

# Campus Crime and Safety Handbook

## Campus Security Authorities

The purpose of the campus security authorities is to report to the appropriate Director of Operations of an incident. Campus security authorities are not responsible for determining authoritatively whether a crime took place. When a crime is believed to have happened the individual must complete a *Crime Incident Report Form*, this form is then given to the Director of Operations for an investigation to be conducted. Campus security authorities include:

- President
- Director of Operations
- Program Directors
- Receptionist

## Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Operations, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The institution will alert the campus community with “timely warnings” to inform and aid in the prevention of similar crimes. Timely warnings can be issued for threats to property, as well as for threats to persons. It is irrelevant whether the victims or perpetrators are members of the campus community. The follow are crimes include all Clery Act crimes that are:

- Reported to campus security authorities or local police agencies; and
- Are considered by the institution to represent a serious or continuing threat to students and employees.

A timely warning will be issued as soon as pertinent information is available. The issuing of a timely warning will be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcements efforts. Timely warnings will be issued by the Director of Operations. The follow are ways the institution may alert the campus community of a timely warning:

- Bulletin boards
- Instructor announcement in class, clinical/externships
- Letters to all students and employees
- E-mailed

A timely warning will contain information for the campus community to better protect themselves.

## Reporting Criminal Actions or Other Emergencies Occurring on Campus

In the event that a criminal act or other emergency has occurred, the students, employees and guests are encouraged to report all incidents to a campus security authority or the Director of Operations and the local law enforcement agency. In the event that a crime or emergency has occurred at a clinical/externship site, inform that locations security and the institutions of the incident. The institution will assist the student with notification, to the proper local law enforcement agency, if desired. If the student or employee is a victim of a crime, the institution will assist the victim with changes in academic arrangements if desired and available.

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## **Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the institution or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Operations or a campus security authority can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the institution can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **Security and Access Policy**

During business hours, the institution will be open to students, employees, and guests. During non-business hours, access to all the institutions facilities is by key, if issued, or by admittance of appropriate staff. The institution does not have any campus residences. During non-business hours when the institution finds a person or group of individuals on school grounds without authorization shall be considered a trespasser and may be reported to local law enforcement authorities. Loitering and soliciting on property are strictly prohibited and any person found loitering or soliciting will be asked to leave or, upon refusal will be reported to local law enforcement authorities.

The institution performs repairs and maintenance once a week during the time when the institution is conducting its cleaning. Safety features are checked; making sure interior/exterior lights working properly, no damage to buildings or doors, and the locks are working.

## **Campus Law Enforcement**

The institution does not have campus law enforcement. All criminal activities should be reported to campus security authorities and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## **Security Awareness Programs**

Information is disseminated to students and employees through crime preventions awareness packets. Remember, students and employees should be aware of their responsibility for their own security and the security of others. None of the institutions campus security authorities have arresting authority.

## **Crime Prevention Programs**

The institution does not offer any crime prevention programs.

## **Off-Campus Student Organizations**

The institution does not have any off-campus student organizations.

## **Statistics from Local Law Enforcement Agency**

The Director of Operations is responsible for contacted and making a “good faith” effort in collecting statistics from all local law enforcement agencies. Documentation must be kept when making a good faith effort, example; a copy of the letter sent to the agency.

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## Sexual Assault Prevention and Response

The institution educates students and employees about sexual assaults through informational packets that are available. Information packets contain literature and risk reduction of such incidents.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a safe place. You should then seek necessary medical treatment. It is encouraged that victims of sexual assault report the incident immediately to a campus security authority or Director of Operations and the local law enforcement agency. Filing a police report will

- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Ensure that the victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.

## Florida Department of Law Enforcement Sexual Predator/Offender Registry

The following website contains public record information on offenders classified as sexual predators and sexual offenders under Florida law because of a conviction for a sex-related crime and/or a specified crime against children: [www.fdle.state.fl.us](http://www.fdle.state.fl.us).

FDLE has also established a toll-free number (1-888-357-7332) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. The public can also use e-mail: [sexpred@fdle.state.fl.us](mailto:sexpred@fdle.state.fl.us).

Upon notification of the presence of an offender/predator, it is the responsibility of the law enforcement agency with jurisdiction over the offender/predator's address to inform the institution's administration that the offender/predator has stated that he/she is currently enrolled at, or employed by the institution. The institution can then make all prudent notifications to members of the campus community.

Accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Accuser and accused must be informed of outcome of any institutional disciplinary proceeding alleging a sex offense. The institution may impose sanctions such as suspension, dismissal, or termination of employment after a disciplinary proceeding.

## Drug and Alcohol Policy

Taylor College complies with and embraces the policies contained in the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (including Section 22, Drug-Free Schools and Campuses). Unlawful possession, use, or distribution of alcohol or illegal drugs while on school premises or a part of its off-campus activities is prohibited.

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, Taylor College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees. No student or employee shall be on school premises or a part of its off-campus activities while intoxicated, impaired, or under the influence of illegal drugs or alcohol. The institution will impose sanctions for violation of this policy that are consistent with state and Federal laws and may include up to dismissal from the institution. The institution may also report alleged violations to local law enforcement authorities for investigation and prosecution as appropriate. For the complete policy refer to *Drug and Alcohol Policy*.

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## Shelter-In-Place

Sheltering-in-place is done to protect students, faculty, and staff from an external threat such as a hazardous material incident, spill or a hostage crisis. People on campus, but not in imminent danger, should follow the instructions below:

- Close and lock doors
- Close curtains/blinds
- Stay away from doors/windows
- Wait quietly for further instructions from local police/fire departments.

## Fire

In the event of a fire, the primary concern is to save lives – the protection of property is secondary. Students, faculty, and staff should follow the directives below to ensure their safety:

- If a fire is known to exist, contact the local fire department.
- Evacuate buildings when instructed or when it is unsafe to remain
- Attempt to extinguish a minor fire, if equipment is available, and activate fire alarm in affected building and adjacent buildings
- Do not panic – remain calm

## Evacuation Procedures

Evacuation may become necessary in the event of fires, bomb threats, hostage crises, or chemical spills. Follow the instructions below if in order to evacuate is issued:

- All persons will leave the facilities via the nearest exit routes and proceed to outdoor assembly areas
- Instructors will secure their areas of responsibility
- Instructors will assist handicapped students/employees
- Evacuees should take personal belongings with them
- Do not panic – remain calm

## Hazardous Materials

Employees and instructors should be aware of the dangers involved in handling chemicals, solvents, etc., and should follow the guidelines below when dealing with these hazards:

Follow industry safe practices and label instructions

- Notify local fire department in the event of a hazardous materials spill/leak
- Do not mix chemicals without authorization
- Use approved respirators or work in well-ventilated areas when dealing with toxic fumes

## Hostage Crisis

In the event that the campus is involved in a hostage crisis, the ability to act appropriately will be crucial in protecting the safety of students, faculty, and staff. Those on campus not directly involved in the crisis should follow the Shelter-in-Place procedures described herein. As a hostage, you should follow the guidelines below:

- Obey terrorist orders
- Be courteous and polite
- Do not debate, argue, or discuss political issues
- Speak in a normal voice – Do not whisper or raise your voice
- Avoid abrupt movements and remain in view

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- Stay away from windows, doors, and captors
- Do not discuss possible retaliatory/rescue actions
- Inform captors of medical conditions/special disabilities
- Do not panic – remain calm

## **Violence/Terrorism**

Threats of violence may be (1) actual or perceived, (2) verbal or non-verbal, (3) direct or indirect. It should be assumed that all threats have been made with intent to carry them out. Recognize and report early warning signs of violence, which may include:

- Threats of violence
- Overhead conversations regarding violence
- Disruptive behavior
- Domestic family issues occurring on campus
- Vandalism occurring anywhere on campus

## **Bomb Threats/Emergencies**

A bomb threat exists when a suspected bomb or explosive device had been reported but not located. An emergency exists if the bomb has been located or if an explosion has occurred. Guidelines are shown below for each of these situations:

### **Bomb threats:**

- Try to solicit information from caller making threat
- Receiver of call should immediately notify local law enforcement
- The President or a designated administrator will order evacuation, if necessary
- Do not touch any suspicious item – report it immediately to proper authorities

### **Bomb Emergency:**

- Immediately call Security and/or 911 – do not panic
- Follow all evacuation procedure described herein
- All persons should withdraw a minimum of 300 feet from any explosive device

## **Drive-By Shooting**

The availability of weapons and rise in gang activity has increased the possibility of a drive-by shooting incident. Locations easily accessible by vehicles are at greatest risk. If an incident occurs:

- Lie flat on ground and stay low
- Try to identify vehicle, if possible
- Direct people to nearest shelter
- Assist the injured
- Do not panic – remain calm

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## Blood-Borne Pathogens

Certain infectious diseases (such as HIV and Hepatitis B) are transmitted through contact with blood and other secretions from a person with the illness. When a person is injured, those who render aid should avoid direct contact with blood.

### If you do contact human blood, please remember the following:

- Personal protection equipment (PPE) is provided at readily accessible areas. The equipment includes gloves, goggles or masks, and aprons or smocks. After use, the PPE should be removed and given to those who have been trained in proper handling and disposal of those items.
- Wash hands and face with disinfectant soap immediately after contact.
- Infected surfaces should be washed with bleach or an approved germicidal.

### To protect yourself and others from potential transmission of blood-borne pathogens, employees should follow these guidelines:

- Sharps (needles and other pricking devices) must be placed in approved containers.
- Contaminated materials must be discarded in specially designed trash bags or containers.
- Never pick broken glass up by hand
- Cover cuts and open sores with bandages to avoid transmission of pathogens to others or to prevent leaving potentially harmful substances on surfaces.

## Notice of Availability of Annual Security Report

A copy of Taylor College's Annual Security Report is available. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Taylor College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting Director of Operations Aid Office. The Annual Security Report will include statistics on crimes such as:

### Offenses

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes

### Arrests

- Weapons possession
- Drug law
- Liquor law

### Referrals

- Weapons possession
- Drug law
- Liquor law

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## Law Enforcement Agencies

Belleview Police Department  
352-245-7044

Sheriff's Office  
352-620-7810

## More Helpful Information

Animal Control  
352-671-8727

Marion County Fire Rescue  
352-291-8000

National Center for Victims of Crime  
[www.ncvc.org](http://www.ncvc.org)

Rape, Abuse, & Incest National Network  
[www.rainn.org](http://www.rainn.org)

Rape Crisis Center  
352-622-8495

The Centers  
352-291-5580

## How the Report Should be Distributed

The institution can distribute the report to all current students and employees in one of two ways:

1. Directly by publications and mailings. This may be accomplished by giving a copy directly to each individual or by direct mailing to each individual through:
  - a. The United States Postal Service;
  - b. Campus mail;
  - c. E-mail; or
  - d. A combination of these methods
2. Posting the annual security report on an Internet or intranet Web site that is reasonably accessible to currently enrolled students and to employees. This method may be used only if an individual notice about the annual security report is distributed by October 1 to each student and employee. This notice should not be buried in another document where a student or employee may be unlikely to read it. This notice should include:
  - a. A statement of the report's availability
  - b. A list and brief description of the information contained in the report
  - c. The exact address (URL) of the Internet or intranet Web site at which the report is posted. This means that the institution must provide a direct link to the annual security report. It is not acceptable to give the URL for the institution's Web site.
  - d. If the institution uses a URL to access the report, a notice stating that the annual security report will be provided a paper copy upon request.
    - i. No fee will be charged for a paper copy of the report