

**San Francisco Conservatory of Music
Annual Campus Safety and Security Report
and
Annual Fire Safety Report
for 2015**

October 2016

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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 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 Conservatory's website, www.sfcm.edu/campus-safety and printed copies are available from the Student Services Center (409).

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. With a main location at 50 Oak Street, the Conservatory campus consists of one building in the geographical heart of San Francisco, near the city's major cultural institutions, civic buildings and offices for thousands of city government employees. The Conservatory 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 to 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.

From 2009 to 2014, we recorded incidents that occurred inside Golden Gate Hall, a non-campus facility owned by a third party, which had a contract with the Conservatory to provide housing for some of our students. Golden Gate Hall is located at 1412 Market Street, within short walking distance from the Conservatory. The ground floor of this facility consists of private business establishments that have no affiliation with the Conservatory; therefore, we only recorded incidents that occurred inside the building.

Starting in August 2015, the Conservatory recorded incidents that occur at the Panoramic, a master-leased student housing facility, 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 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 record incidents that occur inside Columbus Residence, a non-campus facility owned by a third party, which began providing for some of our students in August 2014. Data prior to August 2014 is not reported. Columbus Residence is located at 112 Columbus Avenue, a brief public transportation commute from the Conservatory. The ground floor of this facility consists of private business establishments that have no affiliation with the Conservatory; therefore, we only record incidents that occur inside the building.

On-Campus Crime Statistics

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

Criminal Offense	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0		
Rape		0	0
Fondling		0	0
Sex offenses – Non-forcible (incest & statutory rape only)	0		
Incest		0	0
Statutory rape		0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	1	0
Motor Vehicle theft	0	0	0
Arson	0	0	0

Arrests	2013	2014	2015
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Referrals for Disciplinary Action	2013	2014	2015
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

On-campus Student Housing Facilities Crime Statistics: Panoramic

No reportable offenses inside the Panoramic were recorded from August 1, 2015 to December 31, 2015, the period of 2015 during which the Conservatory maintained a master lease of residential floors for students.

Criminal Offense	2013	2014	2015
Murder/Non-negligent manslaughter	N/A	N/A	0
Negligent manslaughter	N/A	N/A	0
Sex offenses - Forcible	N/A		
Rape		N/A	0
Fondling		N/A	0
Sex offenses – Non-forcible (incest & statutory rape only)	N/A		
Incest		N/A	0
Statutory rape		N/A	0
Robbery	N/A	N/A	0
Aggravated assault	N/A	N/A	0
Burglary	N/A	N/A	0
Motor Vehicle theft	N/A	N/A	0
Arson	N/A	N/A	0

Arrests	2013	2014	2015
Liquor Law Violations	N/A	N/A	0
Drug Law Violations	N/A	N/A	0
Illegal Weapons Possession	N/A	N/A	0

Referrals for Disciplinary Action	2013	2014	2015
Liquor Law Violations	N/A	N/A	0
Drug Law Violations	N/A	N/A	0
Illegal Weapons Possession	N/A	N/A	0

Non-campus Crime Statistics: Golden Gate Hall and Columbus Residence

Reportable criminal offenses inside Golden Gate Hall were recorded until May 31, 2015; on this date, the Conservatory's partnership with Golden Gate Hall ended. There were no recordable offenses within Golden Gate Hall from January 1 to May 31, 2015. No reportable offenses inside Columbus Residence were recorded in 2015.

Criminal Offense	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0		
Rape		0	0
Fondling		0	0
Sex offenses – Non-forcible (incest & statutory rape only)	0		
Incest		0	0
Statutory rape		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	2013	2014	2015
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Referrals for Disciplinary Action	2013	2014	2015
Liquor Law Violations	0	0	0
Drug Law Violations	0	1	0
Illegal Weapons Possession	0	0	0

Public Property Crime Statistics

The following table concerns public property immediately adjacent to the Conservatory campus. 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. 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. The table also includes, starting in August 2015, the sidewalks, streets, and sidewalks across Mission, Washburn, and Ninth Streets around the Panoramic.

Criminal Offense	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0		
Rape		0	0
Fondling		0	0
Sex offenses – Non-forcible (incest & statutory rape only)	0		
Incest		0	0
Statutory rape		0	0
Robbery	0	0	0
Aggravated assault	1	0	0
Burglary	0	0	0
Motor Vehicle theft	1	1	0
Arson	0	0	0

Arrests	2013	2014	2015
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	1
Illegal Weapons Possession	0	0	0

Referrals for Disciplinary Action	2013	2014	2015
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 2013, 2014, and 2015 for on campus, non-campus locations, or public property adjacent to the Conservatory.

Hate Crime data is hand-counted by the SFPD Hate Crimes Detail. SFPD does not currently have a way to search Hate Crime Data by location. SFCM has no records of hate crimes for on campus, non-campus locations, or public property adjacent to the Conservatory.

Violence Against Women Act (VAWA) Statistics

Current legislation requires the reporting of domestic violence, dating violence, or stalking. No instances of these acts have been reported in 2013, 2014, and 2015 for on campus, non-campus locations, or public property adjacent to the Conservatory.

Domestic and dating violence data is hand-counted by the SFPD Special Victims Unit. SFPD does not currently have a way to search these two crime types by location. SFCM has no records of domestic violence, dating violence, or stalking for on campus, non-campus locations, or public property adjacent to the Conservatory.

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. The Conservatory has no reports of unfounded crimes in 2013, 2014, and 2015 for on campus, non-campus locations, or public property adjacent to the Conservatory.

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 on streets, sidewalks, private property, public stations, and buses within 500 feet of the Conservatory’s 50 Oak Street location at least 7 aggravated assaults, 25 burglaries, 15 robberies, 181 larceny/thefts, 1 weapons law violation, 3 drug violations, 20 vehicle thefts, 14 vandalism reports, and 2 forcible sex offenses were reported to SFPD. On streets, sidewalks, private property, public stations, and buses within 500 feet of the Panoramic 1321 Mission Street location at least 9 aggravated assaults, 15 burglaries, 2 robberies, 69 larceny/thefts, 3 weapons law violation, 10 drug violations, 6 vehicle thefts, 12 vandalism reports, and 1 forcible sex offenses were reported to SFPD.

Members of the Conservatory 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*, www.sfcm.edu/student-handbook, lists personal safety precautions that people should take, in and outside of the campus building.

People are encouraged to report suspicious persons to Security at 415-503-6280 (or ext. 6280 if calling from a campus phone). In the evenings, people are advised to walk in groups and use heavily traveled and well lit streets.

Campus Security

The Conservatory employs a private security firm at 50 Oak Street during all hours of operation, from 7:00 AM to 11:59 PM, and the school is monitored between 12:00 and 7:00 AM. Security guards are stationed at the entrance and keep track of every person who enters the building. Only individuals with Conservatory-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, who are supervised by the Production Manager. 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. A desk attendant maintains 24-hour surveillance at the entrance of the Panoramic and cameras monitor locations along the perimeter and within the Panoramic.

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 Conservatory building at 50 Oak Street is served by the Northern Police Station, located at 1225 Fillmore Street. The Panoramic at 1321 Mission Street is served by the Southern Police Station, located at 1251 3rd Street.

Non-campus Building Security

A desk attendant maintains 24-hour surveillance at the entrance of Columbus Residence. Access to the building is restricted to residents.

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 (only the last four digits if calling from a campus phone).

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

All incident reports are confidential and may only be released to victims, their representatives, certain Conservatory 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

The Conservatory has adopted procedures to help locate students who live on-campus and conservatory-affiliated housing. Those who believe a student is missing should notify a Residential Assistant 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 building and serves as the Conservatory'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

The Conservatory's Administration collaborates with the Student Council and the Campus Safety Committee to address student and employee safety concerns. As needed, the Conservatory sponsors safety presentations by representatives from various public and private organizations. Each year, a senior member of the private security firm that oversees Conservatory campus security addresses new students during their orientation, and the Concert Office sponsors a CPR class for students and employees. The Office of Student Affairs hosts a personal safety and self-defense workshop during Orientation.

As part of our crime prevention program, the Administration maintains records of reported crimes occurring on and around campus, at the Panoramic, and at Columbus Residence. 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

The Conservatory 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 Conservatory's senior administration, the Director of Human Resources or the Associate Dean for Student Affairs distributes warnings and alerts through the school's email system. The Conservatory maintains an emergency Mass Notification System, *SFCM Alerts*, which will allow the immediate broadcast of alerts to the Conservatory 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.

Policy on Drugs and Alcohol

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

1. standards of Conduct that clearly prohibit the unlawful use, distribution or possession of illicit drugs or alcohol on Conservatory property or Conservatory sponsored events;
2. a clear description of the disciplinary sanctions for violations of the Conservatory's 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.

The Conservatory encourages students and employees who suspect that they have substance abuse problems to seek assistance. Please refer to the Conservatory's 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.

The Conservatory will not tolerate acts of sexual assault, including dating violence and sexual harassment under any circumstances. Any Conservatory 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 Director of Human Resources 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 (with the consent of the victim) 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 Associate Dean may, at his or her sole discretion, issue sanctions or refer the matter to the Community Judicial Board. Matters concerning faculty or staff will be investigated by the Director of Human Resources or the Provost and Dean in consultation with the Director of Human Resources.

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 the

Conservatory 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

The Conservatory 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

The Conservatory has established procedures for notifying the Conservatory 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 Conservatory's Incident Command Team, which is chaired by the President and convened by the Director of Human Resources.

The Conservatory 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 Director of Human Resources. The **Emergency Action Plan** is available as a PDF document on the Campus Safety page of the Conservatory's website, www.sfcm.edu/campus-safety.

Health & Safety Communication

The Conservatory employs a part-time psychologist 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 Conservatory students.

As reported above, all students, faculty and staff receive the Conservatory'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 Conservatory's **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 Director of Human Resources, 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 Conservatory's website, www.sfcm.edu/campus-safety and printed copies are available from the Student Services Center (409).

About the Panoramic and Fire Safety Systems

The Panoramic, located at 1321 Mission Street in San Francisco, serves as the on-campus residence hall for the Conservatory through a master-lease agreement. The Panoramic opened in August 2015 and the Conservatory records fire incidents that 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 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.

The Panoramic 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 (Local) and Off-Site Monitoring (Siemens)
- Public Address System
- Alarm Panels and Annunciators
- Smoke Detectors
- Manual Pull Station
- Automatic Fire Sprinkler Full Coverage System (For entire building)
- 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

The Conservatory conducts a yearly fire drill of the 50 Oak Street building in the fall semester. As of September 13, 2016, the Panoramic has not yet conducted a fire drill. On August 1, 2016, the San Francisco Fire Department (SFFD) conducted the annual fire inspection. The SFFD fire inspector found the Panoramic in compliance and maintained at an acceptable standard of fire and life safety.

The Panoramic will begin conducting one fire drill each semester starting in Fall Semester 2016.

Fire Safety and Evacuation Policies

The Panoramic 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 the Conservatory
- 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 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 skillets
- 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)

Kitchens within Units; Rooftop Grill

All cooking in the building must be confined to the kitchen area of your unit, with the exception of the rooftop grill. Residents are responsible for keeping their kitchen clean. Food should not be left unattended while cooking. 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 within the Panoramic 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 Panoramic 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 Panoramic, 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 within the Panoramic, it will be documented and referred to the Office of Student Affairs.

Procedures in the Event of a Fire

Upon move-in to the Panoramic, 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 and the Panoramic'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)
 - 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 9th Street and Washburn Street or front door onto Mission Street. 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, the Conservatory 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 clip board 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 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 scene of fire and call the Associate Dean for Student Affairs on the way.

Step2: 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 fire department or police regularly.

Future Improvements in Fire Safety

The Conservatory plans to conduct a fire drill each semester at the Panoramic.

Fire Statistics

The Conservatory opened the Panoramic in August 2015.

Reporting Year 2015	Total Fires	Date	Location	Nature of Fire	Alarm/Sprinkler Activation	Estimated Damages	Injuries from Fire	Deaths from Fire
Panoramic	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A