of a Fire.....	14

Future Improvements in Fire Safety..... 15

Fire Statistics.....15

About the Annual Campus Security and Safety 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 post-secondary 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.sfc.edu/campus-safety and printed copies are available from the Student Services Center.

Campus Geography Covered by Clery Reporting 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.

The locations Below are the buildings owned, operated, and considered the campus for the Conservatory. Statistical data for crimes on public property located within the immediate vicinity of campus is pulled from the San Francisco Police Department Crime Dashboard (Northern District) and San Francisco Civic Hub.

Ann Getty Center, 50 Oak Street, including the Conservatory-controlled parking lot and adjacent public property: Oak Street (in front), Franklin Street (west side), and Hickory Street (rear).

Bowes Center for Performing Arts, 200 Van Ness, including adjacent public property: Hayes Street (south side), Van Ness Avenue (west side and front), and Dr. Tom Waddell Place (north side).

All incidents that occur on and immediately 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.

Clery Crime Statistics – Ann Getty Center for Education and Bowes Center for the Performing Arts

Every year, we are required to provide statistical data on the following reportable criminal offenses if they occur on campus within 50 Oak St or 200 Van Ness.

Criminal Offense	2022	2023	2024
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	2022	2023	2024
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Referrals for Disciplinary Action	2022	2023	2024
Liquor Law Violations	0	0	2
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Clery Crime Statistics – Public Property

The following table concerns public property immediately adjacent to the SFCM campus buildings. For our purposes, this includes the sidewalk, street, and sidewalk across Oak Street along the front of the building, and the sidewalk, street and sidewalk across Hickory Street along the back side of the building. For 200 Van Ness the sidewalk and street in front of the building and along Hayes and Tom Waddell Dr. The open parking lot next to the 50 Oak Street building is considered private property, therefore any incidents that may occur there are not included in the tables below.

Criminal Offense	2022	2023	2024
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	2022	2023	2024
Liquor Law Violations	0	0	0
Drug Law Violations	0	1	0
Illegal Weapons Possession	0	0	0

Referrals for Disciplinary Action	2022	2023	2024
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 2022, 2023, and 2024 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	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Dating Violence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Stalking	2022	0	0	0	0
	2023	0	0	0	0
	2024	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 2022, 2023, and 2024 for on-campus, non-campus locations, or public property adjacent to SFCM.

General Safety Awareness

As stated on page 3, our campus buildings are 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 on streets, sidewalks, private property, public stations, and public transit within 500 feet of SFCM’s 50 Oak Street location and the 200 Van Ness location, at least 0 assaults, 28 arson, 0 instances of domestic violence, 0 burglaries, 232 robberies, 28 sexual assault, and 581 vehicle thefts were reported to SFPD. There were no reports of drug abuse violations, domestic violence, or weapons law violations.

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 *Collegiate Student Handbook* lists personal safety precautions that people should take, in and outside of the campus building. In the evenings, people are advised to walk in groups and use heavily traveled and well-lit streets.

Reporting Crimes and Other Emergencies

Community members are encouraged to promptly report all suspicious activity and/or persons, crimes and public safety incidents to Security and/or the Associate Dean for Student Affairs, who serves as the Campus Security Authority (CSA). Reports can be made in person, by phone, or by email. In an emergency, always dial 911.

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, Vice President for Academic Affairs, Vice President of Finance and Administration, Dean, Associate Dean for Student Affairs, Chief Facilities Manager, and Associate Vice President for Human Resources and Administration.

All incident reports are confidential and may only be released to those listed as parties to the report, their representatives, certain SFCM officials named above, or by Court order. Certain incidents may require the notification of outside law enforcement agencies. Any person requesting an incident report must submit the request in writing to the Associate Dean for Student Affairs.

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.

Internal Contact:

- Security at Ann Getty Center for Education (50 Oak Street) – 415-503-6280 (or Ext. 6280)
- Security at Bowes Center for the Performing Arts (200 Van Ness) – 415-503-6206 (or Ext. 6206)
- Associate Dean for Student Affairs and Campus Security – 415-503-6281

Community Resources:

- San Francisco Police Department (SFPD) – Emergency: 911 | Non-Emergency: 415-553-0123
- San Francisco Rape Treatment Center: [Insert Contact Info]
- San Francisco General Hospital Emergency Department: [Insert Contact Info]
- National Sexual Assault Hotline (RAINN): 1-800-656-HOPE

Timely Warnings and Emergency Notifications

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 entrance.

Campus Security Policies

- Only authorized members of the Campus Community may access the Ann Getty Center for Education (50 Oak Street) and the Bowes Center for Performing Arts (200 Van Ness) during normal business hours and must show their Campus ID to security before entering. Authorized vendors, renters, guests and other visitors must check in with security to confirm admission to the facility.
- Portions of campus buildings are open to the public for performances in the evenings, and access is restricted to recital halls and designated spaces between recital halls and the entrance.
- Access to Campus Facilities: Campus buildings are secured after hours and accessible only to authorized individuals.
- Security of campus housing at Bowes Center: residential housing requires key cards and guests must be registered.
- Law Enforcement Authority: SFCM relies on the San Francisco Police Department for law enforcement services.
- Monitoring of Off-Campus Activities: SFCM does not officially recognize off-campus student organizations with housing facilities.

Missing Students

In compliance with Section 488 of the Higher Education Act of 2008, the following policy and procedures have been developed to assist in locating student(s) living within on-campus and SFCM-affiliated housing, who based on the facts and circumstances known to SFCM are determined to be missing.

Most missing person reports in the college environment result from a student changing their routine without informing roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to a Resident Assistant, Student Affairs staff, or the Associate Dean for Student Affairs. Every report made to SFCM will be followed up with an immediate investigation and once the student is determined to be missing, the steps outlined below will be followed, typically within 24 hours. Depending on the circumstances presented to SFCM officials, parents of missing students may be notified.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, the name and emergency contact information for the individual(s) they would like contacted in the event they are reported missing while enrolled at the San Francisco Conservatory of Music.

General Procedure:

1. A SFCM official receives a report and collects the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - a. The date, time and location the missing student was last seen.
 - b. The general routine or habits of the suspected missing student (e.g.-visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - c. The missing student's cell phone number (if known by the reporter).

2. The SFCM official receiving the report will contact the Associate Dean for Student Affairs. The Associate Dean for Student Affairs will ascertain if/when information must be communicated to the other SFCM staff and/or faculty.
3. Upon notification from any entity that a student may be missing, the San Francisco Conservatory of Music may use any or all of the following resources to assist in locating the student.
 - a. Go to the student's residence hall room.
 - a. Talk to the student's teacher, resident assistant, roommate, and floor mates and friends to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time and location the student was last seen.
 - b. Secure a current student ID or other photo of the student.
 - c. Call and text the student's cell phone, and call any other numbers on record.
 - d. Send the student an email.
 - e. Check all possible campus locations mentioned by the parties above.
 - f. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking site(s).
 - g. SFCM's Information Technology Staff may be asked to obtain logs in order to determine the last log in and/or access of SFCM's network.
2. Once all information is collected and documented and the Dean is consulted, SFCM will contact the San Francisco Police Department to report the information.
3. If in the course of gathering information as described above, foul play is evident or strongly indicated, the San Francisco Police Department will be contacted immediately.

Crime Prevention and Safety Programs

SFCM's Administration collaborates with 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.

Policies on Alcohol, Drugs, and Weapons

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*.

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. Weapons of any kind are strictly prohibited on campus property.

Sexual Misconduct and Title IX

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. The online course is required at the beginning of the spring semester and is assigned to all students. 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 Provost and Vice President for Academic Affairs 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 an unaffiliated external investigator, 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 Director of Counseling Services, 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 Crimes Prevention Act

SFCM is required by the Federal Campus Sex Crimes Prevention 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 is 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/>).

Health and Safety Communication

SFCM employs a part-time Director of Counseling Services 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.

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.

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 upon written request.

About the Bowes Center and Fire Safety Systems

The Bowes Center for Performing Arts in San Francisco, serves as the on-campus residence hall for SFCM through a master-lease agreement. Bowes opened in August 2020 and SFCM records fire incidents throughout the building.

The Bowes Center has all the necessary fire safety systems required by the State of California and the National Fire Prevention Association.

The fire safety systems 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

Fire Drills

SFCM conducts a yearly fire drill of the 50 Oak Street building in the fall semester. The Bowes Center, at 200 Van Ness conducts a fire each semester, and during summer.

Fire Safety and Evacuation Policies

The Bowes Center Resident Handbook, provided to each resident in electronic and hardcopy formats, has a number of policies about fire safety.

Prohibited Items and Appliances

- Couches, recliners, or futons not provided by SFCM
- Candles, lanterns, lamps, or any other item that produce an open flame
- Tobacco, incense, or any other item that burns or smolders when used. This includes e-cigarettes.
- 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 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
- Flexible (twisty) power strips
- Multiple approved power strips connected together ("chaining")
- Curtains/drapes
- Anything covering ceilings (tapestries, banners, posters, nets, etc.)
- All decorations covering more than 20% of walls
- Tapestries, banners, posters or other combustible materials
- Crepe paper, plastic or Mylar decorations, ribbons, streamers, etc.
- Combustible materials as door decorations covering more than 20% of doors
- Runners, door mats, or other combustible floor coverings in units
- All standard and rope type decorative string lighting
- Weapons including firearms, ammunition, knives other than those for kitchens, etc.
- George Foreman grills or similar cooking appliances; smokeless indoor grills
- Hotplates, electric skillet
- Microwaves (we provide one)
- Submersion coil water heaters
- BBQ grills or open flame devices (charcoal, gas or other fuel)
- Lighting that has an upward facing lamp
- Lighting that has movable octopus arms so that lamp can be faced upward
- Non-UL safety approved electric powered appliances
- All portable heating devices (space heaters of any type)

Candles and Incense

Due to potential fire hazards, candles and incense are not allowed within Bowes, 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 of the Bowes Center 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 in the Bowes Center. 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 in the building, the resident will be documented and referred to the Office of Student Affairs.

Procedures in the Event of a Fire

Upon move-in to the Bowes Center, familiarize yourself with the location of 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.

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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)
 - Do not open the windows, unless you are having trouble breathing.
 - Seal cracks around the door with towels, tape, bed clothing or similar items to keep out the smoke.
 - 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.
 - Take your key 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.
 - Go to the nearest exit or stairway. DO NOT USE AN ELEVATOR.
 - If smoke, heat or fire blocks your exit, go to an alternate exit.
 - 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 onto Van Ness Ave through the front door of the building or Hayes Street through the emergency exit in the cafe. 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 On-call Professional.

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.

Professional Staff Protocol in Case of a Fire

The On-Call Professional receives a call from the Resident Assistant (RA) that there is a fire in the building.

Step 1: Travel to the scene of 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.
- Call 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 the 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

Year	Total Fires	Date	Location	Nature of Fire	Alarm / Sprinkler Activation	Estimate of Damages	Injuries from Fire	Deaths from Fire
2022	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2023	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2024	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

