

Annual Campus Security and Fire Safety Report



STATE UNIVERSITY OF NEW YORK
DOWNSTATE MEDICAL CENTER
2011 CAMPUS SECURITY REPORT

DOWNSTATE MEDICAL CENTER

2011 CAMPUS SECURITY REPORT

CONCERN

Personal safety is an important concern for everyone. The University Police / Public Safety Department at the Health Science Center at Brooklyn (better known as Downstate Medical Center) shares this concern and accepts the responsibility for ensuring the safety of students, staff and visitors, as well as the security of state and personal property.

Our Center is located in New York City. Like other people living and working in urban areas, members of the Downstate community must take common-sense precautions to avoid becoming a crime victim. The major portion of crime on campus is directed against property rather than the person and, comparatively speaking, the incidence of all crime on campus is low.

CRIME

The University Police Department is the law enforcement agency on campus and as such, University Police Officers have all police powers of arrest under the New York State Penal & Criminal Procedure Laws. The Department records and investigates all complaints of on campus crimes against staff, students and visitors. We also have written memorandums of understanding with the New York City Police Department which deal with jurisdiction issues and areas of responsibility. Statistical information is forwarded monthly to the Division of Criminal Justice Services in Albany, New York for inclusion in the FBI Uniform Crime Report.

As part of our standard orientation process all students and staff at all levels are advised to report promptly any crime on or off campus to the University Police Department. The Downstate Medical Center has detailed policies regarding report of Domestic Crimes and Workplace Violence, and all are encouraged and assisted in reporting crime to both the University Police Department, the New York City Police Department or any other police agency.

Potential criminal actions and other emergencies on campus should be reported promptly and directly by any student, faculty member or employee to the University Police / Public Safety Office by dialing campus extension 270-2626. Upon receipt of the call, personnel are dispatched immediately to the site of the complaint and, as noted above, University Police Officers have the authority to make arrests if necessary.

Members of the campus community can also report incidents to the following offices:

- Sr. Vice President Biomedical Education & Research, and Dean, College of Medicine - 270-3776
- Dean of Graduate Studies - 270-2740
- Vice President Academic Affairs & Executive Dean of Allied Health and Nursing - 270-4418
- Associate Vice President of Student Affairs & Dean of Students - 270-2187
- Assistant Vice President of Student Life - 270-3294
- Director of Residential Life and Services - 270-2798
- Vice Dean, School of Public Health - 270-3204

Please note that these offices allow victims and witnesses to report crime on a voluntary and confidential basis. Reports of this nature are filed with the University Police Department for informational purposes, but there is no formal investigation of the incident. Counselors at the Student Counseling Service who are informed by persons they are counseling of the commission of a crime may also inform that person that crimes can be reported to the Associate Vice President for Student Affairs & Dean of Students Office on a voluntary, confidential basis for inclusion in the university's crime statistics only.

If you are the victim of an off campus incident, we strongly urge you to call 911 first, and then to notify the University Police / Public Safety Office at 270-2626.

DEPARTMENT POLICIES/PROCEDURES

The University Police / Public Safety Department maintains a pro-active approach toward reduction and suppression of crime on campus. Personnel are assigned to:

- Entrances to each building.
- Patrol each building.
- Booths that are located in areas of high pedestrian traffic.
- Radio-equipped motor patrol vehicles.

The University Police / Public Safety Department's primary role is to function as a deterrent to criminal activity, notify the emergency unit required at the scene of an incident (Fire-EMS-etc.), and render assistance to the victim.

In addition to uniformed patrols, the Department takes the following initiatives to ensure a safe environment for all concerned:

Identification/Facility Access

Faculty, staff and students are required to display Downstate identification cards when entering our facilities and to prominently display it at all times while on campus. Visitors are issued temporary visitor passes.

Increased Lines of Communication

There is a network of emergency telephones (red) conveniently located throughout Downstate. In addition, there is also a network of panic alarms located at various places, including corridors, laboratories, rest rooms and on-call rooms. Both the "red" phones and panic alarms are linked directly with the University Police / Public Safety Department and are monitored 24 hours a day to ensure a quick response to all emergencies.

Shuttle Service

The Shuttle service is designed to move students at OFF-PEAK hours to local destinations (i.e. Dormitories to Kings County Hospital, University Hospital to the Garage, etc.). It is recommended that students use the Church Avenue Subway station rather than the Winthrop Street Subway station when returning to the Center. It is further suggested that students, rather than walking from this location during "EVENING AND NIGHT HOURS" request transportation to Downstate from the University Police / Public Safety Department at 270-2626.

There is a shuttle service to and from the off campus parking facilities Monday through Friday from 5:00 A.M. until 1:00 A.M. During the hours of 1:00 P.M. to 1:00 A.M., Monday through Friday, a van departs at regular intervals from both the hospital(445 Lenox Road) and the Education Building (395 Lenox Road) en route to the following locations:

- Beneficial Fund Parking Lot - 404 Winthrop Street
- Subway-Nostrand Avenue and Winthrop Street Station
- Business Office -711 Parkside Avenue
- Parking Garage - 323-359 Clarkson Avenue
- Parking Lot - 225 Clarkson Avenue
- Church Avenue and Nostrand Avenue

After 1:00 A.M., service is available upon demand. Call University Police / Public Safety at ext. 2626 and explain your request.

Closed Circuit Television System

A CCTV system monitoring the interior and exterior of the Downstate campus is an important tool in safety and security and is used by the University Police / Public Safety Department.

Perimeter Lighting

Additional high-intensity lighting has been installed on exterior areas of the campus in addition to that already provided by the city.

Package Inspection

To ensure the security of state property, the University Police / Public Safety Department supervises the removal of equipment and other state property from Downstate. An "Equipment Removal Form," signed by an authorizing agent along with identification of the person removing

the property, is required. A "Personal Property Form" is prepared when personal property (radio, television, etc.) is brought into the institution and this form is used to identify ownership when the property is being removed.

Interagency Relationship

The staff of the University Police / Public Safety Department has established and maintains clear and continuous channels of communication with local law enforcement agencies.

EMERGENCY RESPONSE

SUNY Downstate Medical Center's leadership is trained in assessing emergency situations, appropriately responding to said emergencies, and initiating necessary communication with those immediately impacted by the event and the greater campus community.

The Chief of University Police is responsible for determining the level of an incident. In the absence of the chief, the assistant chief, deputy chiefs or lieutenants respectively, will make appropriate consults and level determinations. If there is a serious, immediate threat to the health and safety of the campus community, the emergency response protocol will be enacted as appropriate to the situation.

Downstate Medical Center has in place a current Standard Operating Procedure and Emergency Response Plan in the event of an immediate threat to the health and safety of our students and staff. Evacuation procedures and emergency notification procedures are in place that allow notification of an emergency by a center wide bell system and an overhead loud speaker system in the Residence Halls and Hospital. All speaker phones on Campus can be used to deliver a center wide voice message. The EARS (Early Alert Response System) automatically notifies participating individuals cell phones of the emergency and any other information needed for safety. Testing is conducted quarterly by the Information Technology Group.

DISSEMINATION OF INFORMATION

Information regarding personal safety is disseminated to staff and students with a constant theme of adjustments in lifestyle, responsibility for one's actions, and current conditions that affect personal safety via:

- Orientation of new employees and students.
- Guest lectures.
- Crime awareness presentations and memorandums.
- Library of video tapes on personal safety that is available.
- Articles in campus-wide brochures.
- University Police / Public Safety Department Web Site.
- Personnel also conduct crime prevention surveys and give seminars in these areas.
- Daily Crime Log - lists crimes that occur on campus which is available for the public to view.
Please note that entries are generally made within two business days after the event occurs. This log can be viewed at our Main Office in the Hospital Lobby during normal business hours.
- Daily Fire Safety Report Log - lists by date reported, any fire that occurred in an on-campus student housing facility.
Please note that entries are generally made within two business days after the event occurs. This log can be viewed at our Main Office in the Hospital Lobby during normal business hours.

In the event of a major emergency, or if there is an event which poses a threat to students, employees or others, an "Awareness Message" will be prepared and distributed via campus E-mail service, voice mail messages and/or general handouts at each entrance to our facilities.

DOWNSTATE COMMUNITY MEMBER RESPONSIBILITY

We emphasize that isolation can occur almost anywhere on campus, depending on such circumstances as the time of day, day of the week, building, etc. A few common sense rules to avoid isolation are:

- Walk and travel in groups, if possible.
- Use University Police / Public Safety escort and shuttle service.
- Be aware that University Police / Public Safety monitors its telephone switchboard (x2626) 24 hours a day and that red telephones have direct contact with University Police without dialing.
- Be aware that University Police / Public Safety has emergency alarm buttons throughout the

hospital, Basic Science, Education and Student Center buildings and dormitories which, if activated, personnel are dispatched to investigate.

REMEMBER, your actions are the most important element of any security program.

SEXUAL HARASSMENT, RAPE AND OTHER SEXUAL OFFENSES

Downstate is committed to maintaining an environment in which students, faculty, staff, and guests can work and learn together free of all forms of harassment, exploitation, and intimidation. The center strongly condemns sexual harassment in any form. Also unacceptable is conduct, such as sexual assault or rape, that constitutes a criminal offense. Such behavior is prohibited by college and university policy and federal and New York State law. Downstate will take action as needed to prevent, and, if necessary, discipline behavior that violates this standard of conduct. The victim's academic and living situations will be changed upon request if reasonably available. You should also note that information concerning registered sex offenders (Megan's Law) transmitted to this campus by the New York State Division of Criminal Justice Services, if any, will be available at the University Police Office.

Our programs to prevent sexual assaults includes the availability of panic alarms and simplex type locks in on-call rooms, an escort service upon request, and increased lines of communication through our red phone system.

Disciplinary Action

Students found to have violated the above policy after investigation, are subject to discipline under procedures established for each college. **See appendix III in the Student Handbook.** Students may also be subject to criminal prosecution under the NY State Penal Law as well. The college reserves the right to have charges initiated through the disciplinary process against any student charged or convicted of breaking civil or criminal law, such as sexual assault. The disciplinary committee may recommend that a warning letter be issued, place a person on probation, remove privileges, or assign community service. A student may be suspended for all or part of a year or dismissed from the College. After a hearing, the Academic Dean of the College shall issue a final decision which cannot be appealed. If this matter is handled in an on-campus disciplinary forum, the accuser and the accused are entitled to the same opportunities to have others present during such hearing. In addition, both the accuser and the accused shall be informed of the outcome of any disciplinary proceedings brought alleging sexual assault.

Faculty and staff accused of violations of the above policy receive hearings and, if found guilty, are subject to discipline under the provisions of the applicable collectively negotiated agreements and established SUNY grievance procedures. They may also be subject to criminal prosecution under the NY State Penal Law.

Procedure for Reporting Sexual Offenses: On campus

A college employee, student, or other member of the college community receiving information or allegation of sexual assault or rape should report it immediately to the University Police / Public Safety Department (x2626). Allegations of sexual harassment should be reported to the Affirmative Action Office (x1738), or if a student is involved, to the Office of Student Affairs (x2187). If requested, we will provide assistance to the individual in reporting the incident to the NYC Police Department.

Procedure for Reporting Sexual Offenses: Off campus

Allegations of sexual assault or rape occurring off campus should be reported at once to the local police via 911 and University Police / Public Safety at 270-2626. Every effort will be made to ensure the confidentiality of all reports.

IF YOU ARE SEXUALLY ASSAULTED

- Don't wash, change clothes, or douche before calling or going for help.
- Don't touch any evidence of struggle even if the assault took place in your room or home.
- Go to a safe place. Ask a friend to stay with you. Call University Police / Public Safety at 270-2626 if on campus. If off campus, call 911.

Allegations of sexual abuse should be promptly reported to University Police / Public Safety and the NYC

Police Department to ensure that the individual receives prompt medical and psychological attention, to increase your credibility as a complainant, and to increase the chance of preserving evidence. Our staff will provide prompt and supportive assistance to the victim at all stages of the investigation.

CRISIS INTERVENTION RESOURCES:

INTERNAL:

Our Counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Student Health - 270-1995

Student Counseling - 270-7657

Employee Health - 270-1995

Employee Assistance Program - 270-1489

EXTERNAL:

NYC Police Department Sex Crimes Reporting Unit - 212-267-7273

NYC Safe Horizon Hotline - 212-577-7777

KCH Department of Social Services - Domestic Violence Coordinator - 718-245-4374

SUBSTANCE ABUSE PROGRAM FOR STUDENTS:

A standing, campus-wide Substance Abuse Committee (SAC), reporting directly to the President, provides the overall operation and coordination of the **Substance Abuse Program for Students**. Membership of the SAC consists of faculty, staff, and students from the four colleges at SUNY Downstate. The functions of the Committee are to plan and coordinate educational programs, outreach and extracurricular activities around the issues of alcohol and other drug abuse, and to manage the Substance Abuse Program for Students. **For more information, contact our pre-recorded information line at 718-270-4545 or refer to Appendix II in the Student Handbook.**

FURTHER INFORMATION

The University Police / Public Safety Department vigorously enforces laws regulating underage drinking, the use of controlled substances, and weapons. Illegal drugs are not permitted on campus. Downstate maintains an Employee Assistance Program for faculty and staff needs, and a full time counselor for students. Additional information is available from the Human Resources Department, the Student Affairs Office, the Student Handbook and/or our Webpage which can be located at <http://downstate.edu>.

FIREARMS POLICY

Firearms and dangerous weapons of any type are not permitted on campus, with the exception of law enforcement personnel. Criminal intentional use, possession or sale of firearms, or other dangerous weapons is strictly forbidden.

HOUSING POLICY

The Downstate Medical Center believes that the residence halls provide students with an important part of their educational experience.

In the residence hall environment, students can explore the varied relationships and lifestyles necessary in order for them to develop as well-rounded individuals. It is a place where students live, learn, and relax within a setting that stresses both individual freedom and community responsibility. Downstate's residence life program is designed to enhance these experiences.

The Head Residents and Resident Assistants are Downstate's representatives in this environment and they share in the responsibility for fostering growth in all areas, particularly in activities outside of the classroom. Additionally, the student staff, in conjunction with the professional management staff and the Facilities Management and University Police staffs are responsible for providing safe, secure, and well-

maintained facilities for our students.

Residence Hall Security

Downstate has two, two-hundred bed residential buildings available for occupancy by it's student population. The following security and safety systems are currently in place:

1. 24-hour coverage by University Police / Public Safety Department personnel at the main entrance.
2. CCTV equipment in specified common areas.
3. Electronically locked main entrance doors. A coded key card is required for access.
4. A panic alarm system on each floor (common areas) and in all public basement areas.
5. Fire extinguishers in all common areas.
6. A pull-station fire alarm system.
7. Hard-wired local-alarm, smoke detectors in each student room.
8. Peepholes and chain locks on each room entry door.

MISSING STUDENTS

Students who reside on campus are encouraged to identify a person who University personnel should contact in the event they are determined to be "missing". Contact information may be sent via email or written notification to the Office of Residential Life, at residentiallife@downstate.edu, or by returning the request for missing person contact information sheet to Residential Life staff. Missing persons should be reported directly to University Police. **Do not wait if you believe a student is missing.** Federal law states that the campus is required to provide missing person notification to: 1) all local police agencies ; 2) the student's designated contact person if provided; and 3) parents of students under 18 years of age. University Police immediately conducts an initial investigation and if after a reasonable period of time (not more that 24 hours), the student has not been located, University Police will proceed with the required notifications. The sooner the investigation begins, the better chance of locating the missing person.

CAMPUS FACILITIES POLICIES

Facilities Management and Development provides three main physical plant services to the campus: power plant, trade shops, and building services. These three specialties are responsible for all aspects of the physical plant, regular maintenance, repairs, and emergency repairs with a great concern for safety and security.

Repair calls concerning the greater welfare and safety of the Downstate community (including repair of high-intensity lighting, broken locks and windows, etc.) are given the highest priority. Campus facilities are inspected on an ongoing basis. Any maintenance problems should be reported to the Maintenance Operations Center (MOC) located in Room B-6, Basic Science Building on a "work request form." Any unsafe condition that requires immediate attention can be called in to the MOC at extension 1212.

CRIME AND REFERRAL STATISTICS

The crime and referral statistics gathered for this report were based on information obtained from the following offices: University Police, the Sr. Vice President for Biomedical Education & Research and Dean, College of Medicine, the Dean of Graduate Studies, the Vice President Academic Affairs & Executive Dean of Allied Health and Nursing, the Associate Vice President for Student Affairs & Dean of Students, the Assistant Vice President of Student Life, and the Director of Residential Life and Services. Information regarding crimes/arrests on adjacent streets and roadways was requested from the New York City Police Department however, at the time of preparation of this report, no information was provided by that agency. For further information on our internal data collection, please call Management Systems at 718-270-1464.

As previously noted, all incidents of criminal activities or other emergencies on campus should be directly and promptly reported to the University Police Office at 270-2626, and we urge all victims and witnesses to cooperate with our reporting policies so that a thorough investigation can be conducted and appropriate action taken to aid in the prevention of similar incidents.

The State University of New York, Downstate Medical Center does not have any off campus facilities which are owned or controlled by a student organization. All Downstate facilities, whether or not contiguous, are considered on campus.

The following incidents are included in our annual reports under Section 485(f) of the Higher Education Act. Please note that some statistics may include anonymous reports made to the campus officials previously described in this report. They, however, represent incidents believed to be made in good faith, but for which no verification has been established.

CRIMINAL OFFENSES - ON-CAMPUS

CRIMINAL OFFENSE	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	2	0	1
Nonforcible sex offenses	0	0	0
Robbery	2	6	0
Aggravated assault	0	7	9
Burglary	2	1	22
Motor vehicle theft	1	2	0
Arson	0	0	0
Negligent manslaughter	0	0	0

CRIMINAL OFFENSES - ON-CAMPUS - RESIDENCE HALLS
(Note: A subset of, and included in the "On Campus" figures above)

CRIMINAL OFFENSE	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	1	0	0
Nonforcible sex offenses	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
Negligent manslaughter	0	0	0

CRIMINAL OFFENSES - NON-CAMPUS

(Downstate does not have any off campus facilities which are owned or controlled by a student organization. All Downstate facilities, whether or not contiguous, are considered "On Campus".)

CRIMINAL OFFENSES - PUBLIC PROPERTY
(Criminal offenses that took place on public property)

CRIMINAL OFFENSE	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	1	0	0
Nonforcible sex offenses	0	0	0
Robbery	1	0	0
Aggravated assault	0	0	3
Burglary	0	0	0
Motor vehicle theft	0	0	1
Arson	0	0	0
Negligent manslaughter	0	0	0

CRIMINAL OFFENSES - NON-POLICE

(Crimes reported by non-police officials mandated to report crimes and they could not be placed as to location of the crime as on-campus, non-campus or public property)

CRIMINAL OFFENSE	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	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
Negligent manslaughter	0	0	0

HATE OFFENSES - ON-CAMPUS

(Reported occurrences that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity).

CRIMINAL OFFENSE	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0
Aggravated assault	0	0	0
All forcible sex offenses, including forcible rape (if available)	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction, damage, or vandalism of property	0	0	0

HATE OFFENSES - ON-CAMPUS - RESIDENCE HALLS

(Note: A subset of, and included in the "On Campus" figures above)

CRIMINAL OFFENSE	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0
Aggravated assault	0	0	0
All forcible sex offenses, including forcible rape (if available)	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction, damage, or vandalism of property	0	0	0

HATE OFFENSES - NON-CAMPUS

(Downstate does not have any off campus facilities which are owned or controlled by a student organization. All Downstate facilities, whether or not contiguous, are considered "On Campus".)

HATE OFFENSES - PUBLIC PROPERTY

CRIMINAL OFFENSE	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0
Aggravated assault	0	0	0
All forcible sex offenses, including forcible rape (if available)	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction, damage, or vandalism of property	0	0	0

ARRESTS - ON-CAMPUS

CRIME	2009	2010	2011
Liquor law violations	0	0	0
Drug law violations	0	1	0
Illegal weapons possessions	0	0	0

ARRESTS - ON-CAMPUS - RESIDENCE HALLS

(Note: A subset of, and included in the "On Campus" figures above)

CRIME	2009	2010	2011
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

DISCIPLINARY ACTIONS/JUDICIAL REFERRALS - ON CAMPUS

CRIME	2009	2010	2011
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

ARRESTS - NON-CAMPUS

(Downstate does not have any off campus facilities which are owned or controlled by a student organization. All Downstate facilities, whether or not contiguous, are considered "On Campus".)

DISCIPLINARY ACTIONS/JUDICIAL REFERRALS - NON-CAMPUS

(Downstate does not have any off campus facilities which are owned or controlled by a student organization. All Downstate facilities, whether or not contiguous, are considered "On Campus".)

ARRESTS - PUBLIC PROPERTY

CRIME	2009	2010	2011
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

DISCIPLINARY ACTIONS/JUDICIAL REFERRALS - PUBLIC PROPERTY

CRIME	2009	2010	2011
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

SUNY DOWNSTATE MEDICAL CENTER



FIRE SAFETY REPORT

2011

2012 SUNY Annual

Residence Hall Fire Safety

Campus

Individual Completing
Report

Report

Title

SUNY DOWNSTATE MEDICAL CENTER

Phone

Brian Pitt

Email

Director- Environmental Health & Safety

718 270 1216

Brian.Pitt@downstate.edu

Date

08/15/2012

Please complete this report, attaching the campus 2011 Clery Fire Report, and return by September 4, 2012 to Barbara.Boyle@suny.edu. Thank you.

References:

- Board of Trustees Resolution on *Recommendations of State University Task Force on Fire Safety*, December 17, 2002
- Higher Education Act, *Institutional Safety Policies and Fire Statistics*, 34 CFR 668.49 (*Clery-Fire*)
- SUNY 3451 *Minimal Living Standards* <http://www.suny.edu/sunypp/documents.cfm?docid=347>

Part I - Preliminary Requirements

Check items that apply.

✓	Item #1: A copy of the "Clery-fire" report as required under the Higher Educational Opportunity Act for the 2010 calendar year is attached. (The report that was required October 1, 2011.)
✓	Item #2: The campus maintains a fire log in compliance with the Clery-fire regulations.
✓	Item #3: All residential facilities, owned or operated by the State University or any campus-based organization or affiliate (including auxiliaries, foundations, and alumni associations) and all "off-balance sheet" residential facilities, are equipped with fully integrated fire and smoke detection and alarm systems.
✓	Item #4: All residential facilities that have been constructed or have been subject to substantial reconstruction since 2003 are fully equipped with sprinkler systems.
✓	Item #5: The campus requires that all upholstered furniture comply with California Flammability Regulations Technical Bulletin 133, or California Flammability Regulations Technical Bulletin 117 for reupholstered furniture. http://www.bhfti.ca.gov/industry/bulletin.shtml

✓	Item #6: All fires (residential and non-residential) are reported per the requirement of Part 500 of the Executive Law, <i>Campus Fire Safety</i> . http://www.dhSES.ny.gov/ofpc/documents/forms/dos1660.pdf
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Please indicate any deficiencies noted for Items 1 through 6 on a separate attachment.

Part II - Annual Reviews

Has the required annual review of the following campus policies and procedures been conducted within the last 12 months? (*Indicate yes or no for each item.*)

- YES Inspection and maintenance programs for fire systems
- YES Residential life staff responsibilities for fire safety and training
- YES Fire safety instruction for students (see OFPC guidance on training:
<http://www.dhSES.ny.gov/ofpc/publications/documents/campusguide.pdf>)
- YES Student responsibilities for fire safety
- YES Campus discipline and judicial practices related to fire safety
- YES Evacuation procedures

Significant deficiencies noted and corrective action plans:

None

Please complete this report, attaching the campus 2011 Clery Fire Report, and return by September 4 to Barbara.Boyle@suny.edu. Thank you.

DOWNSTATE MEDICAL CENTER – RESIDENCE HALLS

2011 FIRE PROTECTION SUMMARY

Downstate campus includes two Resident Halls located at 811 and 825 New York Avenue. The Halls are bridged on the ground floor and are equipped with a fully integrated voice annunciated fire alarm systems with 24 hour per day, 7days per week monitoring.

Resident Hall Facilities	Type of Construction	Fire Alarm System	Partially Sprinklered	Smoke Detection	Carbon Monoxide Detection	Fire Extinguisher
Residence Hall (I) Street Address: 811 New York Avenue Year Built: 1965 (96 Rooms)	Concrete Slab	YES	YES	YES	YES	YES
Residence Hall (II) Street Address: 825 New York Avenue Year Built: 1965 (96 Rooms)	Concrete Slab	YES	YES	YES	YES	YES

A. Fire Alarm System Description

Fire Alarm Panel: SimplexGrinell 4100U

General Description: Fire alarm system consists of manual pull stations, visual/audible alarm devices and integrated automatic detection devices; addressable smoke detector/sounder bases, carbon monoxide detection and heat detectors located in individual sleeping rooms, corridors, common areas and mechanical spaces.

B. Fire Alarm Testing and Inspection

Individual components of the fire alarm systems are tested annually by a certified fire alarm company in accordance with NFPA 72, National Fire Alarm Code.

C. Fire Suppression Equipment

▪ Automatic Sprinkler System Description

- Type of System:
- Coverage: Partially sprinklered building in basement and waste storage areas.

▪ Sprinkler System Inspections

- Automatic sprinkler systems are inspected quarterly in accordance with NPPA

13A.

- **Portable Fire Extinguishers**
 - Type: A-B-C Dry Chemical
 - Fire extinguishers are located in accordance with NFPA 10, Standard for Portable Fire Extinguishers.
- **Portable Fire Extinguisher Inspections**
 - Fire extinguishers located in residence halls are inspected monthly by the Environmental Health and Safety Office. Annual inspection and maintenance is conducted by a qualified vendor in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

D. Fire and Evacuation Drills

Residence Halls have quarterly scheduled fire drills.

E. Fire Prevention Information

Prohibited items

▪ **Fireworks/Firearms**

Fireworks or firearms of any nature are prohibited in the residence halls.

▪ **Halogen Lamps**

Halogen lighting are not be used in the residence hall.

▪ **Household Appliances**

The use of appliances with open coils is strictly prohibited in rooms and apartments. Any items of this nature will be confiscated by the ORLS and returned to the resident at checkout. Electrical appliances with high amp usage are prohibited. Non-UL appliances are also prohibited.

▪ **Microwaves**

Microwaves are not allowed in standard rooms with the exception of hot/cold combination units rented by the ORLS or FSA Office.

▪ **Pets**

With the exception of fish, pets are not allowed in the residence halls. Fish tanks may be no larger than 10 gallons in size, and only one fish tank is allowed per living area. Fish tanks must be registered with the ORLS, through the Assistant Director, prior to installation.

▪ **Refrigerators**

Standard rooms are allowed only one refrigerator per room. One bedroom and studio apartments have been upgraded to include a full-size refrigerator and are allowed only one extra (non-state issued) refrigerator per apartment. Refrigerators may not exceed 4.9 cubic feet.

▪ **Smoking Policy**

Smoking is prohibited in all rooms, apartments, common areas, hallways, basements, entry and egress ways, stairwells, and outside within 10 feet of the buildings.

F. Fire Prevention Training

Fire Prevention training is available to all students, faculty and staff. Classes can be scheduled by contacting the Director of Environmental Health and Safety/Fire Marshal by phone at **718-270-1216**.

G. Reporting a Fire

Report all fires immediately, regardless of how small and even if you think that the fire is extinguished. CALL - University Police Department **Emergency Number (718) 270-2626** -

24hrs/day/ 7days a week.

H. **Fire Definitions**

- **Resident Hall** – student housing facilities located on property that are owned SUNY Downstate Medical center
- **Fire** – any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire Alarm System** – a central, building-wide alarm system that provides fire detection through the use of smoke and heat detectors, monitors fire suppression systems, sounds building-wide evacuation alarms, and is monitored by the University Police
- **Fire Sprinkler System** – water based automatic fire suppression system.
 - **Full** – the fire sprinkler system provides protection for the entire structure
 - **Partial** – the fire sprinkler system provides protection for only part of the structure.
- **Local Smoke Alarm** – an audible alarm than sounds in the room and report to the fire Alarm Control Panel but does not activate the facility fire alarm system.
- **Smoke Detection** – smoke detectors that are connected to a Fire Alarm System defined above and cause a building-wide evacuation alarm when activated.
- **Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- **Fire evacuation drill:** A supervised practice of a mandatory evacuation of a building for a fire.
- **Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.
- **Fire-related death:** Any instance in which a person – (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) Dies within one year of injuries sustained as a result of the fire.
- **Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- **Value of property damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.
- **Fire log:**
 - An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire.
 - An institution must make an entry or an addition to an entry to the log within two business days, as defined under Sec. 668.46(a), of the receipt of the information.
 - An institution must make the fire log for the most recent 60- day period open to public inspection during normal business hours. The institution must make any

portion of the log older than 60 days available within two business days of a request for public inspection.

- An institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in paragraph (b) of this section.

Reported Fires Calendar Year 2011

Resident Halls	Total Fires in Each Building	Fires	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at Medical Facility	Number Of Deaths Related to Fire	Value of Property Damage Caused by Fire	Case Number
811 New York Ave.	0	NA	NA	-	NA	NA	NA	NA	NA
825 New York Ave.	0	NA	NA	-	NA	NA	NA	NA	NA
TOTAL	0								

<i>SUNY Downstate 2011</i>	<i>Fire Alarms Monitored by Public Safety</i>		<i>Building Has Fire Alarms & Smoke Detectors</i>	<i>Evacuation Plans Posted & Fire Safety Training Conducted</i>	<i>Number of Evacuation Drills Conducted Each Year</i>
811 New York Ave.	YES	NO	YES	YES	4
825 New York Ave.	YES	NO	YES	YES	4

