



NEW
LIFE
BUSINESS
INSTITUTE

Campus Security and Fire Safety Report 2013



Contents

Developing Information for this Report	2
Campus Security	4
Alcohol and Drug Policies	5
Sexual Assault	7
Sexual Harassment.....	9
Workplace Violence	10
Behavior and Conduct.....	10
Crime Statistics.....	10
Evacuation Procedures	13
Fire Safety Report	14

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IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

Campus Security Report -2012

Your safety and security are extremely important to us. We have developed several strategies and programs to create an environment on campus that is as safe for all students, faculty, staff, and visitors as possible without excessively curtailing anyone's freedom of movement. The Police Department of New York City works tirelessly, 24 hours each day, to provide a full range of safety services for the community. While the Police Department is highly experienced in providing law enforcement and security services, we count on every member of the community to become an integral part of our public safety efforts.

New Life Business Institute has no residential facilities. Located in Jamaica, in the city of New York State, the Institution's administrative operations are housed in an office complex that borders a combination of professional and retail properties. The statistics reported as "on adjacent public property" are reflective of these properties.

Preparation of Annual Campus Security Report

New Life Business Institute prepares an annual statistical disclosure report incorporating all applicable incidents reported to the Institution over each calendar year consistent with the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Security Act. We make this report available to all current students and employees by mail and posting it on the student and staff lounge bulletin boards. All newly hired employees of the institution will be oriented to the Institution's policies and procedures regarding campus security.

Anyone, including prospective students and employees, may request a paper copy of this report by contacting the New Life Business Institute's Administrative office at 718- 737-6524. Individuals requesting this report may also email nbi@optonline.net.

New Life Business Institute Administration is responsible for preparing and distributing this report. Administration works with other departments and agencies to compile the information required for this report. The Director and President of the Institution are key contributors to this report. Other offices such as the Office of Safe Horizon. The Penny Foundation, Humble Heart Ministries, Creative Counseling, and the Office of Environmental Health and Safety, among others, all provide critical information concerning campus security policies and campus crime statistics for inclusion in this report.

Local agencies such as the Police Department of the City of New York also provide information concerning crime statistics for disclosure in the report.

We encourage the student body of the New Life Business Institute to use this report as a guide for safe practices on and off-campus.

The Office of Administration, located in room 102, can assist students in reporting serious incidents.

Alternatively, New Life Business Institute student body may report crimes or other serious incidents to local law enforcement agency, The Police Department of the City of New York, 103rd Precinct located at 168-02 P O Edward Byrne Avenue Jamaica, New York 11432. This agency will, in turn, inform the New Life Business Institute of the report.

All actual or suspected crimes, emergencies, fires, accidents or injuries should be reported to:

- New Life Business Institute Office of Administration
 - 718-737-6524
- Police Department of the City of New York 103rd Precinct
 - emergency # 911
 - non-emergency 718-657-8181
- City of New York Fire Department
 - emergency # 911
 - non-emergency 718-462-3261

Upon notification, New Life Business Institute staff will contact public law enforcement or fire fighting authorities as appropriate. Excelsior staff has a cooperative relationship with the City of New York City Police and Fire authorities and will work with such authorities to facilitate the resolution of all criminal or emergency incidents. All New Life Business Institute students and employees are likewise encouraged to cooperate with law enforcement and fire fighting authorities as necessary.

Voluntary & Confidential Reporting of Crime and other Serious Incidents

New Life Business Institute has established several methods for individuals to report crimes and other serious incidents on a voluntary and confidential basis.

Anonymous Report of Sexual Assault. This form allows victims or witnesses to anonymously report an incident of sexual assault. It assists the Police Department in evaluating whether a Campus Crime Alert should be issued and in collecting valuable information about sexual assaults that are not ultimately reported to the police. It is a valuable tool that is available to any member of the student body. You can obtain the form by contacting the New Life Business Institute Administration Office, any SAFE HORIZON Advocate, or the Creative Counseling Center Service.

Liaison with the Creative Counseling Service. The Police Department has developed a strong working relationship with the staff and counselors who work in the Creative Counseling Center. This relationship has allowed the two departments to develop a protocol that encourages all counselors to avail their clients to the opportunity to voluntarily and confidentially report crimes or other serious incidents to the Police Department. The New York City Police Department will use this information to better inform the student body of the crime picture on campus.

Preventing Crime through Collaboration and Cooperation

Crime Prevention is a top priority here at the New Life Business Institute. Together with other offices, the Police Department provides a number of programs designed to enhance personal safety, teach proactive crime reduction strategies, and help community members develop self-esteem, which contributes to a healthy community.

The Institution's crime prevention strategy rests on a multi-layered foundation of proactive area patrol around the campus building by local law enforcement, crime prevention education and training, building and area security surveys, and property registration. This approach relies on the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging student body to take responsibility of their own and other's safety.

Members of the Police Department are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. You can find out more information by logging on to:

http://www.nyc.gov/html/nypd/html/crime_prevention/crime_prevention_tips.shtml.

The Police Department of the City of New York, NY Crime Statistics

For crime statistics for the City of Jamaica, New York see the Web site for the City of The Police Department of the City of New York, Crime Statistics of the 103rd Precinct :

http://www.nyc.gov/html/nypd/downloads/pdf/crime_statistics/cs103pct.pdf

Campus Security

The New Life Business Institute campus is comprised of 10,000 square feet of occupancy in the Chase Building at 161-10 Jamaica Ave. Suite 404 in Jamaica, New York 11423. On weekdays, during normal operating hours (between 8:30 a.m. and 5 p.m.) a receptionist is on duty at New Life Business Institute's main administrative building. During the Institution's extended hours, on Mondays through Thursday from 5 to 9 p.m., a security officer is stationed at the elevator on the main floor and monitors buildings at regular intervals. The building is locked after business hours and can only be accessed by enrolled student body and staff. The surrounding of the building is regularly patrolled by mobile units and on foot officers of the City of New York Police Department. The parking area servicing the office building is lit and the Institution's security officer is available to escort employees from the workplace to their vehicles during extended hours between 5 and 9 p.m. on Monday through Thursday.

Timely Warning Notices (Campus Crime Alerts)

To aid in the prevention of similar crimes or serious incidents, the New York City Police Department, in conjunction with other departments on campus, issues Campus Crime Alerts in a timely manner to notify the student body about selected crimes in and around our facility. Students who know of a crime or other serious incident should report that incident as soon as possible to the Administration Office and/or the New York City Police Department so that a Campus Crime Alerts can be issued, if warranted.

Alternatively, New Life Business Institute student body may report crimes or other serious incidents to local law enforcement agency, The Police Department of the City of New York, 103rd Precinct located at 168-02 P O Edward Byrne Avenue Jamaica, New York 11432. This agency will, in turn, inform the New Life Business Institute of the report. Representatives of these offices will promptly notify and collaborate with the Police Department to issue a Campus Crime Alert, if warranted. We encourage other Institution administrators who know of an occurrence of a crime or other serious incident to report the matter promptly to the Police Department.

Distribution of Timely Warning Notices

The New Life Business Institute distributes the Campus Crime Alerts through a number of different methods. Once the Institution determines that a Campus Crime Alert will be issued, the Police Department prepares the Alert and posts it on the First Class Email "Official Announcements." The department will also post the Alert to several other First Class conferences. The department also works in conjunction with the New Life Business Institute's Office of Administration to post Alert flyers on bulletin boards located throughout campus halls. Finally, the Police Department posts the Alerts in the 103rd Police Precinct so visitors to the station have an opportunity to view the notices. Campus Crime Alerts are located in the Student and Staff conference rooms on the bulletin board. These varied methods ensure that the maximum number of people will read the notice and pass it on to other students and staff.

Alcohol and other Drug Policies

New Life Business Institute policy prohibits the unlawful possession, use, or distribution of alcohol and controlled/illegal drugs by any member of the student body and staff. All student body are expected to fulfill their obligations and responsibilities pursuant to the Institution's policy, federal, state, and local laws. Any disciplinary action imposed by the NLBI may be in addition to any penalty imposed by an off-campus authority. Both students and employees are subject to prosecution under applicable state or federal laws. New Life Business Institute reserves the right to require the withdrawal of any student or termination of any employee whose continued presence on campus constitutes a risk to the health, safety, or general well being of the Institution or themselves.

In accordance with state and federal laws, New Life Business Institute has established

the following priorities regarding alcohol use on campus:

- To stress moderation, safety and individual accountability for those 21 or over whom choose to drink off campus after school hours .
- To provide an atmosphere free from coercion for those who choose not to drink.
- To discourage and prohibit underage drinking.
- To prevent problem behavior and to combat alcohol abuse.
- To provide prevention and intervention information and education for all students, faculty and staff.
- To inform students about confidential and effective guidance and counseling for those with special concerns and needs related to alcohol use or abuse.

Individual Responsibility

New Life Business Institute emphasizes the responsibility of each student to be law abiding, knowledgeable, and thoughtful about any decisions regarding alcohol or other drug use. The Institution provides information about alcohol and other drug use and abuse and urges all student body and staff to take advantage of this opportunity to become informed.

New Life Business Institute encourages those with concerns about their own or others possible difficulties with alcohol and/or other drugs to seek confidential and private assistance on or off campus. The College offers several resources to assist student body and staff.

Creative Counseling Services 8724 Chelsea Rd. Jamaica, NY 11432 Available to provide short-term counseling and referral for long-term care (718) 291-9246 Services.

Office of Religious and Spiritual Life. Humble Heart Fellowship Ministries
19418 120th Ave. Jamaica, NY 11412 Members of the religious life staff, serving several different denominations and faiths, are available to provide confidential counseling and guidance (718) 525-9043.

Fire Prevention

Throughout the years New Life Business Institute has taken the initiative to update many facility systems in order to provide a safe environment for students and staff. All of the halls have fire alarms and smoke detectors. There are electrical smoke detectors in each student room, which alarm locally. The smoke detectors in the common areas are connected to the central alarm system, which in turn is directly connected to the New York City Fire Department of Queens County and to our Police Department. The New York City Fire Department requires four fire drills (evacuations) throughout the academic year.

The Institution does require complete evacuation of the buildings during any alarm event and will discipline/fine students for noncompliance. Since false alarms may lead to lower evacuation response from students, the Institution will continue to analyze the causes of the false alarms and work to reduce their occurrence. With the ongoing reduction of false alarms, we hope to maintain student's diligence when it comes to their response to all alarms.

What to Do if you or a Friend are the Victim of Sexual Assault

Your Emotional Health

There are several reasons why a sexual assault survivor should seek medical attention following an attack. One of the main reasons is the survivor's emotional and physical health. The survivor should seek professional counseling as soon as possible after the incident. As a survivor of a violent crime, you will probably experience strong emotional reactions. The survivor may experience some or all of these emotions.

- You may feel guilty because society has conditioned you to believe you "asked for it" or did not do enough to fight off your attacker.
- You may feel angry and take it out on friends.
- You may be afraid that the attacker will return.
- You may feel ashamed of what has happened.
- You may feel unclean, even after bathing. These feelings may cause you to behave in ways you normally would not.
- You may not be able to sleep, or you may have terrible nightmares.
- You may find your eating habits changing.
- You may not want to be left alone.
- You may not be able to resume your normal sexual relationships.
- You may have trouble concentrating and making decisions.
- You may cry uncontrollably

Contact the Creative Counseling Services. Services. If you have not already contacted the Counseling Services, call (718) 291-9246. Professional counselors are available for short-term counseling and support, and will refer the survivor for long-term care, if needed.

Jamaica N.Y. area Rape Crisis Center. NYCHHC- Queens Hospital Center : Domestic Violence/Sexual Assault Program 82-69 164th St Jamaica, NY 11432

Confidential Rape Hotline (718) 883-4205/4206 available 24-hour 7 day a week sensitive care counselors available within one hour of patient arrival. Medical forensic examination including HIV, STI prophylaxis and pregnancy prevention treatment.

Filing an Internal Complaint with the Administrative Office

Any student of NLBI who wishes to file an internal complaint for disciplinary action against an alleged offender who is a NLBI student may do so.

The following principals will be strictly followed in any judicial or other administrative office.

1. Both the accuser and accused are entitled to the same opportunities to have a hearing.
2. Both the accuser and accused will be notified of the outcome of any disciplinary hearing regarding a sexual assault.

Possible Sanctions

The Administrative authority has several penalties available for those found in violation as a result of a General Judiciary Administrative Hearing. These include:

Probation: a student is subject to a trial period to ascertain her/his fitness for upholding the Honor code.

Suspension: the rights and privileges of being a student at New Life Business Institute are suspended for a specified period of time. The individual is required to leave the campus.

Dismissal: the individual is no longer a student at New Life Business Institute, and must leave the campus. The individual may apply for readmission but should not expect the application to be considered for one full semester after dismissal.

Expulsion: the individual is no longer a student at New Life Business Institute and must leave the campus. He/She is not eligible for readmission but should not expect the application to be considered for one full semester after dismissal.

Changing Academic Situations

If a New Life Business Institute student, who is a survivor of a sexual assault or relationship violence, requests a change in his/her academic schedule, the Office of Administration will assist the student. The Director will, in conjunction with the President of the School, will make changes to a students academic arrangements, as long as those changes are reasonably available.

SEXUAL HARASSMENT

New Life Business Institute is committed to ensuring a safe and productive learning and working environment for all its members, free from sexual harassment or intimidation. Sexual harassment is against the law and is explicitly prohibited by Title VII of the 1964 Civil Rights Act, as well as by New York law. Below is the Institution's definition of Sexual Harassment:

- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when;
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

New Life Business Institute will vigorously investigate any report of sexual harassment that allegedly occurs in or out of the classroom. Student body or faculty who feel they have been or are being sexually harassed should contact the Director at (718) 737-6524.

If any student, employee or faculty member believes that he or she has been subjected to sexual harassment, that person has the right to seek resolution through the following steps:

Equal Opportunity Grievance Procedures. Specifically, that person may seek resolution through:

- 1. Informal Resolution**
- 2. Negotiated Procedure**
- 3. Formal Grievance Procedure**

Disciplinary Action

If it is determined that inappropriate conduct, has been committed by an employee of New Life Business Institute, the institution will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action deemed appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with several governmental agencies. You can contact the Administrative Office for additional information.

Workplace Violence

New Life Business Institute is committed to maintaining a safe, healthy and secure work environment. It is the Institution's goal to create a workplace free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Employees play a major role in the Institution's efforts by complying with this policy, contributing to a respectful atmosphere, treating all threats seriously, and reporting incidents immediately.

New Life Business Institute will treat all reports of threatening behavior or violence seriously and will fully investigate them. The Institution has the right to search any area or in order to investigate reports of workplace violence.

Prohibited Behavior and Conduct

New Life Business Institute will not tolerate any workplace violence, whether carried out by coworkers, students, visitors, former employees, or other individuals. The Institution expressly prohibits violence, threats, harassment, intimidation, and other disruptive behavior on its property. Violence or threatening behavior can include physical acts of violence, gestures, intimidating presence, oral or written statements, sexual assaults and weapons possession.

CRIME STATISTICS

New Life Business Institute and the New York City Police Department 103rd Precinct collects the crime statistics disclosed in the following charts through a number of different methods. The New York City Police Department sends a letter to all "campus security authorities," as defined in the Clery Act, requesting them to disclose any reports of crimes that may have been reported directly to them and not to the police department. The department examines these reports to ensure that none of the incidents reported by the authority was also reported to the police department to avoid possible double counting. Any reports of incidents from campus security authorities are filed and maintained with the crime statistics for the applicable reporting period.

The New York City Police Department 103rd Precinct, maintains a close relationship with the New Life Business Institute's Office of Administration, to ensure that we are notified of any crime report that is made directly to the New York City Police Department 103rd Precinct. The Office of Administration will disclose any crime report made directly to the New York City Police Department 103rd Precinct by a member of the student body.

Campus Crime Statistics

CATEGORY	2010	2011	2012
Criminal Homicide: Murder and Non-Negligent Manslaughter			
On Campus Property	0	0	0
On Adjacent Public Property	0	0	0
Criminal Homicide: Negligent Manslaughter			
On Campus Property	0	0	0
On Adjacent Public Property	0	0	0
Sex Offenses: Forcible			
On Campus Property	0	0	0
On Adjacent Public Property	1	0	0
Sex Offenses: Non-Forcible			
On Campus Property	0	0	0
On Adjacent Public Property	0	0	0
Robbery:			
On Campus Property	0	0	0
On Adjacent Public Property	3	0	0
Aggravated Assault:			
On Campus Property	0	0	0
On Adjacent Public Property	5	0	0
Burglary:			
On Campus Property	0	0	0

On Adjacent Public Property	14	15	14
Motor Vehicle Theft:			
On Campus Property	0	0	0
On Adjacent Public Property	7	2	0
Arson:			
On Campus Property	0	0	0
On Adjacent Public Property	0	0	0
Other Crime: Prejudice Based on Race, Gender, Religion, Sexual Orientation, Ethnicity or Disability			
On Campus Property	0	0	0
On Adjacent Public Property	0	0	0
Arrests for Liquor Law Violations:			
On Campus Property	0	0	0
On Adjacent Public Property	0	0	0
Arrests for Drug Law Violations:			
On Campus Property	0	0	0
On Adjacent Public Property	0	0	0
Arrests for Weapons Law Violations:			
On Campus Property	0	0	0
On Adjacent Public Property	0	0	0
Disciplinary Action for Liquor Law Violations:			
On Campus Property	0	0	0
On Adjacent Public Property	0	0	0

Disciplinary Action for Drug Law Violations:			
On Campus Property	0	0	0
On Adjacent Public Property	0	0	0
Disciplinary Action for Weapons Law Violations:			
On Campus Property	0	0	0
On Adjacent Public Property	0	0	0

Emergency Response and Evacuation Procedures

In the event of an emergency, please contact the local Fire Department /New York City Police Department immediately by dialing 911. Once the Director of NLBI confirms that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, the Institution, will notify the campus community, which includes students, faculty, and staff. New Life Business Institute will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate a notification system. That will consist of an announcement through-out the institution. These messages will follow the procedures outlined in the Emergency Response Plan. Therefore, it is important to review the emergency response and evacuation procedures. An all-clear message will indicate that the emergency is over.

The Emergency Response Plan is tested and updated on a regular basis, and emergency evacuation drills are conducted as well, as described below. Emergency response and evacuation procedures are disseminated to the Hofstra community in conjunction with testing.

Throughout the past year (calendar dates), the following exercises were conducted:

Daily Crime and Fire Log

The Director and Administration maintains a daily crime and fire log that records, by the date the incident was reported, crimes, fires and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the institution's jurisdiction. The daily crime and fire log is available for public inspection in the Administration office.

Annual Fire Safety Report

In accordance with the Higher Education Opportunity Act (HEOA) of 2008, NLBI is required to provide two fire safety-related sources of information:

1. Annual Fire Safety Report:

Institutions with must publish annually a fire safety report that provides information on campus fire safety practices and standards. NLBI complies with this HEOA regulation by issuing each year the NLBI Annual Security and Fire Safety Report.

Information contained in this annual report includes:

- number and cause of fires on all on-campus student housing facilities;
- Number of fire-related deaths; related injuries;
- value of fire-related property damage; information on evacuation procedures;
- fire safety education and training programs;
- fire safety systems in the facility;
- number of regular mandatory supervised fire drills;

2. Fire Log:

NLBI keeps a fire log that states the nature, date, time, and general location of each fire occurring at campus facilities. NLBI complies with this HEOA rule by including all fire-related incidents in the daily crime and fire log.

Fire and Life Safety Systems

NLBI is equipped with an interior fire alarm system with detection throughout the building, including smoke and heat detectors, and pull-box stations. All fire safety and building access systems are monitored by the Building Manager and the local Fire Department.

Mandatory Supervised Evacuation/Fire Drills

NLBI conducts mandatory evacuation/fire drills during the course of the calendar year. These evacuation drills are supervised by the Director of the institution and the local Fire Department. These fire drills are conducted with a team of Institution employees. The drills are intended to familiarize students, faculty and staff with emergency procedures and individual roles. NLBI performs three (3) evacuation/fire drills per year.

Education and Training Programs

Fire safety training is provided at the start of each module for students. Students, faculty and staff participate in evacuation fire drills throughout the year. As per the current New York State Fire Code (NYSFC), information and training related to fire safety is presented to all students enrolled in the institution on an annual basis.

Fire Policies for Facilities

New Life Business Institute's policies relating to fire safety are in accordance with New York state law and Queen's County ordinances. Our primary concern is the safety and well-being of the members of our community, and, as such, new policies have been created and existing policies have been modified to ensure that NLBI provides a safe environment and is in compliance with all New York State Fire Code. Students must comply with the specific policies listed herein, Any violation of these guidelines is considered a violation of the Student Conduct Codes:

Smoking

NLBI is a smoke-free environment in the building. There is no smoking or lighting of smoking-type products on campus. Also, smoking is prohibited within 20 feet of all entrances/exits.

Malicious False Alarms

The alteration and/or destruction of fire safety equipment affect's the safety of all members of the NLBI community. Malicious damage to any fire safety equipment, including fire extinguishers, exit signs, fire doors, emergency lighting and/or the activation of a fire pull station (when the threat of fire is not present), is a crime, is not tolerated at NLBI and will be prosecuted to the fullest extent of the law. All students must comply fully with all NLBI fire safety regulations. Violations may result in monetary, educational, and/or conduct sanctions.

Evacuation/Fire Alarms — What You Should Do

Evacuation is necessary when any building's fire alarm has been activated or the building becomes uninhabitable because of an event such as a fire, flooding, gas leak, contamination, pandemic flu, extreme weather conditions or the loss of critical services. The response depends on the extent of the emergency. NLBI community members should familiarize themselves with the evacuation routes posted in the building. If an evacuation order is issued for the building, cooperate fully with NLBI Administration and local Authorities.

What you should do:

- Don't panic. Stay calm.
- Take keys, wallets and essential belongings with you.
- If possible, wear weather-appropriate clothing.
- If your door feels hot, place a wet towel under it and **DO NOT OPEN IT**.
- Instead, open your window. While you await rescue, call **911** to ascertain that they know your location. Make your presence known by waving something from your window.
- If the hallway is filled with smoke, crouch down as low as possible (smoke rises) and hug the wall. Walls eventually lead to doors.
- Use the stairs only; elevators turn into chimneys when there is a fire.
- Do NOT use elevators.

- Close, but do NOT lock, doors.
- Provide assistance to those with physical disabilities.
- Evacuate in a safe and orderly fashion to the nearest staging area (as determined by
- University personnel) and await additional instructions.
- Move away from the building. Do not return to the building until instructed to do so by an NLBI staff member.

General Evacuation Procedures

NLBI will decide whether immediate evacuation is necessary. Evacuees will be moved to a staging area where NLBI personnel will conduct a census to establish that the evacuation is complete.

Evacuation of Individuals With Physical Disabilities

NLBI staff will assist individuals with physical disabilities in an evacuation, making every attempt to lead them to safety.

If you have a disability that could impair your ability to perform any of the above evacuation procedures, please note the following:

- Inform the Administration at NLBI front office of your circumstances upon arrival to the facility and request a meeting to discuss any special emergency response accommodations needed.
- A master list of all students requiring assistance during a building evacuation is maintained by the Administration office. Please contact your Director to ensure your inclusion on that list.

FIRE LOG 2010

Date of Fire	Time Occurred	Incident Number	Location	Nature of Incident	Cause	Dollar Loss	Injuries requiring Treatment	Number of Deaths
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

FIRE LOG 2011

Date Occurred	Time Occurred	Incident Number	Location	Nature of Incident	Cause	Dollar Loss	Injuries requiring Treatment	Number of Deaths
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

FIRE LOG 2012

Date Occurred	Time Occurred	Incident Number	Location	Nature of Incident	Cause	Dollar Loss	Injuries requiring Treatment	Number of Deaths
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Fire Safety Systems at New Life Business Institute

Building	Fire Alarms Monitored	Sprinkler System	Fire Alarm and Smoke Detectors	Evacuation Plans Posted	Safety Training Conducted	Fire Extinguishers	Annual Fire Drills
161-10 Jamaica Ave. 4 th Floor	YES	YES	YES	YES	YES	YES	3