

**2025-2026 Annual Security and Fire Safety Report**

In accordance with the 1998 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics act and the Violence Against Women Reauthorization Act of 2013, Atlantic Acting School prepares and publishes the following annual report (“the Report”) by October 1st of each year.

The Report describes institutional security and safety policies, lists crime and fire statistics for the past three calendar years, and provides relevant resources per Department of Education requirements. Atlantic Acting School will notify enrolled students and current employees when the Report is published annually to Atlantic’s website. A paper copy can be requested and retrieved from Atlantic’s administrative offices at 76 Ninth Avenue Suite 313, New York, NY 10011.

The Atlantic staff responsible for maintaining the records and policies included in this report are:

Yvette Gonzalez	Operations Manager ygonzalez@atlantictheater.org 646-216-1089
Kyle McRuer	Accounts Receivable Manager kmcruer@atlantictheater.org
Arden Walentowski	Policy and Document Associate awalentowski@atlantictheater.org

The following guide serves as a comprehensive directory of Atlantic staff referenced throughout this report, categorized by position and area of responsibility:

Yvette Gonzalez	Operations Manager ygonzalez@atlantictheater.org 646-216-1089
Kathryn Falk	Operations Assistant 646-216-1139 kfalk@atlantictheater.org
Alex Oleksy	Student Affairs Coordinator (CON) aoleksy@atlantictheater.org
Mahima Saigal	Student Affairs Coordinator (NYU) msaigal@atlantictheater.org
Lorielle Mallue	Director of Conservatory Training lmallue@atlantictheater.org
Kyle McRuer	Accounts Receivable Manager kmcruer@atlantictheater.org
Pamela Adams	General Manager padams@atlantictheater.org
Ariana Derambakhsh	School Coordinator aderambakhsh@atlantictheater.org
Arden Walentowski	Policy and Document Associate awalentowski@atlantictheater.org
Atlantic Front Desk	212-691-5959
Atlantic Box Office	646-216-1138
Building Security	212-243-5060

### **Clery Geography**

Clery Geography is described in 34 C.F.R. § 668.46(a) as “buildings and property that are part of the institution’s campus, the institution’s noncampus buildings and property, and public property within or immediately adjacent to and accessible from the campus.”

Per this definition, Atlantic’s Clery Geography includes:

<b>CAMPUS:</b>	<b>Atlantic Acting School</b> 76 9 <sup>th</sup> Avenue, Suite 313 New York, NY 10011
<b>NON CAMPUS BUILDING OR PROPERTY:</b>	<b>76 9<sup>th</sup> Avenue Building</b> <ul style="list-style-type: none"><li>● Lobby accessed at the corner of 15<sup>th</sup> St. and 9<sup>th</sup> Ave.</li><li>● Elevators</li><li>● Third Floor Hallways</li></ul> <b>Atlantic Stage 2</b> 330 W 16 <sup>th</sup> St. New York, NY 10011 <b>Linda Gross Theater</b> 336 W 20 <sup>th</sup> St. New York, NY 10011
<b>PUBLIC PROPERTY</b>	<ul style="list-style-type: none"><li>● W 15<sup>th</sup> St. Sidewalk between 8<sup>th</sup> and 9<sup>th</sup> Avenue</li><li>● W 16<sup>th</sup> St. Sidewalk directly in front of 330 W 16th St.</li><li>● W 20<sup>th</sup> St. Sidewalk directly in front of 336 W 20<sup>th</sup> St.</li></ul>

### **Campus Security Information**

Due to Atlantic's size, the school does not designate formal campus security personnel or maintain a direct relationship with 10th precinct law enforcement. 76 Ninth Avenue, the building in which Atlantic's teaching spaces and administrative offices are located, has 24-hour security staff and cameras employed by Google.

To reach the school, visitors must enter through the 76 Ninth Avenue lobby staffed by 24-hour security and swipe an electronic ID card (provided to students at the beginning of the academic year) to access the elevators to the third floor. The elevators and third floor hallway leading to Atlantic are outfitted with security cameras.

Atlantic's Suite 313 classroom and administrative space itself is open and has a staff member at the front desk from 8:30 AM to 10:00 PM from Monday through Saturday and 9:00 AM to 10:00 PM on Sunday.

Students and faculty may report incidents to building security or to Atlantic's Operations Manager, Student Affairs Coordinators, or Director of Conservatory Training (*please find contact information on page 1 of this document*).

### **Crime Statistics**

The crime statistics report is maintained by Atlantic's Accounts Receivable Manager and Student Coordinator (*please find contact information on page 1 of this document*).

The following crime statistics are compiled based on Atlantic's Daily Security Log, information received from 76 Ninth Avenue's building security, and data provided by the NYPD 10th Precinct.

The required statistics for murder, nonnegligent, manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons violations are based on the definitions of these crimes outlined in the Summary Reporting System (SRS) User Manual from the FBI's UCR Program.

Statistics for fondling, incest, and statutory rape are based on the definitions of these crimes outlined in the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program

Statistics for hate crimes larceny, simple assault, intimidation, and destruction, damage, and vandalism of property are based on the definitions of these crimes found in the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program.

Definitions of dating violence, domestic violence, and stalking can be found in paragraph (a) of 34 C.F.R. § 668.46.

<b>Crime Statistic</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
On-Campus	0	0	0
Murder	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Non-Campus Buildings or Properties (Off-Campus)	0	0	0
Murder	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Public Property	2	6	3
Murder	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	1
Larceny	2	6	1
Intimidation	0	0	0
Destruction of Property	0	0	1

### **Timely Warnings**

Per *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act*, Atlantic issues a “timely warning” to staff, faculty, and students when it receives a crime report of one of the violations listed above.

This timely warning to the campus community is intended to aid in the prevention of similar crimes and will withhold the confidential names and any other identifying information of victims.

## **Emergency Preparedness and Response**

In the event of an emergency, accident, or non-emergent health incident, staff and students are advised to adhere to the following Employee Safety and Office Procedures.

**Call 911 if a person is experiencing a health emergency. Do not move the injured person. If a person cannot breathe, administer CPR. If you are not trained, call the Front Desk at (212) 691-5919. They will contact someone with CPR training.**

### **Accident or Health Emergency**

1. Call 911. Stay on the phone unless told otherwise by the 911 operator.
  - a. At the Linda Gross Theater, a phone is located in the Production Office, the green room, the ADA dressing room, and the basement work room.
  - b. At Stage 2, a phone is located in the Production Office.
2. After contacting 911, contact the Atlantic Operations Manager, Operations Assistant and Front Desk (*please find contact information on page 1 of this document*). They will alert the appropriate parties and immediately report to the scene.
3. If an emergency involves a student, contact the Coordinator of Student Affairs (*please find contact information on page 1 of this document*).
4. If the incident occurs in the offices or Stage 2, call the Operations Manager (*please find contact information on page 1 of this*

*document*). They will need to know the location of the emergency and where to direct emergency personnel. They will also need to complete their own report.

5. At the Linda Gross Theater, call the Box Office (*please find contact information on page 1 of this document*). They will make sure the street level lobby is unlocked and will have the wheelchair lift available in the event it needs to be used.
6. See General Manager (*please find contact information on page 1 of this document*) to file an accident report and fill out necessary insurance paperwork. **This must be filed the day of the incident.** Staff or faculty present at time of the incident should write a brief narrative of the event for Atlantic's records.

### **Non-Emergency Accident or Health Incident**

1. Contact the Operations Manager, or the Front Desk (*please find contact information on page 1 of this document*). They will alert the appropriate parties and immediately report to the scene.
2. See General Manager (*please find contact information on page 1 of this document*) to file an accident report and fill out necessary insurance paperwork. **This must be filed the day of the incident.** Staff or faculty present at time of the incident should write a brief narrative of the event for Atlantic's records.
3. If the incident or health accident involves the building in any way,

contact Building Security (*please find contact information on page 1 of this document*). They will need to know the location of the accident to complete their own report.

### **Fire Emergency**

Atlantic Acting School's third floor offices and classroom space has fire extinguishers located:

- At the far end of the right passageway (when entering the administrative offices from the lobby).
- Along the wall of the left passageway (when entering the administrative offices from the lobby).

When operating fire extinguishers:

1. Do not enter a room full of smoke.
2. Before opening a door, check if it is hot to the touch. If so, do not open. If the door is warm, open slowly to evaluate the emergency situation.
3. Fire extinguishers are to be used by employees and students for smaller fires only. In the event of a larger fire emergency, follow instructions from Atlantic's fire team and building security team.
4. Before attempting to extinguish a small fire, verify that evacuation routes are unblocked by debris, fire, or dangerous levels of heat and smoke.
5. Do not use water on an electrical or flammable liquid fire. Use dry chemical or carbon dioxide extinguishers only.
6. Stand at least ten feet away from the fire. Pull the extinguisher's pin, aim the extinguisher at the fire's edge and extinguish in a side-to-side sweeping pattern.

### **Emergency Evacuation Plan 76 9th Avenue and 330 W 16th Street:**

If you are in immediate danger, evacuate the area and anyone else in the vicinity. Move to a safe area. Call Building Security or pull a fire alarm. Wait for instructions from the building and follow the instructions below.

In an emergency, the building's Fire Safety/EAP Director (FS/EAP) will provide instructions over the PA system. Listen to those instructions. The FS/EAP will inform you of one of four options to keep you, staff, faculty, and students safe:

1. Shelter in Place
  - a. Remain inside the building.
  - b. Stay at your work or study location.
2. In-Building Relocation
  - a. Relocate within the building to a safe area, away from windows if possible. Listen for instructions to determine where you should move.
  - b. If you are told to relocate to a different floor, use the closest stairs that are unaffected by the emergency, unless otherwise directed by the FS/EAP. When exiting from the lobby of Suite 313, the closest stairwell is located to the right just past the restrooms.
  - c. Do not remain in the stairwell. Move to the safe area and remain there until notified to leave.
3. Partial Evacuation

- a. Only some areas of the building will be told to evacuate. If your area is told to evacuate, use the closest stairs that are unaffected by the emergency, unless otherwise directed by the FS/EAP.
  - b. Evacuate to the exterior of the building. Report to the Linda Gross Theater, 336 W. 20th Street between 8th and 9th Avenues.
4. Full Building Evacuation
- a. The entire building will evacuate. Use the closest stairs that are unaffected by the emergency, unless otherwise directed by the FS/EAP.
  - b. Evacuate to the exterior of the building. **Report to the Linda Gross Theater, 336 W. 20th Street between 8th and 9th Avenues.**

If the building calls for evacuation, all employees and students shall evacuate immediately by means of the nearest available marked exit or as directed by the FS/EAP. Proceed as quickly as possible in an orderly manner. Accompany and assist handicapped personnel, visitors, students, or staff who appear to need calm direction or assistance. Do not push or shove. Hold handrails when you are walking on stairs. Proceed directly to the **Linda Gross Theater, 336 W. 20th Street between 8th and 9th Avenues.**

Do not reenter the building looking for missing staff or students. Report the last known location of any missing staff or students to building management. If not present during the emergency, the

Operations Manager should be contacted immediately (please find contact information on page 1 of this document).

**330 W 20th Street:**

Listen for instructions from the building. In an emergency, the building's Fire Safety/EAP Director or House Manager fire guard (FS/EAP) will provide instructions. Listen to those instructions. The FS/EAP will inform you of one of two options to keep you, staff, students, and guests safe:

1. Shelter in Place
  - a. Remain inside the building.
  - b. Stay at your work or study location.
2. Full Building Evacuation
  - a. The entire building will evacuate. Use the closest stairs that are unaffected by the emergency, unless otherwise directed by the FS/EAP.
  - b. Evacuate to the exterior of the building. Report to **Atlantic Theater Company Stage 2, 330 W. 16th Street between 8th and 9th Avenues.**

In the case of fire, a bomb threat, etc., everyone shall evacuate the theater immediately by means of the nearest available marked exit or as directed by the FS/EAP. Proceed as quickly as possible in an orderly manner. Accompany and assist handicapped personnel, visitors, students, or staff who appear to need calm direction or assistance. Do not push or shove. Hold handrails when you are walking on stairs. Proceed directly to **Stage 2, 330 W. 16th Street between 8th and 9th Avenues.**

Do not reenter the building looking for missing staff or students. Report the last

known location of any missing staff or students to building management. If not present during the emergency, the Operations Manager should be contacted immediately (please find contact information on page 1 of this document).

If no doors are obstructed, the House Manager and front of house staff will lead the audience out through the NE and NW doors of the theater and lobby and out to 20th Street. Stage Manager will lead all show personnel and backstage staff to the SW backstage exit and out to 20th street. Both factions will meet on the NW corner of 20th Street and 8th Avenue. Led by the House Manager, everyone will proceed to the lobby of **330 W. 16th Street**.

If the lobby doors are obstructed, House Manager or Stage Manager will lead everyone to the SW backstage exit and out to 20th Street. The audience will be asked to stand up and turn to their right and then proceed in a single file line out into the house right aisle. People should be evacuated in the following order: backstage and onstage persons followed by the first row of the auditorium, and proceeding row by row to the last. All parties will walk to the NW corner of 20th Street and 8th Avenue. Led by the House Manager, everyone will proceed to the lobby of **330 W. 16th Street**.

If the backstage door is obstructed, House Manager and Stage Manager will lead everyone to the NE and NW theater and lobby exits and out to 20th Street. Backstage and onstage persons will be asked to sit on the stage. The audience will evacuate using both aisles, starting with the back row and proceeding, row by row, to the first row. The audience will be followed by onstage and backstage persons. All parties will walk to the NW corner of 20th Street and 8th Avenue. Led by the House

Manager, everyone will proceed to the lobby of **330 W. 16th Street**.

### **Emergency Communication**

In addition to the use of building intercom's, Atlantic employs a number of additional communication methods to keep staff, faculty, and students informed during emergencies. These alternate methods include:

1. A company-wide phone tree. The phone tree tasks the Coordinators of Student Affairs with reaching out directly to students and the Director of Conservatory Training with reaching out to faculty.
2. Emails to staff, faculty, and students.
3. Important information posted prominently on Atlantic's website and featured on social media channels.

### **Drug and Alcohol Policies**

The administration of Atlantic Acting School believes that a strong, creative ensemble is essential not only to a student's individual success, but also to the success of the student body as a whole.

Thus the administration believes that drug use and alcohol consumption at school sponsored activities or outside of school activities either before or during class and performances hurts the student's ability not only to perform at their best in scenes and productions, but also to be a healthy and stable ensemble member and scene partner.

### **Illicit Drugs**

Atlantic Acting School recognizes the illegality and danger of drug abuse and, thus, prohibits the possession, use, or distribution of illicit drugs on school premises or as part of school activities. Manufacturing, distributing, or possessing a

controlled substance in the studios, offices, and performance spaces, owned, rented or operated by the Atlantic Theater Company and/or Atlantic Acting School is strictly forbidden.

More specifically, these actions are forbidden in spaces rented by the Atlantic Theater Company or Atlantic Acting School specifically for outside classes, performances, and rehearsal space.

Students, employees, and faculty members should be aware that, in addition to sanctions imposed by the administration of Atlantic Acting School, they may be subject to criminal prosecution under federal and state laws that specify severe penalties, including fines and imprisonment, for drug-related criminal offenses.

*\*This report is the official document of authority and is updated and published annually by October 1st. It is prepared by Atlantic's School Coordinator and distributed to faculty by the Director of Conservatory Training and to students by the Student Affairs Coordinator. Additionally, the document is preserved in archival form on Atlantic's website.*