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Introduction

The King’s College is committed to creating and maintaining a safe environment on campus and in student housing. To that end, the College conducts regular reviews of all safety policies and procedures, and collects information on all reported crimes and fires. The following report informs our community of the policies, emergency response procedures, and crime and fire statistics from the past three years. This report conforms to the requirements outlined by the Jeanne Cleary Act of 1998. If you have any questions about this report or any of its content contact the Dean of Students, David Leedy (dleedy@tkc.edu) or the Director of Student Life, Nick Swedick (nswedick@tkc.edu).

Important Phone Numbers

<table>
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<td>212-659-7200</td>
</tr>
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<td>Emergency</td>
<td>911</td>
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<td>Student Emergency Number: Clark Street</td>
<td>646-770-5577</td>
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<tr>
<td>Student Emergency Number: Financial District</td>
<td>646-242-4411</td>
</tr>
<tr>
<td>56 Broadway Management Office</td>
<td>212-510-6480</td>
</tr>
<tr>
<td>56 Broadway Lobby Security Desk</td>
<td>212-344-2920</td>
</tr>
<tr>
<td>Washington Residence Lobby Security Desk</td>
<td>212-825-1711</td>
</tr>
<tr>
<td>West Residence Lobby Security Desk</td>
<td>212-784-7486</td>
</tr>
<tr>
<td>Wall Residence Lobby Security Desk</td>
<td>646-414-1695</td>
</tr>
<tr>
<td>Hanover Residence Lobby Security Desk</td>
<td>212-747-9123</td>
</tr>
<tr>
<td>Clark Residence Lobby Security Desk</td>
<td>347-889-6135</td>
</tr>
</tbody>
</table>

Police Contact Information

The New York Police Department (NYPD) protects The King’s College, commuters, and residents. Below you will find contact information for our local police precincts:

**1st Precinct** (Main Campus, Wall, Washington, West, Hanover)
Address: 16 Ericsson Place, New York, NY 10013  
Phone: 212-334-0611  

**84th Precinct** (Clark)
Address: 301 Gold Street, Brooklyn, NY 11201  
Phone: 718-875-6811  

**NYPD Special Victims Division** (To report sexual assault in any precinct)
Skilled Special Victims Detectives are available to help in cases of sexual assault.  
Phone: 646-610-7272  
Sex Crimes Report Line: 1-212-267-RAPE
Emergency Action Plan

Introduction
The King’s College is dedicated to the safety of all the members of the College. For this reason, the Emergency Action Plan is designed to inform and prepare members of the College with procedures to be followed in the event of an emergency. The elements of this plan are designed to effectively protect your health and achieve your safety by establishing the structure, processes, and protocols for the College’s response to major emergencies. The information contained herein coupled with calm and thoughtful action will ensure the maximum safety of all.

It is impossible to prepare for every kind of emergency. Therefore, eight specific types of emergencies have been identified as the most likely to occur. They are: fire, bomb threat, power outage, natural disaster, acts of terror, hazardous material, active shooter, and medical emergency.

Chain of Command
The College has established the following chain of command in the event of an emergency:

1. The President’s Cabinet provides oversight and direction to emergency management and approves policies.

2. The Incident Commander, VP for Marketing and Communication, is responsible to manage the Emergency Operations Team. Depending on the nature of the emergency, the Incident Commander mobilizes the Emergency Operations Team. Team members are instructed to report to a designated emergency operations center. An emergency operation center is determined based on the type of emergency.
3. The Emergency Operations Team oversees operations, responses, and communication. The Incident Commander receives and disseminates pertinent information to the President, President’s Cabinet, and the Emergency Operations Team. The President communicates with members of the Board. Communication with students is coordinated by the VP for Student Development. Communication with the general public and the media and student parents is coordinated through the Director of Communication and Marketing. Communication with emergency services (e.g. fire department, police department, building management, Office of Emergency Management, etc.) is coordinated by the Director of Facilities. Communication with faculty members is coordinated by the Associate Professor of Humanities. The Director of Information Technology supports the process. The Manager of Human Resources coordinates communication with staff and staff spouses.

**Communication Responsibility**

<table>
<thead>
<tr>
<th>Director of Communication and Marketing</th>
<th>VP for Student Development</th>
<th>Director of Facilities</th>
<th>Asst. Prof of Communications &amp; Humanities</th>
<th>VP for Marketing and Communication</th>
<th>Manager of Human Resources</th>
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<tr>
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<td>• Emergency Services</td>
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<td>• Staff</td>
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<td>• The Media</td>
<td>• Residents</td>
<td>• Bldg. Officials</td>
<td>• Faculty Spouses</td>
<td>• President’s Cabinet</td>
<td>• Staff Spouses</td>
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<td>• Student Parents</td>
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<td></td>
<td>• Deputies</td>
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<td></td>
<td>• Staff</td>
<td></td>
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<td></td>
<td>• Fire Wardens</td>
<td></td>
<td></td>
<td>• Staff Spouses</td>
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<td></td>
<td>• Searchers</td>
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A steering committee, chaired by the VP for Enrollment Management, Marketing and Communication and comprised of select members of the Emergency Operations Team, meet at least once a semester to review the Emergency Action Plan and recommend necessary revisions to the President’s Cabinet. The King’s College rehearses its emergency response plan each year by holding two Emergency Management exercises.

In the event of an emergency, the Incident Commander will convene the Emergency Operations Team in the Founder’s Room. If Building Management calls for the evacuation of all tenants the Emergency Operations Team will convene at the evacuation site. Should notification of an emergency come from a King’s College employee, the Incident Commander will confirm that Building Management has been notified and determine whether or not to convene all or part of the Emergency Operations Team. In consultation with Building Management, the President, and appropriate Emergency Operations Team members, the Incident Commander may decide to evacuate all or part of the community.

When emergency conditions abate, the Incident Commander, in consultation with Building Management and senior leadership of the College, will determine the appropriate time to return to the building.
Emergency Operations Team

The Emergency Operations Team includes:

- VP for Marketing and Communications
- Director of Marketing and Communications
- Director of Facilities
- Director of Information Technology
- VP for Student Development
- Assistant Professor of Communications and Humanities
- Student Representatives
- Manager of Human Resources

The Emergency Operations Team reports to The Founder’s Room to coordinate decisions and resources. The Emergency Operations Team coordinates the dissemination of information, as appropriate, to the media and the external community. A go-bag with a directory of essential contacts and resources containing employee information, students, class locations, floor plans, area maps, apartment information and emergency contact information is updated once a month and issued to select members of the community. Go-bags are checked each month by the Student Services Coordinator to ensure all data is up to date.

Members of the Emergency Operations Team represent their functional areas and must be capable of addressing operational issues related to their area. The Incident commander activates all or part of the Emergency Management Operations Team at her discretion based on the emergency. When the Emergency Operations Team assembles, its responsibilities are to:

- Determine the scope and impact of the incident
- Prioritize emergency actions
- Deploy and coordinate resources and equipment
- Communicate information and instructions through the appropriate chain of command
- Monitor and re-evaluate conditions
- Supply on a routine basis updated information to the Incident Commander
- Coordinate with government agencies

Emergency Notification

The King’s College uses the MIR3 Campus Alert Notification System to communicate with the various constituents of the College. The software enables members of the Emergency Operations Team to contact and communicate with every member the College almost instantly. With two-way communication abilities, the notification systems also allows recipients to respond, providing real-time updates to and from a variety of modalities, including mobile phone, landline, text messages (SMS) and other devices. The King’s College will, without delay, and taking into account the safety of the community, determine the content of the message and initiate the notification system.
The King’s College also uses HelloBar, which allows the Director of Communication and Marketing to immediately publish updates on every page of the website. A red bar located at the top of every page links visitors to important information in timely manner. Other means for communicating with the College community include, but are not limited to:

- Main Phone: 212-659-7200
- Email Accounts
- Website: www.tkc.edu
- Facebook Account: The King’s College
- MIR3 Campus Alert Notification System
- Voicemail Broadcasts

**Evacuation**

Regardless of the type of emergency there are three types of actions that will be initiated by the Emergency Operations Team to ensure the safety of the College community. Based on the nature of the incident, individuals may be instructed to shelter-in-place, relocate within the building, or evacuate. The Incident Commander may decide that the evacuation of a building or campus is not an appropriate course of action. Definitions for the various responses to an emergency are listed in the following segment: Responses to an Emergency.

**Note:** The Director of Facilities routinely monitors news events and in an emergency will be in direct communication with the municipal offices of Emergency Management and any responders.

If a fire alarm sounds, members of the College, through routine fire drills, are expected to follow the emergency responses outlined in this handbook. In order to enhance the College’s evacuation procedures, individual members of the College have volunteered to be Deputies, Fire Wardens, and Searchers.

The fifth and sixth floor of each building and the Lower Lobby has both male and female Fire Wardens, Deputy Fire Wardens and Searchers. These individuals are trained by the Building Management and are under the direction of the Incident Commander. These individuals are not first responders. They assist in ushering people in their area to evacuate or to stay in place, as directed, and they are expected to have situational awareness of their workplace and to report to appropriate personnel any hazardous or suspicious items and to participate in all emergency drills.

Such employees shall be capable of directing the overall evacuation of the occupants and assist in accounting for building occupants in the appropriate evacuation assembly area. The Fire Wardens shall oversee their respective floor evacuations and search their individual surrounding areas as appropriate based on the nature of the emergency.

*Instructions for a full evacuation are listed below under FIRE.*
Responses to an Emergency

Sheltering–In-Place
The precaution of directing building occupants to remain inside the building at their work locations in response to an emergency. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there.

In-Building Relocation
The controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building during an emergency to assemble at a safe place for roll call.

Partial Evacuation
The emptying of a building of some but not all occupants during an emergency to assemble at a safe place for roll call.

Evacuation
The emptying of a building of all occupants during an emergency to assemble at a safe place for roll call.

Emergency Scenarios

Fire
When an alarm is generated, the Fire Command Station in the Lobby is notified and an automatic alert is transmitted to the Central Alarm Service who then notifies the Fire Department. Minimally, the fire alarm sounds on the “fire floor” and the floor above.

The Fire Command Station gives instruction by use of the public address speakers located throughout each floor and in each stairwell. You may communicate with the Fire Command Station by use of the red Fire Warden phone located on each floor.

If you smell smoke:
- Call Building Management Office at 212-520-6480. After hours, call Lobby Security Desk at 212-344-2920.
- Notify your FIRE WARDEN:
  - 56 Broadway (6th Floor) – Staff Offices
    - Fire Warden: Katie Steele
    - Deputy: Tim Gallacher
  - 56 Broadway (5th Floor) – Executive Suite
    - Fire Warden: Eric Corpus
    - Deputy: Laddyma Thompson
  - 50 Broadway (5th Floor) – Faculty Offices
    - Fire Warden: Paul Middlekauff
• Deputy: Mark Hijleh
  o 56 Broadway (1st Floor) – Admissions Office and Student Union
• Fire Warden: Laura Merritt
• Deputy: Luke Smith
• Await instructions from building personnel.

If you discover fire:
• Go to Manual Pull Station and pull alarm.
• Call 911 – this transmits an alarm to the Fire Command Station in the Lobby and the NYC Fire Department.
• Notify Fire Warden who will activate the Fire Warden Phone to communicate with the Fire Command Station.

Evacuation:
Due to the fire resistant qualities of the building, immediate evacuation is only necessary on the floor where the fire is burning, the floors immediately above and below the fire floor, and when ordered to leave by the Fire Safety Director, Police, or Fire department personnel.
• Do not evacuate unless a life-threatening condition exists or you are ordered to do so.
• Do not use elevators.
• Public Address system will be activated. The “fire floor” and the floor above will hear an alarm signal. All other floors will hear a different tone alerting the building that an emergency exists. The signal will be followed by instructions.
• Fire Warden dispatches SEARCHERS:
  o 56 Broadway (6th Floor) – Staff Offices
    ▪ Anna Peters
    ▪ Jonathan Sheaffer
  o 56 Broadway (5th Floor) – Executive Suite
    ▪ Lucinda Sweazey
    ▪ Cameron Strittmater
  o 50 Broadway (5th Floor) – Faculty Offices
    ▪ Samantha Ryan
    ▪ Chris Josselyn
  o 56 Broadway (1st Floor) – Admissions Office and Student Union
    ▪ Wanda Perkins
    ▪ Noah Hunter
• After receiving instructions over the Fire Warden Phone or Public Address system, the Fire Warden directs employees to the appropriate stairwell – furthest away from the fire. Proceed Down the stairwell to nearest re-entry floor (3rd floor or Lobby).
• After employees have been evacuated and assembled on the re-entry floor, the Fire Warden should call the Fire Warden Phone on the re-entry floor to communicate with the Fire Safety Director. Await further instructions. Members of the Fire Brigade, trained building personnel, will assist with evacuation and communication.
The following evacuation procedures should be observed:

- Take purses, wallets, valuables, etc. as soon as the order to evacuate is given. You will not be allowed back into the space until the fire Department or Building Management say it’s safe to return.
- Before opening any door to the corridor, check the door and doorknob for heat using the back of your hand. If it is warm, stay in your office and seal around the door seams. Do not open the door – find another exit if possible.
- If both your door and doorknob are cold, leave your space and:
  - Check for smoke in the corridor.
  - When smoke is present, stay low by crawling.
  - Proceed to the directed stairwell. Stairwells are constructed of fire-resistant materials.
  - Do not panic.
  - Never use Elevators.
  - Check stairwells for smoke. Should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to a different stairwell.
  - Evacuate to the Lobby level or the 3rd floor or area designated by the Fire Safety Director or NYC Fire Department.
  - Go to the Bowling Green Street Park at Broadway and Beaver Street.
- Fire Wardens should walk the suite to assist people and to make sure everyone is aware of the evacuation order.
- Close doors without locking them as you leave an area. This helps to confine the fire.
- Form a single-file line at the stairwell door and proceed down the stairs to the floor designated in the evacuation instructions.
- Keep conversation to a minimum.
- Do not re-enter the evacuated area until it is declared safe by the Fire Department or Building Management.
- Searchers or Fire Wardens should take a headcount. If someone is missing, relay that information to the building’s Fire Safety Team or College’s Emergency Operations Team.

If evacuation is not possible because routes are blocked by fire or smoke:

- Move as far away from the fire floor as possible. Close all doors as you go.
- Call 911, if possible, Building Management Office at 212-510-6480, or after hours call Lobby Security Desk at 212-344-2920.
- Use Clothing or other materials to fill areas around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating.
- Hang a cloth or other signal outside to attract the attention of fire personnel.
- Do not break the glass. Under certain conditions, an open window may draw smoke. Assemble at an entrance to a fire stairway and listen to the fire safety director over the public address system, or through your floor warden. Once the fire department arrives, they will give further instructions through the safety director.

**EVACUATION FROM 56 BROADWAY**: go to the fountain at Bowling Green Street Park.
If the Bowling Green Street Park is not accessible, go to the Sculpture in Zuccotti Park.

Located between Broadway, Trinity Place, Liberty Street and Cedar Street.

EVACUATION FROM CLARK STREET: go to Cadman Plaza.
Located between the Brooklyn Bridge and Tillary Street.

EVACUATION FROM HANOVER AND WALL: go to the Vietnam Veterans Memorial.

Located at 55 Water Street.

EVACUATION FROM WASHINGTON AND WEST: go to the fountain at Bowling Green Street Park.

Broadway and Beaver Street – 500 feet from building
**Bomb Threat**

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

**Suspicious Items:**
- Unusually bulky or weighty letters
- Envelopes with chemical or oily stains
- Envelopes without a return address
- Excessive postage
- Envelopes that do not look or feel ordinary

**If you receive a suspicious package:**
- DO NOT...
  - handle the item
  - attempt to open parcel
  - place parcel in water
  - remove any binding material
  - pull or cut any material that protrudes

**If you receive a bomb threat:**
- Obtain as much information as possible. Be prepared to relate this information to the police when they arrive.
- Call the Building Management Office at 212-510-6480. Building Management will call the police. If possible, have a second employee call the Lobby Security Desk at 212-344-2920 while the caller is on the phone.
- Be alert for unfamiliar people or objects to point out to the police or building staff upon their arrival. Do not touch or handle suspicious objects.

Emergency personnel will search suspected areas. The Fire Warden is responsible to identify suspicious items or packages. If suspicious items are identified, the police will investigate.

**Evacuation:** Building Management will make a recommendation whether a tenant space should be evacuated. If the Incident Commander at King’s decides to evacuate, follow these steps:

- Fire Warden will notify all employees.
- Proceed quickly, but calmly, to the nearest stairwell.
- Fire Warden or Alternate should walk the suite as a double check to assist people and make sure everyone is aware of the evacuation order.
- Evacuation, depending upon the size and type of explosive device, is normally one floor below and two floors above the suspected area. Once the evacuation has begun,
employees will not be allowed to re-enter the area until it’s declared safe by emergency personnel.

- Upon arrival at the Lobby or re-entry floor, everyone should remain in the area. No one should wander about or leave unless directed to do so.
- The Searcher should proceed to take a headcount to determine if anyone is missing. This information should be relayed to emergency personnel immediately.

**Power Outage**
Should a power outage occur, it will affect whether an isolated area of the building or some larger portion of the Downtown area. In the event of an electrical failure, follow these guidelines:

- Call the Building Management Office at 212-510-6480.
- Open draperies and raise blinds to let in outside light or locate emergency flashlights (each Fire Warden and Searcher has a go-bag in their office).
- If the incident is localized, wait in the corridors of some other lighted area until building maintenance can make a determination as to how quickly repairs can be made.
- If the incident is major, an evacuation may be ordered. If so, use the same procedures as you would during a fire.
- Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. Some elevators may cease operation, but will not fall. Do not force open the doors or try to escape. Use the emergency communications system in the elevator.
- Building Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.

**Natural Disasters**
There are three types of disasters which may occur in this area and for which extraordinary precautions should be taken:

- Hurricanes: Local weather forecasts will issue advisories predicting areas of probable activity and the estimated duration and severity of such activity.
- Tornados: Although rare in this area, a tornado warning could be issued by the National Weather Service. The announcement will consist of the approximate time of the detection and direction of movement. Winds will be 75 mph or greater.
- Earthquake: When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Generally, earthquakes last from a few seconds to a few moments.

**Safety Guidelines for Hurricanes/Tornados:**
- Move away from the exterior of the building to a corridor or elevator lobby.
- Close doors of rooms that have windows. Be sure the door to your suite is closed but not locked.
• Go to the center corridor and protect yourself by either putting your head closely to your lap or by kneeling and protecting your head.
• Stairwells are safe. If crowded, move down to a lower floor for shelter. Do not use the elevators.
• Do not go to the Lobby or outside the Building.
• Do not use the telephone to get information or advice.
• If you are trapped in an outside office, seek protection under a desk.

Safety Guidelines for Earthquakes:
• If indoors, move to a safe place. Get under a desk, table or workbench if possible. Stand in an interior doorway or in the corner of a room. Watch for falling debris or tall furniture. Stay away from windows and heavy objects that may topple or slide across the floor.
• Do not dash for exits since stairways may be broken or jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
• Do not be surprised if the electricity fails, or if elevator, fire or theft alarms start ringing, or if sprinkler systems leak. Expect to hear noise from breaking glass, cracks in walls and falling objects.
• If you’re outdoors, try to get into an open area away from power lines.
• Don’t be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. Aftershocks can cause damage or collapse of structures already weakened by the main quake.
• If a building evacuation is ordered, follow the same procedures that you would if there were a fire.

Acts of Terror
• If you receive word of terrorist activity, stay calm.
• Call 911.
• Report what you know to the Building Management Office at 212-510-6480.
• If possible, evacuate.
• Follow instructions (e.g. Fire Wardens, Police Officers, Public Address System, etc.).

Hazardous Material
• Spills:
  o Identify the material.
  o Call the Building Management Office at 212-510-6480.
  o Warn personnel and other tenants in the vicinity.
  o Coordinate your actions with the Building Maintenance and Security personnel.

• Release of Vapors:
  o Identify the material.
- Provide ventilation. If vapors are flammable don’t use fans or other devices which may cause a spark. Opening windows may be all that is needed.
- Warn personnel and other tenants in the vicinity.
- Stay upwind

**Biochemical Attack**
A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment. Watch for signs such as people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination. If you see signs of a chemical attack, define the impacted area and take immediate action to get away.

**General guidelines:**
- Stay upwind.
- Seek medical attention as soon as possible, if necessary.
- If there’s an event indoors, try to get out of the building without passing through the contaminated area. Otherwise, it may be better to move as far away from the event as possible and shelter-in-place.
- If exposed, remove outer layer of clothes, separate yourself from them, and wash thoroughly.
- In some circumstances, it may be necessary to be “decontaminated.” Specially trained emergency personnel will perform decontamination procedures.

**Active Shooter**
If there is a report of a shooting in the building you have three options:

- Dial 911.
- Run to a safe location if it is advisable to do so.
- Hide in a room and lock the door. Shut off the interior lights and silence your cell phone. Only exit when the police advise you to do so.
- Fight the active shooter as a last resort. Use anything available to fight the shooter from fire extinguishers to chairs.

Once you evacuate from the building follow the instructions of the police or first responders. Exit the building with your hands up in the air and your fingers spread. If you are injured notify the first responders immediately.

**Medical Emergency**
- Call 911. Be prepared to provide the following information:
  - Address of the building and cross streets (56 Broadway and Exchange Place).
  - The floor and suite number.
- Call the Building Management Office at 212-510-6480. Upon notification, building personnel will:
  - Have an employee meet the ambulance at the entrance to the Building.
- Bring an elevator to the lobby level and hold it for the sole use of emergency medical technicians.
- Meet the emergency medical personnel and bring them to the appropriate location.
- Hold the elevator at the location for the exit of emergency personnel.

**Evacuating Manhattan**

When access to bridges and tunnels is restricted, here is where you should go to evacuate Manhattan:

**From Lower Manhattan to New Jersey:**
- World Financial Center Pier – Foot of Vessey Street, Battery Park City
- Pier 11 – Wall Street and Gouverneur Lane

**From Midtown to New Jersey:**
- Port Authority Bus Terminal – West 42nd St. and 8th Ave.
- Midtown – West 39th St. Pier 79

When you arrive in New Jersey, buses will take you to designated transportation centers. At each center, more transportation options will be available to get you closer to your home town, family, and friends. Make sure to let someone in Student Development knows where you are and what your plans are.

**Ambulance Services**

The NYC Fire Department Ambulance Service (911) will automatically take the patient to the nearest medical facility. If another hospital is desired in non-emergency situations, have the phone number for alternate ambulance services available beforehand.

**Security Desk**

Lobby Security Desks are located on the ground level (Lobby) near the entrance of each building. Notify security of any emergency condition so they can take the appropriate action.

**Missing Persons**

As required under the New York State College Safety Act, The King’s College will notify the New York Police Department of any missing student who resides in campus housing within 24 hours of the missing student being reported to the College. The College, working with NYPD as necessary, will: (1) attempt to contact the student using any contact information, confidential or otherwise, that the student may have provided to the College; (2) contact any person the student has identified to the Registrar as an emergency contact; and (3) notify others at the College, as appropriate, about the student’s disappearance. In addition, the College will contact a custodial parent or guardian of any missing student who is under 18 years of age and reported missing from campus housing.
Drugs and Alcohol

Drug-Free Schools and Communities Act of 1989
Main Contact: David Leedy, Dean of Students dleedy@tkc.edu
The Drug-Free Schools and Communities Act Amendments of 1989 requires certain institutions to annually notify students of its drug and alcohol policies. The information listed on the following website is provided to educate King’s students about the College’s policies and state laws regarding drugs and alcohol: https://www.tkc.edu/faq/alcohol-and-drug-policies/. For more information, please contact David Leedy, Dean of Students.

Illegal Drugs
The King’s College supports municipal, state, and federal laws governing the possession, use and sale of controlled substances. Violations of these laws are not tolerated. Any student found using/abusing, distributing, selling, or assisting in the sale of a controlled substance will be subject to disciplinary action, which may include suspension or expulsion and legal consequences.

The King’s College does not permit possession or use of marijuana for any reason, no matter how small the amount. The possession of marijuana is unlawful under New York State Penal Law 221 and may be penalized by fines and jail time. In addition, violations are subject to College disciplinary action.

Use of medical marijuana in any form on campus or campus-related property is prohibited, even with a prescription.

Refer to Community Standards of Conduct in the Student Handbook for additional information.

New York Possession Penalties

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>Class</th>
<th>Charge</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine</td>
<td>Under 500mg</td>
<td>Class A Misdemeanor</td>
<td>Criminal Possession in the 7th Degree</td>
<td>Up to 1 Year in Jail</td>
</tr>
<tr>
<td>Cocaine</td>
<td>Over 500mg</td>
<td>Class D Felony</td>
<td>Criminal Possession in the 5th Degree</td>
<td>Up to 4.5 Years in Jail</td>
</tr>
<tr>
<td>Cocaine</td>
<td>1/8oz</td>
<td>Class C Felony</td>
<td>Criminal Possession in the 4th Degree</td>
<td>Up to 9 Years in Jail</td>
</tr>
<tr>
<td>Heroin</td>
<td>Under 1/8oz</td>
<td>Class A Misdemeanor</td>
<td>Criminal Possession in the 7th Degree</td>
<td>Up to 1 Year in Jail</td>
</tr>
<tr>
<td>Heroin</td>
<td>Over 1/8oz</td>
<td>Class C Felony</td>
<td>Criminal Possession in the 4th Degree</td>
<td>Up to 9 Years in Jail</td>
</tr>
<tr>
<td>Drug</td>
<td>Quantity</td>
<td>Classification</td>
<td>Crime Description</td>
<td>Penalties</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------</td>
<td>----------------</td>
<td>-----------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Cocaine &amp; Heroin</td>
<td>1/2 oz</td>
<td>Class B Felony</td>
<td>Criminal Possession in the 3\textsuperscript{rd} Degree</td>
<td>Up to 15 Years in Jail</td>
</tr>
<tr>
<td>Cocaine &amp; Heroin</td>
<td>4 oz</td>
<td>Class A-II Felony</td>
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<td>Up to 17 Years in Jail</td>
</tr>
<tr>
<td>Cocaine &amp; Heroin</td>
<td>8 oz</td>
<td>Class A-1 Felony</td>
<td>Criminal Possession in the 1\textsuperscript{st} Degree</td>
<td>Up to 30 Years in Jail</td>
</tr>
<tr>
<td>Ecstasy</td>
<td>Under 25mg</td>
<td>Class A Misdemeanor</td>
<td>Criminal Possession in the 7\textsuperscript{th} Degree</td>
<td>Up to 1 Year in Jail</td>
</tr>
<tr>
<td>Ecstasy</td>
<td>25mg – 5g</td>
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<td>Criminal Possession in the 4\textsuperscript{th} Degree</td>
<td>Up to 5 Years in Jail</td>
</tr>
<tr>
<td>Ecstasy</td>
<td>5g – 25g</td>
<td>Class B Felony</td>
<td>Criminal Possession in the 3\textsuperscript{rd} Degree</td>
<td>Up to 9 Years in Jail</td>
</tr>
<tr>
<td>Ecstasy</td>
<td>Over 25g</td>
<td>Class A-II Felony</td>
<td>Criminal Possession in the 2\textsuperscript{nd} Degree</td>
<td>Up to 14 Years in Jail</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Under 2oz in a non-public place</td>
<td>Unlawful Possession of Marijuana</td>
<td>Up to $250 &amp; 15 Days in Jail</td>
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<td>Marijuana</td>
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<td>Class B Misdemeanor</td>
<td>Criminal Possession in the 5\textsuperscript{th} Degree</td>
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</tr>
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<td>Marijuana</td>
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<tr>
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</tbody>
</table>

**Alcohol**

The King’s College purposes to help students assume responsibility for their behavior regarding the consumption of alcohol. The College strives to ensure a campus climate that does not tolerate alcohol misuse or abuse. The College expects students to exercise discernment and prudence if they choose to consume alcoholic beverages.

The King’s College abides by New York State and federal alcohol laws, including the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and the Drug Free Workplace Act of 1988 (Public Law 101-690). The College expects students, whether on or off campus, to obey New York state laws regarding the use, sale, possession, and consumption of alcohol. The following New York State laws and College standards are pertinent:
• Possession, use, or distribution of alcohol by underage persons is illegal and therefore prohibited on and off campus. Section 65-C of the Alcoholic Beverage Control Law prohibits the possession of alcohol with the intent to consume any person under the age of twenty one.
• Alcohol may not be served at House-sponsored, King’s Council-sponsored or student organization-sponsored events, regardless of whether students are of age.
• No student, House or student organization is allowed to purchase alcohol with College funds.
• Providing alcohol to underage persons, or providing a space for the consumption of alcohol by underage persons, is illegal and will not be tolerated.
• Possession of an open alcohol container in any public area, regardless of the individual’s age, is illegal and prohibited.
• Students are not permitted to possess or consume alcohol (with the exception of specifically labeled cooking wine used for meals) in housing owned or leased by the College, including balconies, stairwells, laundry rooms, roofs and other common areas.

Violations of College standards or state and federal laws, as well as disruptive conduct that stems from being under the influence of alcohol, will be addressed through the College disciplinary process and may bear legal consequences. Depending on the nature and severity of the offense, College disciplinary sanctions may include probation, mandatory alcohol education, removal from student housing, suspension, or expulsion.

Refer to Community Standards of Conduct in the Student Handbook for additional information.

New York Alcohol Penalties
Alcohol Beverage Control (ABC) Law Section 65:
§ 65-a. Procuring alcoholic beverages for persons under the age of 21 years can result in a $200 fine and/or five days imprisonment.

§ 65-b. Offense for one under age of 21 years of age to purchase or attempt to purchase an alcoholic beverage through fraudulent means:
1st violation: $100 and/or 30 Hours Community Service (maximum penalty); 3 month License Suspension; Alcohol Awareness Program
2nd violation: $350 and/or 30 Hours Community Service (max); 6 month License Suspension; Alcohol Awareness Program
3rd and subsequent violations: $750 and/or 30 Hours Community Service (max); 1 year suspension or until the holder reaches the age of 21, whichever is the greater period;
Evaluation by an appropriate agency to determine whether the person suffers from alcoholism or alcohol abuse.
§ 65-c. Unlawful possession of an alcoholic beverage with the intent to consume by persons under the age of 21 years can result in a $50 fine and/or 30 Hours Community Service; Alcohol Awareness Program established and/or up to 30 hours of community service.

Searching a Student
In consideration of the safety of The King’s College community and every individual member of the College, College staff members have the right to stop and search any student who may be violating federal, state, or local laws. The standard for conducting such searches is articulable suspicion, defined by specific facts rather than a hunch. Articulable suspicion is less than a probable cause standard. (E.g. A student tells College staff that a fellow student is selling illegal drugs to other students on campus. Or, a student tells College staff they saw a fellow student with a firearm on campus.)

Sex/Gender Offenses
Main Contact: Leticia Mosqueda, Title IX Coordinator (lmosqueda@tkc.edu)

The King’s College admits students regardless of faith, sexual identity, or sexual orientation. All students are entitled to take full advantage of all opportunities and resources available at the College. We are committed to fully supporting and caring for every member of our community. As men and women created in God’s image, we are called to live out our sexuality according to God’s design, regardless of sexual orientation or gender identity. We recognize that the typical King’s student is working through many issues of identity, including sexuality, which can pose enormous personal challenges.

Given the College’s commitment to Biblical faith and practice, we are bound by the historic Christian tradition regarding sexuality, gender, and marriage. We believe that God intends sexual relations to be reserved for marriage between a man and a woman. We recognize that this commitment often conflicts with the practice and values of the larger culture and some members of our own community. Even so, we want LGBTQ students to experience kinship as full members of our community. By God’s design, the need for intimacy is universal. It is our hope that King’s is a community in which all students discover authentic friendship.

We recognize there are people whose experience of their gender is at variance with their biological sex. Our commitment as a Christian college is to respond to such persons, and all persons, with love and with respect for their moral responsibility. We affirm God’s love and concern for all of humanity, including individuals who experience discordance between certain sexual aspects of their personhood. We regret the hurt caused by the Christian community to such individuals, and recognize our obligation to extend love, care, and respect. We affirm the College’s calling to cultivate a loving Christian environment of gentleness and patience within which we build genuine and caring relationships. Our commitment to love, nonetheless, is informed by our biblical and theological understandings.
God’s original and ongoing intent is the creation of humanity manifest as two distinct sexes, male and female. Jesus Christ himself affirmed this in his teaching, stating “at the beginning the Creator ‘made them male and female’” (Matthew 19:4; Mark 10:6). God intended that each individual experience congruence between the physical and experiential dimensions of their sexuality. Except in unusual cases, sex as male or female is a consistent biological given of the individual human person from conception, manifest at birth and before, and is not changeable. It is a stable, enduring characteristic of personhood determined by God’s creational intent. We recognize that some may take other positions concerning transgenderism. However, as a matter of religious faith, conviction, and exercise, The King’s College adheres to the biblical admonitions against transgenderism as set forth in Genesis 1:27.

We welcome conversation about sexuality, gender, and sexual orientation. We invite the King’s community to understand and empathize with the experiences of its LGBTQ students. We invite our LGBTQ students to join us in seeking to understand what the Christian tradition has handed down to us regarding marriage. Knowing that disagreement is inevitable, we encourage students, staff and faculty to extend respect to one another as we grapple with these issues together.

The King’s College is committed to ensuring that all students feel safe at King’s and have the opportunity to benefit fully from the College’s programs and activities. Sex/gender offenses against students—including sexual harassment/violence and gender-based discrimination—interferes with students’ rights to receive an education free from discrimination and, in the case of sexual violence, is a crime.

Definitions
- Complainant: the person who makes an allegation that someone, the respondent, has done something wrong.
- Respondent: the person accused of an alleged wrongdoing.
- Third Party: any individual who is not a student, faculty member, or staff member of the College (e.g., vendors, alumni/ae, or local residents).

Sex/Gender Offense Resources
- Counseling Services: 646-237-8905, counseling@tkc.edu
- Title IX Coordinators (see below)
- Emergency Room or Beth Israel Rape Crisis Center (317 East 17th Street, 4th Floor)
- Students can pursue legal action through the police independent of the school’s investigative and disciplinary proceedings at any time.

Title IX Coordinators
Title IX Coordinators provide information on College resources and policy regarding sex/gender offenses, investigate all sex/gender offenses, and advise Title IX Honor Council’s on policy and procedure. For emotional support, please contact your House Advisor or the College’s counseling department.
- Leticia Mosqueda: 212-659-7292, lmosqueda@tkc.edu (Title IX Coordinator)
- Nick Swedick: 646-237-8196, nswedick@tkc.edu (Deputy Title IX Coordinator)
- Michelle Lambdin: 646-237-8906, mlambdin@tkc.edu (Deputy Title IX Coordinator)

**Sexual Harassment**

Sexual Harassment is unwelcome conduct of a sexual nature. It includes but is not limited to:
- Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature
- Offering of employment or academic benefits in exchange for sexual favors
- Threatening reprisals after a negative response to sexual advances

**Sexual Exploitation**

Any act whereby one person violates the sexual privacy or takes sexual advantage of another person without consent. Examples include: voyeurism (i.e. spying on others who are in sexual situations); recording, photographing, transmitting, viewing, or distributing intimate/sexual images or sexual information without consent of all parties.

**Sexual Violence**

Sexual violence* is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including but not limited to:

- **Non-Consensual Sexual Penetration** (commonly referred to as rape): Any act of vaginal or anal penetration, without consent, by a person's penis, finger, other body part or object, or oral penetration by a penis.
- **Non-Consensual Sexual Contact**: Any sexual touching other than sexual penetration without consent. Examples include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area (including over clothing); kissing; unwanted disrobing of another person; purposeful exposure of one’s genitals to another.
- **Dating Relationship Violence**: Acts of violence, threat, or intimidation that harm or injure a partner in a current or former dating or sexual relationship. These acts may be physical, emotional, psychological, sexual, or economic. Dating relationship violence can be a single act or pattern of behavior.
- **Domestic Violence**: Acts of violence, threat, or intimidation that harm or injure members of a family or household, when those members have, or have previously had, a sexual relationship. Students are deemed to be in the same "household" when they share access to the same private living space or bathroom.

*Sexual offenses in the State of New York are outlined under article 130 of the NYS penal law. Of particular note is the definition of sexual contact: “... Any touching of the sexual or other intimate parts of a person not married to the actor for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the*
“victim by the actor, whether directly or through clothing.” Committing such offenses can result in civil action and imprisonment.

Consent
In accordance with New York State Law, a sexual encounter can only be consensual when **affirmative consent** has been given. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

- Silence or lack of resistance does not demonstrate consent. Relying on nonverbal communication may result in a violation of this policy.
- Consent cannot be obtained through the use of force, intimidation, threat of harm or coercion, or by taking advantage of the incapacitation of another individual. By definition, a person who is intoxicated, unconscious, mentally impaired, a minor (17 or younger), or threatened is unable to give consent.
- Do not make assumptions. If confused or uncertain, stop and verbally clarify each participant’s willingness to continue.
- Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must stop immediately.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be unable to consent.
- Prior consent does not imply current or future consent, even in the context of an ongoing relationship. Consent must be freely sought and given for each instance of sexual activity.

Relationship Stalking
Stalking is a course of conduct (i.e., more than one act) directed at a partner in a current or former dating or sexual relationship that causes a person to experience distress or to fear for the safety of a third person. Acts that constitute stalking may be direct actions or may be communicated by a third party. Examples include: threats of harm to self, others, or property, pursuing or following others, unwanted communication, unwanted gifts, trespassing, and surveillance or other related types of observation.

Gender-Based Harassment
Gender-based harassment is a form of sexual harassment. It includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. When such conduct is sufficiently severe,
persistent, or pervasive, it interferes with or limits a person’s ability to participate in or benefit from the College’s education and activities.

Note: A discussion by College professors and students of the biblical view of sexuality, gender and sexual orientation is not considered sexual harassment or gender-based discrimination.

Gender Definitions

- Gender Identity: a person’s private sense and subjective experience of their own gender.
- Sex: a combination of bodily characteristics including chromosomes, hormones, internal and external reproductive organs.
- Transgender: a person whose gender identity does not conform clearly to their sex.
- Gender Expression: the way a person expresses gender to others in ways that are socially defined as either masculine or feminine, such as through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- Gender Non-Conforming: people whose gender identity and/or gender expression do not conform to the social expectations or norms for a person of that sex or assigned gender.

Alcohol and/or Drug Use Amnesty
In accordance with New York State law, no bystander or complainant that reports, in good faith, any sex/gender offense will be charged with an ancillary alcohol or drug use violation revealed in their report.

If underage consumption of alcohol or drug use is revealed during a Title IX investigation, those issues will be addressed separately from sex/gender offenses in accordance with the College’s standard disciplinary procedures.

Harassment and Personal Abuse
The King’s College is committed to maintaining an educational environment in which all individuals are treated with dignity and respect. This includes freedom from all forms of intimidation, exploitation, and harassment. Harassment is defined as any verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of age, race, color, national origin, military status, sex, disability, predisposing genetic characteristics, and/or marital status. The King’s College prohibits harassment of any member of its community whether such harassment is aimed at students, faculty or other employees. Violators will be subject to disciplinary action.

The following constitute harassment:
1. Submission to or rejection of conduct that is used as the basis of employment or matriculation.
2. Conduct that has a negative impact upon the individual’s work or academic performance or creates an intimidating, hostile or offensive work or educational environment.

3. Conduct that unreasonably interferes with an individual’s work or academic performance or otherwise adversely affects employment and educational opportunities.

4. Submission to or rejection of the conduct is used as the basis for any decisions affecting the individual regarding honors, programs, opportunities, or activities available at or through The King’s College.

Examples of Harassment

Types of conduct that violate this policy include:

1. Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person’s age, race, color, national origin, military status, sex, disability, predisposing genetic characteristics, and/or marital status.

2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of age, race, color, national origin, military status, sex, disability, predisposing genetic characteristics, and/or marital status, and that is placed on walls, bulletin boards, or elsewhere on the College premises, circulated on campus, or used in social media.

3. Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to age, race, color, national origin, military status, sex, disability, predisposing genetic characteristics, and/or marital status, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.

4. Physical conduct such as touching, assaulting, impeding, or blocking movements.

5. Bullying, harassment, coercion, threat, disrespect or intimidation of another person, or any unwanted sexual attention towards another person.

6. Actions or statements that cause damage or threaten the personal and/or psychological wellbeing of a person.

7. Inappropriate narrative or cyber-bullying on social media (e.g. Twitter, Facebook, blog, or texting).

8. Stalking. Stalking is ongoing harassment or threats that cause substantial emotional distress in another person. Stalking includes following or spying on another individual; attempting contact through unwanted calls, emails, text messages or instant messages; giving unwanted gifts; spreading rumors; damaging the person’s property; or defaming the person's character. Stalking perpetrated between those who have been in a dating or sexual relationship will be addressed in accordance with the College’s Title IX Policy (see Sex/Gender Offenses)

Any person who believes that he or she is being harassed should bring the behavior in question to the attention of a College staff or faculty member. Any student, whether victim or witness, may complete an Incident Report Form located on the Student Portal. The Honor Council hears
cases involving harassment (see section on Disciplinary Process). If the alleged harasser is a student, the situation will be referred to the Director of Student Life who will make a determination whether the situation warrants an Honor Council hearing. If the alleged harasser is an employee of the College, a vendor of the College, or a contractor of the College, the situation will be referred to Human Resources. Every reasonable effort will be made to ensure confidentiality in dealing with the situation.

All alleged incidents of harassment in any form will be taken seriously and will be fully investigated. Likewise, intentionally false accusations of harassment will be investigated and addressed.

Confirmed incidents of harassment will result in disciplinary action including but not limited to reprimand, probation, suspension, or expulsion. Retaliation against an individual for bringing a harassment complaint is prohibited by law and will lead to disciplinary action. Nothing in this policy shall preclude a student from seeking redress through external legal proceedings.

**Timely Warning**
If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the Dean of Students, the Director of Student Life, or the Title IX Coordinator(s) may issue a timely warning to the community. Any such warning would not include any information that identifies the victim.

**Reporting Violent Felonies**
In accordance with the New York State College Safety Act, The King’s College will notify law enforcement within 24 hours of receiving a report of a violent felony or when a student who resides in campus housing is missing. Violent felonies include, but are not limited to, arson, kidnapping, physical assault with a deadly weapon, burglary, robbery and many firearm offenses. See N.Y. Penal Law § 70.02(1) for the exhaustive list of violent felonies institutions must report under the Act.

Reporting of sexual offenses (including rape, sexual assault, etc.) is an exception. The federal Campus Sexual Assault Victims’ Bill of Rights, 20 U.S.C. § 1092(f) provides the complainant of a sexual offense with the right to decide whether or not to report such offense to law enforcement agencies. To comply with the Act and other federal regulations, such as the Clery Act, the College will notify the complainant in writing of his/her rights and options, including, but not limited to, the importance of preserving evidence, to whom the offense may be reported, and that he/she has the right to report the incident to law enforcement if he/she chooses. The College will also provide the complainant with information about how to make a report to law enforcement and offer assistance should the complainant wish to do so.

**Statement of Non-Discrimination**
As a religious and educational corporation, the institution does not unlawfully discriminate in its educational and employment policies against any person on the basis of sex, race, color, age,
disability, or national or ethnic origin. This policy applies to all aspects of the College’s admissions, academic, and employment policies and all other school-administered programs and activities. Questions regarding Title IX may be directed to the College's Title IX Coordinator at lmosqueda@tkc.edu or 212-659-x7292.

Crime Statistics
Main contact: Nick Swedick, Director of Student Life (nswedick@tkc.edu)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities to compile and make available information about crimes that occurred on or around campus. The information below is provided to inform all members and future members of The King’s College community about the safety climate on campus.

Local Police Precinct Data


National Data for College and University Crime Stats

Registered Sex Offenders Database
In accordance with the Campus Sex Crimes Prevention Act of 2000 and the Jeanne Clery Act, The King’s College provides a link to the New York State Sex Offender Registry. The Clery Act requires institutions to advise students where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. To access the registry, use the following link to New York State Sex Offender Registry Search:
http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp

The United States Department of Education makes additional U.S. campus crime statistic information available at:
http://www2.ed.gov/admins/lead/safety/crime/criminaloffenses/index.html

The NYPD makes additional crime statistic information available at:

The King’s College 2016 Crime Statistics
<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
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Crime Definitions

*Murder and Non-negligent Manslaughter* is the willful (non-negligent) killing of one human being by another.

*Manslaughter by Negligence* is the killing of another person through gross negligence.

*Rape* is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

*Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

*Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent.

*Robbery* is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

*Aggravated Assault* is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

*Burglary* is the unlawful entry of a structure to commit a felony or a theft.

*Motor Vehicle Theft* is the theft or attempted theft of a motor vehicle.

*Arson* is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

*Domestic Violence* is a felony or misdemeanor crime of violence committed...
- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;

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By a person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner;

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;

By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** is violence committed by a person who is or as been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. Course of conduct is two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

**Liquor Law Violation** is the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Abuse Violations** are the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Illegal Weapons Possession** is the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Hate Crimes**

A **Hate Crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. There are many possible categories of bias, but here are some examples: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

There were no reported Hate Crimes for the years 2013, 2014, or 2015.

**Unfounded Crimes**
Starting in 2015 institutions were required to report unfounded crimes. A crime is only considered unfounded when a sworn or commissioned law enforcement personnel makes a formal determination that the report is false or baseless.

There were no unfounded crimes in 2014 and 2015.

**Fire Statistics**

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Street Address</th>
<th>Total Fires in Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Medical Treatment</th>
<th>Number of Deaths Related to Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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Appendix: Fire Safety Plans
Each student housing residences’ Fire Safety Plan follows this report. See documents on the following pages.
FIRE SAFETY PLAN: BUILDING INFORMATION SECTION

BUILDING OWNER/REPRESENTATIVE: Property Management

Building Name: CLARK STREET

Address: 8 Clark Street, Brooklyn, NY 11201-7507

Telephone: 347-889-6135

BUILDING INFORMATION
Year of Construction: 1931
Type of Construction: Combustible
Number of Floors: 6 Above Ground 1 below ground
Sprinkler System Coverage: Yes

Dwelling Units: 42
Hallways: 7
Stairwells: 1
Compacter Chute: No

Other:
Fire Alarm: YES Location of Manual Pull Stations: THROUGH OUT BUILDING
Public Address System: Intercom in each room
Location of Speakers: In each unit

Means of Egress (e.g., Unenclosed/Enclosed Interior Stairs, Exterior Stairs, Fire Tower Stairs, Fire Escapes Exits)

<table>
<thead>
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<th>Type of Egress</th>
<th>Identification</th>
<th>Location</th>
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<tr>
<td>Enclosed Interior Stair</td>
<td>North West end of hallway</td>
<td>Each floor hallways</td>
<td>Lobby exit at North East of first floor</td>
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<tr>
<td>Exterior Stairs</td>
<td>Visible from each side of the building</td>
<td>1 Window in each unit</td>
<td>Alley on ground level (NE or NW side of building)</td>
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<tr>
<td>Enclosed exit</td>
<td>Exit door</td>
<td>Basement</td>
<td>West exterior exit to street</td>
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<tr>
<td>Enclosed exit</td>
<td>Exit door</td>
<td>Basement</td>
<td>East exterior exit to street</td>
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Other Information: No storage of any kind is allowed in hallways or stairways.
All fire exit doors and stair doors shall be kept in the closed position at all times.
8 CLARK STREET FIRE SAFETY PLAN

BUILDING: CLARK STREET

ADDRESS: 8 CLARK STREET, BROOKLYN HEIGHTS, NY 11201-7507

THIS FIRE SAFETY GUIDE IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE.

THIS FIRE SAFETY GUIDE CONTAINS:

• Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.

• Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.

• Emergency fire safety and evacuation instructions in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY GUIDE AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE:

CALL 911 OR THE FIRE DEPARTMENT DISPATCHER, AT

Manhattan (212) 999-2222
Bronx (718) 999-3333
Brooklyn (718) 999-4444
Queens (718) 999-5555
Staten Island (718) 999-6666

OR TRANSMIT AN ALARM FROM THE NEAREST FIRE ALARM BOX BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. (All apartment buildings constructed after July 2009 are required to be equipped with multiple interconnected smoke alarms that sound throughout an apartment.) Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer’s recommendation, but at least once every ten years.

2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won’t tip over. Never leave a lit or smoldering cigarette on furniture.

3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.

4. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffee pot or teapot is unplugged.
5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.

6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.

7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate’s opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.

8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.

9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.

10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.

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BUILDING INFORMATION

Building Construction. In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in. Residential buildings built before 1968 are generally classified either as “fireproof” or “nonfireproof.” Residential buildings built in or after 1968 are generally classified either as “combustible” or “non-combustible.” The type of building construction generally depends on the size and height of the building. A “non-combustible” or “fireproof” building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or part thereof in which they start and less likely to spread inside the building walls to other apartments and floors. THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE.

While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open. A “combustible” or “non-fireproof” building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of the fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety guide to see what type of building you are in.

Means of Egress

All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress: Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building. Exterior Stairs: Some buildings provide access to the apartments by means of stairs and corridors that are
outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs: These are generally enclosed stairwells in a “tower” separated from the building by air shafts open to the outside. The open air shafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a “secondary” or alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street.

Roof exits may or may not allow access to adjoining buildings.

Be sure to review Part I (Building Information Section) of this fire safety guide and familiarize yourself with the different means of egress from your building.

Fire Sprinkler Systems. A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded. Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building. Apartment buildings constructed before March 1999 were generally not required to have fire sprinkler systems. Some apartment buildings are equipped with sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All apartment buildings constructed after March 1999 are required by law to be equipped with fire sprinkler systems throughout the building.

Be sure to review Part I (Building Information Section) of this fire safety guide to learn whether your building is equipped with fire sprinkler systems.

Interior Fire Alarm Systems. Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Be sure to review Part I (Building Information Section) of this fire safety guide to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Public Address Systems:

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address systems are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells. Starting in July 2009, residential buildings that are more than 125 feet in height are required by law to be equipped with a one way voice communication system that will enable Fire Department personnel to make announcements from the lobby to building occupants in their apartments or in building stairwells.
Be sure to review Part I (Building Information Section) of this fire safety guide to learn whether your building is equipped with a public address system.

EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS IN THE EVENT OF A FIRE FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD. THIS FIRE SAFETY GUIDE IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY GUIDE CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.

General Emergency Fire Safety Instructions:

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.

2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.

3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.

4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to where the fire is.

5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.

6. If your clothes catch fire, don’t run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

Evacuation Instructions If The Fire Is In Your Apartment

(All Types of Building Construction)

1. Close the door to the room where the fire is, and leave the apartment.

2. Make sure EVERYONE leaves the apartment with you.

3. Take your keys.

4. Close, but do not lock, the apartment door.

5. Alert people on your floor by knocking on their doors on your way to the exit.

6. Use the nearest stairwell to exit the building.

7. DO NOT USE THE ELEVATOR.

8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.

9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

Evacuation Instructions If The Fire Is Not in Your Apartment

"NON-COMBUSTIBLE" OR "FIREPROOF" BUILDINGS:
1. Stay inside your apartment and listen for instructions from firefighters unless Conditions become dangerous.

2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.

3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.

4. If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.

5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.

6. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.

7. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.

8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

“COMBUSTIBLE” OR “NON-FIREPROOF” BUILDING

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.

2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.

3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape; use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.

4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.

   A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.

   B. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.

   C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.

   D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.
FIRE SAFETY PLAN
PART I – BUILDING INFORMATION SECTION

BUILDING
ADDRESS: 10 HANOVER SQUARE

BUILDING OWNER/REPRESENTATIVE:

Name: 10 HANOVER SQUARE LLC
Address: 10 HANOVER SQUARE
         NEW YORK, NY 10005
Telephone: (212) 269-0378

BUILDING INFORMATION:

Year of Construction: 1972
Type of Construction: ☑ Non-Combustible
Number of Floors: 23 Aboveground  2 Belowground
Sprinkler System: ☑ Yes  ☐ No
Sprinkler System Coverage: ☑ Entire Building  ☐ Partial (complete all that apply):

☒ Dwelling Units: All
☒ Hallways: All
☒ Stairwells: All
☒ Compactor Chute: Every 2 floors in chute and in compactor room.
☒ Other: Fitness center on C1 and C2 levels, lounge on 5th floor.

Fire Alarm: ☐ Yes  ☑ Transmits Alarm to Fire Dept/Fire Alarm Co  ☐ No

Location of Manual Pull Stations: None
Note: Sprinkler water flow alarm connected to Central Station will notify Fire Department.

Public Address System: ☐ Yes  ☑ No

Location of Speakers: ☐ Stairwell  ☐ Hallway  ☐ Dwelling Unit  ☑ Other:_____
Note: Intercom in lobby can communicate to all dwelling units in building.

Means of Egress (e.g., Unenclosed/Enclosed Interior Stairs, Exterior Stairs, Fire Tower Stairs, Fire Escapes, Exits):

<table>
<thead>
<tr>
<th>Type of Egress</th>
<th>Identification</th>
<th>Location</th>
<th>Leads to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enclosed Interior Stair</td>
<td>A</td>
<td>North</td>
<td>Roof to lobby &amp; C1 &amp; C2</td>
</tr>
<tr>
<td>Enclosed Interior Stair</td>
<td>B</td>
<td>South</td>
<td>Roof to lobby &amp; C1 &amp; C2</td>
</tr>
<tr>
<td>Access Stair</td>
<td>--</td>
<td>South</td>
<td>5 to 4</td>
</tr>
<tr>
<td>Access Stair</td>
<td>--</td>
<td>South East</td>
<td>Lobby to C1</td>
</tr>
<tr>
<td>Access Stair</td>
<td>--</td>
<td>In Fitness Center</td>
<td>C1 to C2</td>
</tr>
</tbody>
</table>

Other Information: Emergency lighting installed in corridors and stairs powered via emergency generator. Hardwired combination smoke detector / carbon monoxide detector devices in all dwelling units with battery backup not connected to Central Station. Standard hardwired smoke detectors in all elevator lobbies with battery backup not connected to Central Station. All elevators equipped with Fireman Recall.

DATE PREPARED: September 12, 2005
FIRE SAFETY PLAN
PART II – FIRE EMERGENCY INFORMATION

BUILDING ADDRESS: 10 HANOVER SQUARE, NEW YORK, NY 10005

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

- Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.
- Basic information about your building, including the type of construction, the different ways of exiting the building and the types of fire safety systems it may have.
- Emergency fire safety and evacuation instructions in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTIVE, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE,

CALL 911

OR THE FIRE DEPARTMENT DISPATCHER, AT

Manhattan (212) 999-2222
Bronx (718) 999-3333
Brooklyn (718) 999-4444
Queens (718) 999-5555
Staten Island (718) 999-6666

OR TRANSMIT AN ALARM FROM THE NEAREST FIRE ALARM BOX
BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer’s recommendation, but at least once every ten years.

2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won’t tip over. Never leave a lit or smoldering cigarette on furniture.

3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.

4. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffee pot or teapot is unplugged.

5. Never overload electrical outlets. Replace any electrical cord that is cracked or grayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.

6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.

7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate’s opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.

8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.

9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.

10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for an extended period of time; as they dry, decorative greens become easily combustible.
BUILDING INFORMATION

Building Construction

In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in.

Residential buildings built before 1968 are generally classified either as "fireproof" or "non-fireproof." Residential buildings built in or after 1968 are generally classified either as "combustible" or "non-combustible." The type of building construction generally depends on the size and height of the building.

A "non-combustible" or "fireproof" building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of fire. In such buildings, fires are more likely to be contained in the apartment or space in which they start and are less likely to spread inside the building walls to other apartments and floors. THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE. While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if the apartment or stairwell doors are left open.

A "combustible" or "non-fireproof" building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety plan to see what type of building you are in.

Means of Egress

All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress:

   Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

   Exterior Stairs: Some buildings provide access to the apartments by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

   Fire Tower Stairs: These are generally enclosed stairwells in a "tower" separated from the building by air shafts open to the outside. The open air shafts allow heat and smoke to escape from the building.
Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a "secondary" or alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings.

Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.

Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Residential buildings are generally not required to have fire sprinkler systems. Some residential buildings are equipped with sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All apartment buildings constructed or substantially renovated after March 1999 will be required by law to be equipped with fire sprinkler systems throughout the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with fire sprinkler systems.

Interior Fire Alarm Systems

Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sound in the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Public Address Systems

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address systems are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with a public address system.
EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.

General Emergency Fire Safety Instruction

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.

2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.

3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.

4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to where the fire is.

5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.

6. If your clothes catch fire, don’t run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.
Evacuation Instructions If The Fire Is In Your Apartment
(All types of Building Construction)

1. Close the door to the room where the fire is, and leave the apartment.
2. Make sure EVERYONE leaves the apartment with you.
3. Take your keys.
4. Close, but do not lock, the apartment door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building.
7. DO NOT USE THE ELEVATOR.
8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

Evacuation Instructions If The Fire Is Not In Your Apartment

"NON-COMBUSTIBLE" OR "FIREPROOF" BUILDINGS:

1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
4. If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
6. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
7. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.
“COMBUSTIBLE” OR “NON-FIREPROOF” BUILDING

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.

2. Exit your apartment and building if you can safely do so, following the preceding instructions for a fire in your apartment.

3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.

4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
   
   A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
   
   B. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
   
   C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
   
   D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

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FIRE SAFETY NOTICE

IN THE EVENT OF FIRE, STAY CALM, NOTIFY THE FIRE DEPARTMENT AND FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. IF YOU MUST TAKE IMMEDIATE ACTION, USE YOUR JUDGMENT AS TO THE SAFEST COURSE OF ACTION, GUIDED BY THE FOLLOWING INFORMATION:

YOU ARE IN A NON-COMBUSTIBLE (FIREPROOF) BUILDING

If The Fire Is In Your Apartment

- Close the door to the room where the fire is and leave the apartment.
- Make sure EVERYONE leaves the apartment with you.
- Take your keys.
- Close, but do not lock, the apartment door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Use the nearest stairwell to leave the building.
- DO NOT USE THE ELEVATOR
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet members of your household at a pre-determined location outside the building. Notify the firefighters if anyone is unaccounted for.

If The Fire Is Not In Your Apartment

- Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly, and check the hallway for smoke, heat of fire.
- If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number, and the number of people in you apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below.
- Do not break any windows.
- If conditions in the apartment appear life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.
FIRE SAFETY PLAN
PART I - BUILDING INFORMATION SECTION

BUILDING ADDRESS: 95 WALL STREET, NEW YORK, NY 10005

BUILDING OWNER/REPRESENTATIVE:
Name: Douglas Elliman Property Management
Address: 675 Third Avenue, New York, NY 10017
Telephone: (212) 370-9200

BUILDING INFORMATION:
Year of Construction: 1979
Type of Construction: NON-COMBUSTIBLE

Number of Floors:
- Above Ground: 24
- Below Ground: 1

Sprinkler System: YES
Sprinkler System Coverage: COMPACTOR ROOM, LOBBY, HALLWAYS AND EACH APARTMENT

Fire Alarm: Yes
Location of Manual Pull Stations: NONE
Public Address System: No
Location of Speakers:

Means of Egress: (e.g., Unenclosed/Enclosed Interior Stairs, Exterior Stairs, Fire Tower Stairs, Fire Escapes, Exits):

<table>
<thead>
<tr>
<th>Type of Egress</th>
<th>Identification</th>
<th>Location</th>
<th>Leads To</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENCLOSED INTERIOR STAIRWELL</td>
<td>C</td>
<td>CENTER OF BUILDING</td>
<td>GROUND FLOOR AND CELLER</td>
</tr>
<tr>
<td>ENCLOSED INTERIOR STAIRWELL</td>
<td>D</td>
<td>CENTER OF BUILDING</td>
<td>FRONT STREET</td>
</tr>
</tbody>
</table>

Other Information:

DATE PREPARED: October 03, 2011

IN THE EVENT OF A FIRE, Call 911 OR
The Fire Department Dispatcher, in Manhattan 212-999-2222
Or transmit an Alarm from the nearest FIRE ALARM BOX
BUILDING INFORMATION

Building Construction

In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in.

Residential buildings built before 1968 are generally classified either as “fireproof” or “non-fireproof.” Residential buildings built in or after 1968 are generally classified either as “combustible” or “non-combustible.” The type of building construction generally depends on the size and height of the building.

A “non-combustible” or fireproof building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or in space in which they start and less likely to spread inside the building walls to other apartments and floors. THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE. While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A “combustible” or “non-fireproof” building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety plan to see what type of building you are in.

Means of Egress

All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress:

Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

Exterior Stairs: Some buildings provide access to the apartment by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs: These are generally enclosed stairwells in a “tower” separated from the building by airshafts open to the outside. The open airshafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a “secondary” or
alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings.

Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.

**Fire Sprinkler Systems**

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with fire sprinkler systems.

**Interior Fire Alarm Systems**

Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Be sure to review Part I (Building Information Section) of this safety plan to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

**Public Address Systems**

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address systems are different from the building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Be sure to review Part I (Building Information Section) of this safety plan to learn whether your building is equipped with a public address system.
BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer’s recommendation, but at least once every ten years.

2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won’t tip over. Never leave a lit or smoldering cigarette on furniture.

3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.

4. Do not leave cooking unattended. Keep stovetops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.

5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit breakers.

6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.

7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate’s opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.

8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.

9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.

10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where the might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.
FIRE SAFETY PLAN
PART II - FIRE EMERGENCY INFORMATION

BUILDING ADDRESS: 95 WALL STREET, NEW YORK, NY 10005

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. FIRESAFETY PLAN CONTAINS:

- Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.

- Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.

- Emergency fire safety and evacuation instructions in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE

CALL 911

OR THE FIRE DEPARTMENT DISPATCHER, AT

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manhattan</td>
<td>(212) 999-2222</td>
</tr>
<tr>
<td>Bronx</td>
<td>(212) 999-3333</td>
</tr>
<tr>
<td>Brooklyn</td>
<td>(718) 999-4444</td>
</tr>
<tr>
<td>Queens</td>
<td>(718) 999-5555</td>
</tr>
<tr>
<td>Staten Island</td>
<td>(718) 999-6666</td>
</tr>
</tbody>
</table>

OR TRANSMIT AN ALARM FROM THE NEAREST FIRE ALARM BOX
EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.

General Emergency Fire Safety Instructions

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene within minutes.

2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.

3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have clear a path of retreat from the room.

4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to where the fire is.

5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.

6. If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

Evacuation Instructions If The Fire Is In Your Apartment
(All Types of Building Construction)

1. Close the door to the room where the fire is, and leave the apartment.

2. Make sure EVERYONE leaves the apartment with you.

3. Take your keys.

4. Close, but do not lock, the apartment door.

5. Alert people on your floor by knocking on their doors on your way to the exit.

6. Use the nearest stairwell to exit the building.

7. **DO NOT USE THE ELEVATOR.**
8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.

9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

**Evacuation Instructions If The Fire Is Not In Your Apartment**

"NON-COMBUSTIBLE" OR "FIREPROOF" BUILDINGS:

1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.

2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.

3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.

4. If you cannot exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.

5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.

6. Open windows a few inches at the top and bottom unless flames and smoke are coming from below. Do not break any windows.

7. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.

8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

"COMBUSTILE" OR "NON-FIREPROOF" BUILDING

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.

2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.

3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.

4. If you cannot use the stairs or the fire escape, call 911 and tell them your address, apartment number and the number of people in your apartment.

A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
B. Open windows a few inches at the top and bottom unless flames and smoke are coming from below. Do not break any windows.

C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.

D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible retreat to a balcony or terrace away from the source of the smoke, heat or fire.
BUILDING: 90W
ADDRESS: 90 Washington Street, New York, NY 10006

BUILDING OWNER/REPRESENTATIVE:
Name: JDM Washington LLC
Address: 90 Washington Street, New York, NY 10006
Telephone: (212) 785-9090

BUILDING INFORMATION:
Year of Construction: 2002
Type of Construction: Non-Combustible
Number of Floors: 27 Above Ground  1 Below Ground
Sprinkler System: Yes; all public and private locations
Fire Alarm: Yes; Transmits Alarm to Fire Dept/Fire Alarm Co.
Manual Pull Stations: Lobby, Stairwells (floors 2-12, 14-27), Mechanic's room (floor 13), and Roof
Public Address System: No
Means of Egress: (e.g. Unenclosed/Enclosed Interior Stairs, Exterior Stairs, etc.)

<table>
<thead>
<tr>
<th>Type of Egress</th>
<th>Identification</th>
<th>Location</th>
<th>Leads to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enclosed Interior Stairs</td>
<td>A</td>
<td>North end of building</td>
<td>Floors 2-12 to ground floor</td>
</tr>
<tr>
<td>Enclosed Interior Stairs</td>
<td>B</td>
<td>South end of building</td>
<td>Floors 2-27 to ground floor</td>
</tr>
<tr>
<td>Enclosed Interior Stairs</td>
<td>n/a</td>
<td>Lobby</td>
<td>Parking garage exit to West Street</td>
</tr>
</tbody>
</table>

Other Information:

DATE PREPARED: 3/10/2004
FIRE SAFETY PLAN
PART II - FIRE EMERGENCY INFORMATION

BUILDING: 90W
ADDRESS: 90 Washington Street #3-G, New York, NY 10006

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

- Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.
- Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.
- Emergency fire safety and evacuation instructions in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE,
CALL 911
OR THE FIRE DEPARTMENT DISPATCHER, AT
Manhattan (212) 999-2222
Bronx (718) 999-4333
Brooklyn (718) 999-4444
Queens (718) 999-5555
Staten Island (718) 999-6666

OR TRANSMIT AN ALARM FROM THE NEAREST FIRE ALARM BOX

BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.

2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.

3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.

4. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.

5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.

6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.

7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate's opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.

8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.

9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.

10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.
BUILDING INFORMATION

Building Construction
In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in.

Residential buildings built before 1968 are generally classified either as "fireproof" or "non-fireproof." Residential buildings built in or after 1968 are generally classified either as "combustible" or "non-combustible." The type of building construction generally depends on the size and height of the building.

A "non-combustible" or "fireproof" building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or space in which they start and less likely to spread inside the building walls to other apartments and floors. THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE. While the structural; components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A "combustible" or "non-fireproof" building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of the fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety plan to see what type of building you are in.

Means of Egress
All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress:

Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

Exterior Stairs: Some buildings provide access to the apartments by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs: These are generally enclosed stairwells in a "tower" separated from the building by air shafts open to the outside. The open air shafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a "secondary" or alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings.

Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.

Fire Sprinkler Systems
A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Residential buildings are generally not required to have fire sprinkler systems. Some residential buildings are equipped with sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All apartment buildings constructed or substantially renovated after March 1999 will be required by law to be equipped with fire sprinkler systems throughout the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with fire sprinkler systems.

Interior Fire Alarm Systems


Tenant(s):
Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Public Address Systems

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address systems are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with a public address system.

EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.

General Emergency Fire Safety Instructions

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.
2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater risk to your safety than a fire on a floor above your apartment.
3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire never use the elevator. It could stop between floors or take you to where the fire is.
5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through you nose.
6. If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

Evacuation Instructions If The Fire Is In Your Apartment

(All Types of Building Construction)

1. Close the door to the room where the fire is, and leave the apartment.
2. Make sure EVERYONE leaves the apartment with you.
3. Take your keys.
4. Close, but do not lock, the apartment door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building.
7. DO NOT USE THE ELEVATOR.
8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

Tenant(s):
Evacuation Instructions if The Fire Is Not In Your Apartment

"NON-COMBUSTIBLE" OR "FIREPROOF" BUILDINGS:
1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
4. If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
6. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
7. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

"COMBUSTIBLE" OR "NON-FIREPROOF" BUILDINGS:
1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
   A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
   B. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
   C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
   D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

Tenant(s): [Signature]
FIRE SAFETY PLAN
PART I - BUILDING INFORMATION SECTION

BUILDING: Ocean
ADDRESS: 1 West Street, New York, NY 10004

BUILDING OWNER/REPRESENTATIVE:
Name: Columbus Property Management
Address: 1 West Street, New York, NY 10004
Telephone: 212-370-9200

BUILDING INFORMATION:

Year of Construction: 1903
Type of Construction: Non-Combustible
Number of Floors: 36 Above Ground  3 Below Ground
Sprinkler System: Yes
- Dwelling units
- Hallways
- Compactor chute
- Refuse rooms
- Laundry rooms
- Lobby
- Basement

Fire Alarm: Yes; Transmits Alarm to Fire Dept/Fire Alarm Co.
Manual Pull Stations: "C" stairwells on every floor

Public Address System: No
Means of Egress: (e.g. Unenclosed/Enclosed Interior Stairs, Exterior Stairs, etc.)

<table>
<thead>
<tr>
<th>Type of Egress</th>
<th>Identification</th>
<th>Location</th>
<th>Leads to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enclosed Interior Stairs</td>
<td>A</td>
<td>South-east Hallway (19th fl-25th fl)</td>
<td>Up = 25th fl roof deck; Down = 17 Battery lobby level</td>
</tr>
<tr>
<td>Enclosed Interior Stairs</td>
<td>B</td>
<td>South-west hallway (19th fl-27th fl)</td>
<td>Down = basement garage area</td>
</tr>
<tr>
<td>Enclosed Interior Stairs</td>
<td>C</td>
<td>North-east hallway (19th fl-36th fl)</td>
<td>Up = 36th fl roof deck; Down = 1 West Street lobby</td>
</tr>
<tr>
<td>Enclosed Interior Stairs</td>
<td>D</td>
<td>North end of hallway (19th fl-36th fl)</td>
<td>Up = 36th fl roof deck; Down = West Street</td>
</tr>
</tbody>
</table>

Other Information: "You are here" signage is posted on every floor at the elevator bank. A "Fire Safety Notice" is posted on each apartment door.

DATE PREPARED: 10/1/2006
FIRE SAFETY PLAN
PART II - FIRE EMERGENCY INFORMATION

BUILDING: Ocean
ADDRESS: 1 West Street #2013, New York, NY 10004

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

• Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.
• Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.
• Emergency fire safety and evacuation instructions in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE,
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OR THE FIRE DEPARTMENT DISPATCHER, AT
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Bronx (718) 999-4333
Brooklyn (718) 999-4444
Queens (718) 999-5555
Staten Island (718) 999-6666

OR TRANSMIT AN ALARM FROM THE NEAREST FIRE ALARM BOX

BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.

2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.

3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.

4. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.

5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.

6. Keep all doorways and windows leading to fire escapes free of obstacles, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.

7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate's opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.

8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.

9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.

10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.
BUILDING INFORMATION

Building Construction
In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in.

Residential buildings built before 1968 are generally classified either as "fireproof" or "non-fireproof." Residential buildings built in or after 1968 are generally classified either as "combustible" or "non-combustible". The type of building construction generally depends on the size and height of the building.

A "non-combustible" or "fireproof" building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or space in which they start and less likely to spread inside the building walls to other apartments and floors. THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE. While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat, and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A "combustible" or "non-fireproof" building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of the fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety plan to see what type of building you are in.

Means of Egress
All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress:

Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat, and smoke. Since flame, heat, and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

Exterior Stairs: Some buildings provide access to the apartments by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs: These are generally enclosed stairwells in a "tower" separated from the building by air shafts open to the outside. The open air shafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a "secondary" or alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat, or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings.

Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.

Fire Sprinkler Systems
A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Residential buildings are generally not required to have fire sprinkler systems. Some residential buildings are equipped with sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All apartment buildings constructed or substantially renovated after March 1999 will be required by law to be equipped with fire sprinkler systems throughout the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with fire sprinkler systems.

Interior Fire Alarm Systems
Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Public Address Systems

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address system are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with a public address system.

EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.

General Emergency Fire Safety Instructions

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.
2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater risk to your safety than a fire on a floor above your apartment.
3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire never use the elevator. It could stop between floors or take you to where the fire is.
5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through you nose.
6. If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

Evacuation Instructions If The Fire Is In Your Apartment

(All Types of Building Construction)

1. Close the door to the room where the fire is, and leave the apartment.
2. Make sure EVERYONE leaves the apartment with you.
3. Take your keys.
4. Close, but do not lock, the apartment door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building.
7. DO NOT USE THE ELEVATOR.
8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.
Evacuation Instructions if The Fire Is Not In Your Apartment

"NON-COMBUSTIBLE" OR "FIREPROOF" BUILDINGS:
1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
4. If you cannot safely exit your apartment or building, dial 911 and tell them your address, floor, apartment number and the number of people in your apartment.
5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
6. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
7. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

"COMBUSTIBLE" OR "NON-FIREPROOF" BUILDINGS:
1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
   A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
   B. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
   C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
   D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.