



# SECURITY AND FIRE SAFETY REPORT *(Includes Crime Statistics)*

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## INTRODUCTION

In compliance with the Department of Education regulations, F.I.R.S.T. Institute has created this report to provide an overview of the institute's security resources, policies and procedures, crime statistics, and fire safety information.

This report is updated annually and made available to all students, employees, and applicants for admission and employment via the F.I.R.S.T. Institute website: [www.first.edu/downloads](http://www.first.edu/downloads). Hard copies of the report are available upon request.

## A LETTER FROM THE DIRECTOR

To Our Students, Staff, and Visitors,

F.I.R.S.T. Institute is an intimate, industry-specific educational facility, and even though our enrollment numbers are not that of a larger state institute or university, we take the same level of care and seriousness to ensure that those students who attend our institution can do so without fear for their safety.

To do this, F.I.R.S.T. Institute has developed a number of policies, procedures, and programs to help promote a safe and secure learning and working environment.

Alleviating criminal activity completely is an unrealistic goal, but we are determined to provide as much information to our staff and students as possible to guarantee they are equipped with the knowledge to make mature and safe decisions in order to prevent potential issues from arising both here and in their personal lives.

As a method of tracking our success in implementing these awareness programs, and to inform current and potential students and employees of the environment they will be learning or working in, we publish our annual Crime Brief (located in the Outcomes and Statistics document) in addition to this Security and Fire Safety Report to summarize any incidents which occurred at, and near, the campus over the past year.

The personal safety of all students, staff, instructors, and guests is our highest priority. We thank you all for helping us maintain a professional, safe environment for our educational family.

Director

## EMERGENCY CONTACTS

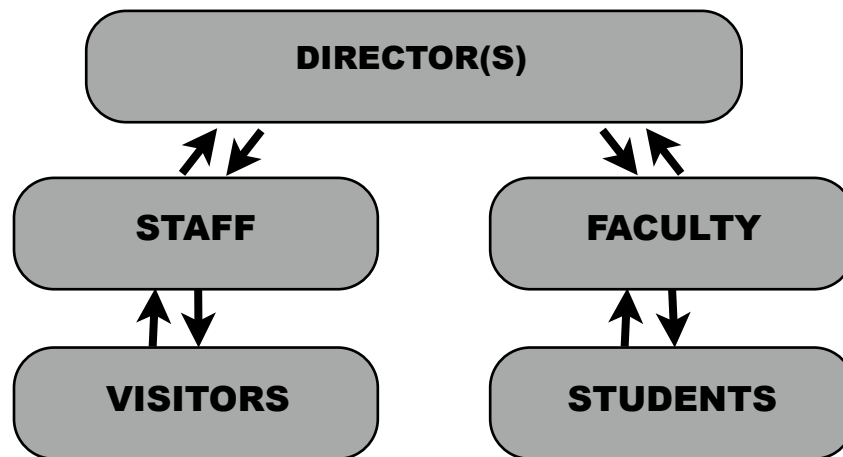
### FIRE/POLICE/AMBULANCE

911

### COMPANY NAME/ADDRESS

F.I.R.S.T. Institute  
2309 Silver Star Road  
Orlando, FL 32804

### REPORTING LEVELS



#### DIRECTOR(S)

1. Receive notice of any potential emergency on campus
2. If not yet contacted, call emergency authorities if necessary
3. Determine and declare state of emergency
4. Notify Staff and Faculty of appropriate emergency procedure
5. In the event of an evacuation, coordinate a headcount of all Students, Visitors, Staff, and Faculty once clear
6. Non-evacuation incidents - ensure emergency location(s) stay clear
7. Once emergency has been neutralized, give the ALL CLEAR to return and proceed as normal
8. Handle any public relations/media that may accompany incident

#### STAFF/FACULTY

1. If life-threatening, contact 911, then notify Director of emergency
2. Begin implementing emergency procedure indicated by Director
3. In the event of an evacuation, assist Students and Visitors in congregating at the designated holding areas
4. Report to Director a headcount of Students/Visitors, note any unaccounted for
5. Non-evacuation incidents - assist in keeping all Students and Visitors away from emergency area(s)
6. Once emergency has been neutralized, and Director gives ALL CLEAR, return and proceed as normal
7. Refer media sources to Director for comment; avoid premature, unauthorized disclosure of information

## REPORTS

F.I.R.S.T. Institute requires all incidents which fall into the following categories be reported immediately:

- Intentional damage
- Arson, tampering with, and/or misuse of fire equipment
- Possession and/or use of firearms, ammunition, explosives, chemicals
- Illegal possession, use and/or sale of drugs and alcoholic beverages
- Theft
- Trespassing
- Assault
- Harassment
- Lewd and indecent behavior
- Health and safety violations
- Failure to cooperate with a staff member
- Injury on campus
- Any other violation where warning was given and violation persisted or recurred
- False reporting of any of the above

## REPORTING PROCEDURE & STATISTICS

### INCIDENT REPORTS

Incident Reports must be completed whenever issues concerning criminal or behavioral actions, injury, inclement weather, fire, or property damage occur. A Report must be completed by (a) Person Reporting Incident and/or (b) Person(s) Involved in Incident. These reports must be submitted to the departmental manager within 24 hours of the incident occurring. The departmental manager must then complete the section of the report outlining action taken to resolve the issue. Incident Reports which are filed throughout the year are kept in the student's respective file or with the Administrative Assistant, depending on the incident.

Victims may submit a written request to view disciplinary results regarding proceedings against the accused.

### CRIME BRIEFS

The Crime Brief is published annually in the Outcomes and Statistics document on the F.I.R.S.T. Institute website no later than October 1st. The current report may be found here: [www.first.edu/Downloads](http://www.first.edu/Downloads)

In September, the Administrative Assistant drafts a report tallying all relevant Incident Reports and crime statistics to be updated on the institute website no later than October 1st.

The Crime Brief includes a summary of all criminal activity reported within a 1 mile radius of the institute. Below is a list of crimes the report must include per the Department of Education regulations. See the Definitions section for more details.

Arson	Motor Vehicle Theft	Sex Offenses - non-forcible
Criminal Homicide	Weapons: carrying/possessing	Larceny - Theft
Robbery	Drug Abuse Violations	Simple Assault
Aggravated Assault	Liquor Law Violations	Intimidation
Burglary	Sex Offenses - forcible	Destruction/Vandalism of Property

## **SAFETY ALERTS**

Safety Alerts are received from local law enforcement agencies which provide timely warnings about significant crimes impacting the institute as well as information to prevent victimization. i.e. rapist in the area, string of vehicle break-ins, etc. These Alerts are issued as follows:

1. Instructors make an announcement to each class notifying them of the situation and preventative measures.
2. Copies of the bulletin are posted in the institute break room and restrooms, as applicable.

Anyone with information warranting a Safety Alert should report the circumstances to the Police Department by phone, 407.235.5300, and to the Director.

## **REGISTERED SEX OFFENDERS**

Below are links to two websites which contain a database of registered sex offenders. By entering an address it will pull up a map indicating how many registered sex offenders are located within a specified radius.

Results indicate whether the individual has been classified as a sexual predator or sexual offender under Florida law as a result of a conviction for a sex-related crime and/or a specified crime against children.

**Florida Law Enforcement Website** - <http://offender.fdle.state.fl.us/offender/searchNeighborhood.do?actionPerformed=neighborhoodSearchMain>

**Orange County Sheriff's Office Website** - <http://www.icrimewatch.net/index.php?AgencyID=54144&disc=>

## **ADDITIONAL CRIME STATISTICS**

Anyone interested may visit the Orange County Sheriff's Office website at any time to view a list of criminal activity that has occurred during the past several months near the institute. To do so visit: [www.ocso.com/CrimeInformation/tabid/122/Default.aspx](http://www.ocso.com/CrimeInformation/tabid/122/Default.aspx) and input the necessary information below.

Street Number - 2309                      OR              Zone - ORL13 and ORL34 (for the institute)  
Street Name - Silver Star  
Street Type - RD

Another resource for viewing crime statistics is [www.spotcrime.com/fl/orlando](http://www.spotcrime.com/fl/orlando). Simply enter the address in question.

For additional crime statistics for the state of Florida visit:  
<http://www.fdle.state.fl.us/cms/FSAC/FSAC-Home.aspx>

For additional crime statistics for the city of Orlando visit:  
<http://www.cityrating.com/crime-statistics/florida/orlando.html#.UnwCrZQ1ljE>

## **CONFIDENTIAL REPORTING PROCEDURE**

Any victim or witness of a crime that does not want to pursue action directly within the institute may still want to consider making a confidential report. If this is the case, details of the incident may be reported to any Police Officer without revealing personal identity by calling 321.235.5300 or emailing [opd@cityoforlando.net](mailto:opd@cityoforlando.net).

## **CAMPUS SECURITY**

### **ID BADGES**

Every student/employee enrolled/working at F.I.R.S.T. Institute receives an ID Badge their first day of class/employment. This ID Badge is to be worn at all times while on campus to ensure no unauthorized visitors are on site. Students who forget, or lose, their badges must check in at the front desk to obtain a temporary name tag. Replacement badges may be purchased from administration.

### **VISITORS**

To protect the institute from theft or frivolous lawsuits, only students and authorized visitors are permitted on property. This includes unauthorized sales persons or those collecting for charitable causes. Visits from friends/family should be kept to a minimum and not exceed fifteen (15) minutes. Employees and students are responsible for the conduct of their guests. No guests of students will be permitted on campus during class time.

All visitors must check in at the front desk to be issued a guest name tag for the duration of their visit. If the visitor is a guest of a student, the student will be retrieved in order to escort their guest to the proper area of the institute. Visitors will not be permitted to roam the halls without a name tag and escort. Students are not to bring guests to the institute without prior approval from their instructor, who should then notify reception. Guests of students are limited to 15 minutes; Employees must check with their Director regarding time limits for their guests.

### **BUILDING SECURITY**

Front door access to the institute is open to the public from 9 a.m. to 6 p.m., Monday through Thursday, while classes are in session. After 6 p.m., and before 9 a.m., the front door is locked. In addition, F.I.R.S.T. Institute utilizes a security camera system which monitors all critical areas of the building. Keys to the institute are issued to employees *only*, based on a need for access. The loaning and/or duplication of keys is strictly prohibited.

Maintenance of the institute is monitored by the Facilities Maintenance Technician (FMT) who is responsible for maintaining all areas in a manner that minimizes hazardous conditions. Any potential safety issues, such as burnt out lights, uneven flooring, frayed wires, etc., should be immediately reported to the FMT for his prompt attention. The FMT is available on-site Monday through Thursday from 1 p.m. to 10 p.m.

### **CANCELLATION ANNOUNCEMENT**

Unless notified by a Director, employees are to report to work on all regularly scheduled days, regardless of weather conditions. If an employee is unable to report to work due to weather conditions, they must contact their Director as soon as possible.

In the event that the institute closes due to severe weather conditions, or another reason, employees will not be required to report to work and will be notified via mass email. Employees will be paid for that day and it will not be counted as a vacation day. Should an extreme weather situation occur, the Director will notify all employees of how the institute will be proceeding with regards to disruption of employment.

### **EMERGENCY NOTIFICATION**

All instructors are required to have their cellphones on them at all times as a means for emergency contact. Should an incident arise, the employee involved may send an alert via cellphone to the Director.

When a cellular alert is received by the Director, the Director will immediately begin implementing the necessary emergency procedure. Such procedure may involve calling or texting instructors conducting class to notify them of the situation if direct communication is not possible, or safe.

### **LAW ENFORCEMENT AGENCY**

F.I.R.S.T. Institute does not have security personnel on-site. The Orlando Police Department is the direct line of contact for any emergency situations which may arise on campus. \*There are no officially recognized student organizations with non-campus locations of F.I.R.S.T. Institute that are monitored by local police.

## EMERGENCY PROCEDURES



In the case of emergencies, action will be taken immediately in accordance with the policies outlined in this manual.

### I. Information to disclose (to 911 and/or Director)

**Campus address:** 2309 Silver Star Road, Orlando, FL 32804

**Exact location on campus where occurring:** i.e. Studio A

**Nature of emergency:** i.e. fire, medical, weapon

**How many people injured and extent of injuries:** i.e. 1 male student had seizure, hit head during fall, no blood

**How did it happen:** i.e. student got upset with another and pulled weapon

**When did it happen:** i.e. just now

**Your name and contact information:** i.e. James Smith, Audio Instructor, 407.555.1111

**Do not hang up with dispatcher, or leave premises, until instructed to do so.**

### II. Implement Emergency Procedure Indicated by Director

**Evacuation**

**Lockdown**

**All Clear**

## EVACUATION PROCEDURE

All students are made aware of the two exits during mandatory Orientation prior to beginning their program. All employees have been trained concerning evacuation plans and will promptly escort all occupants out of the building via the nearest exit.

Once clear of the building, occupants go to the designated holding area and wait until the Director has conducted a head count. Each staff/faculty member is responsible for reporting to the Director an accurate head count of the visitors/students for which they are responsible. They must also note any students who were absent.

The designated holding areas in both the front and rear of the building are across the parking lot in the grassy area. No one is to re-enter the building for any reason until the Fire Department, or other responsible agency, has indicated that the building is safe for re-entry and the Director has issued the ALL CLEAR.

## LOCKDOWN PROCEDURE

Lockdown procedures vary depending on the severity of the situation. A basic lockdown involves the instructor ensuring all students remain in the classroom until the ALL CLEAR is given.

A more serious situation would require the instructor to lock all doors to their classroom, move the students to the safest area within, do a headcount, turn out the lights, then notify the Director via cellphone if any students are missing and the current status.

Regardless the severity of the situation, the instructor will inform the students that an emergency situation has occurred and everyone must remain calm and quiet in the classroom until further notice.

No one is to leave their area until the ALL CLEAR has been given by the Director.



## **INCIDENT SPECIFIC PROCEDURES**

### **I. Fire**

- A. If you start or notice the fire
  - 1. Clearly, and calmly, announce there is a fire and where it is located: "FIRE! There is a fire in Studio B!"
  - 2. Do NOT attempt to fight the fire
  - 3. Use fire extinguisher for personal safety only
  - 4. Exit through nearest exit
  - 5. Notify Director that you announced the fire and the location and cause (if known) of the fire
- B. If you are responding to fire announcement
  - 1. Evacuate the building and report to holding area
  - 2. The last person leaving an area in the building should close the door behind them

*Any fire that is quickly extinguished must still be reported to the Director for documentation and a thorough safety inspection conducted.*

### **II. Power Failure**

- A. Emergency lighting will kick on and Staff/Faculty will be issued flashlights
- B. Remain in classroom calmly and quietly until Director notifies you of the procedure

### **III. Medical Emergency/First Aid**

- A. If life-threatening - contact 911 first, then Director (send student messenger if necessary)
- B. Stay at location of emergency until rescue team arrives
- C. Initiate CPR/Basic First Aid, if necessary and qualified, exercising extreme caution
- D. Do NOT allow a student to administer medical attention to another student
- E. Evacuate area - Director will escort students to holding area

### **IV. Violent or Criminal Incident**

- A. If incident poses danger of death or bodily injury, contact 911 first, then Director
- B. Report any suspicious behavior promptly to Director
  - 1. Indicate nature of incident, location, description of persons involved, description of property involved, type of weapon, if any, and so on
- C. Do NOT put yourself in harm's way. Remove other innocent bystanders from altercation if possible.

### **V. Psychological Incident**

Pertains to situations when individual is threatening to harm themselves or others, suicidal behavior, etc. Also includes situations when individual is not acting in a rational manner, i.e. hallucinating, unable to effectively communicate with others, etc.

- A. Do NOT try to handle the situation on your own
- B. If life-threatening - contact 911 first, then Director
- C. Evacuate area - Director will escort students to holding area

### **VI. Weapons and Firearms**

\*Per institute policy, no person shall possess or have any firearm, deadly weapon, or prohibited knife while present on any property owned or operated by F.I.R.S.T. Institute

- A. Do NOT approach person with weapon
- B. Evacuate the area, if safe to do so, notifying others as you leave and directing to appropriate holding area
- C. Contact 911 first, then Director
- D. Remain out of area and take steps to prevent others from entering area
- E. Remain calm and quiet
- F. Do NOT attempt to rescue others unless trained, or can reach them safely

### **VII. Bomb Threat**

- A. If you receive the call directly, encourage caller to talk
  - 1. When is it going to detonate? Where is it located? What type is it? What does it look like? Why did you place it? Keep them talking as long as possible and record as much of the following as you can:
    - a) Time of call
    - b) Approximate age and gender of caller

- c) Speech pattern, accent, or other distinguishing vocal traits
  - d) Emotional state of caller
  - e) Background noises
2. After caller hangs up, do NOT hang up your phone, use another to make any additional calls
- B. Contact 911 first, then Director
  - C. Do not handle a suspicious object

### **VIII. Tornado**

- A. Stay inside away from windows and outside walls, mirrors, glass, overhead fixtures, and unsecured objects, such as filing cabinets and bookcases
- B. The audio program computer labs and studios are the designated tornado shelter rooms in the building

### **IX. Hurricane**

- A. Director will monitor development of hurricanes and advise on likelihood that storm and winds will impact campus
- B. If the decision is made that the institute should be closed, a mass email will be sent to inform staff and faculty. A voicemail will be left on the individual program voicemails so students are able to call in for information regarding the status of their class.
- C. If the decision is made to close after staff, faculty, and students have already arrived, the following procedure will take place:
  - 1. Students and non-essential personnel should depart as soon as possible
  - 2. Remaining staff members will begin securing the building and critical data by unplugging all electronics, moving unsecured objects inside building to prevent debris damage from winds, etc.
- D. After a storm, authorized personnel will conduct damage assessment and debris removal during first daylight hours following storm. Should the facility be in acceptable condition, classes will be reinstated via program voicemails. Faculty and staff will be notified via mass email.

### **X. All Clear**

- A. Once a situation has been neutralized, the Director *only* must signal the ALL CLEAR. If the Director is not present, the next highest ranking employee will be responsible for filling the Director's responsibilities.

## **CONTINUITY OF OPERATIONS IN THE EVENT OF AN EMERGENCY**

After an emergency, authorized personnel will conduct a damage assessment as soon as safely possible following the event. Should the facility be in acceptable condition, operations will be reinstated immediately. Should the facility *not* be in acceptable condition, authorized personnel will attempt to make alternate arrangements to resume operations or make the determination to either postpone or cancel continuation of operations.

## **POLICIES**

### **EMERGENCY PROCEDURES REVIEW**

It is the policy of F.I.R.S.T. Institute that the information contained in this document shall be made available to all new employees when issued their Employee Handbook, and to all current employees annually in January. New students are given the link to access this document online during their Orientation session. Prospective students may access this document as well via the institute website, [www.first.edu](http://www.first.edu). A hard copy of this document is also posted on campus on both the student bulletin board and faculty/staff bulletin board.

Furthermore, every December, the Administrative Assistant shall review this Security and Fire Safety Report, note any improvements necessary, obtain approval from the Director, and make updates. The Administrative Assistant is also responsible for compiling the annual Crime Brief, viewable on the institute website no later than October 1st.

### **DRUG AND ALCOHOL ABUSE POLICY**

Any student, employee, or visitor using, possessing, or selling alcohol or illegal drugs on property, while in class, or who report to class or work under the influence of alcohol or illegal drugs will be subject to appropriate disciplinary action. Please refer to the Drug and Alcohol Abuse Policy and Prevention manual for more details: <http://www.first.edu/downloads>

### **WEAPON POLICY**

Possession of any firearm, ammunition, or other lethal device is strictly forbidden. Violators of this policy are subject to discipline and/or criminal prosecution.

### **DISCRIMINATION, BIAS AND HATE CRIME POLICY**

Any bias-motivated hate activity committed solely because of a person's race, religious beliefs, disability, sex, nationality, or sexual orientation, such as offensive printed materials, verbal, written, or physical contact resulting in or intending to result in intimidation, fear, personal assault, or other violence will be subject to institute disciplinary and applicable legal action under state and federal law.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment includes such behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, student, or applicant, particularly when submission to such conduct is made a term of condition involving an individual's education or employment, used as a basis for an academic or employment decision affecting that individual, and/or creates an intimidating, hostile, or offensive environment.

A student or employee who has a complaint of sexual harassment should notify the Director who will conduct an investigation into the issue, implementing disciplinary action as necessary.

### **SEXUAL MISCONDUCT POLICY**

Rape, other sexual offenses, and sexual assault will result in immediate dismissals from the institute, as well as criminal prosecution. Conduct falling into this category includes: forcing someone to have vaginal intercourse, engage in other sexual acts such as oral or anal intercourse, digital penetration, or penetration by an object. This also includes sexual contact without full and free consent given (including situations where drugs or alcohol impair a person's ability to give consent), when perpetrator knows or should know the behavior is offensive to the person, when the perpetrator knows the person is unaware of the sexual contact, and when the person is less than the statutory age of consent.

Victims of sexual misconduct should:

- (1) Get to a safe place
- (2) Report the crime to law enforcement as soon as possible after it occurs
- (3) NOT shower, bathe, change or destroy clothing
- (4) NOT disturb or straighten up the area where the assault occurred
- (5) Seek medical attention. A sexual assault examination will be administered.
- (6) Seek emotional support from the local sexual assault center, 407.497.6701 (Victim Service Center)

F.I.R.S.T. Institute

Rapists are frequently repeat offenders so if the victim does not report their attacker, the attacker is likely to hurt someone else. Telling the police what happened does not mean the victim has to prosecute.

Victims of sexual misconduct will have the opportunity to take a Leave of Absence until they feel emotionally prepared to return.

Rape Victim

Victim Service Center  
1801 Lee Road, Winter Park 32789

407.497.6701

[www.victimservicecenter.com](http://www.victimservicecenter.com)

## **TRAINING POLICY**

Training on Emergency Procedures is provided when

- the plan is initiated
- employee's required actions and responsibilities change
- there are any changes to the plan
- a new employee is hired
- a new quarter is entered (for students)
- report is annually updated in January

Items reviewed during these training sessions include

- Emergency Evacuation and Lockdown Procedures
- Hazardous Weather Procedures
- Evacuation Routes and Holding Area Locations
- Fire Extinguisher Locations and Training
- Head Count Procedures for Employees/Students/Visitors
- Means of Reporting Emergencies

## **PRACTICE DRILLS**

F.I.R.S.T. Institute will conduct fire and hurricane practice drills at the beginning of each new quarter. The time will be selected by the Director and conducted as if it is an actual emergency. Staff and instructors will ensure that all people within their areas of responsibility execute the procedures in a safe and orderly manner.

While it is understood that drills conducted while classes are in session will be disruptive, every effort will be made to keep these interruptions to a minimum.

Practice drills will also be executed during the annual submission of the Security and Fire Safety Report in January. Procedures will be selected at random and employees will be required to implement each procedure based on the policy outlined.

## **AWARENESS AND PREVENTION PROGRAMS**

### **DRUG AND ALCOHOL ABUSE EDUCATION PROGRAM**

Every student and employee at F.I.R.S.T. Institute receives the link to the Drug and Alcohol Abuse Policy and Prevention manual their first day. The manual includes information regarding Standards of Conduct, Legal Sanctions under State, Federal, and Local laws, and a brief list of health risks associated with the abuse of various drugs and alcohol. Contact information for programs offering assistance to users and/or victims is also included.

The Drug and Alcohol Abuse Policy and Prevention manual may be accessed online from the F.I.R.S.T. Institute website via: [www.first.edu/Downloads](http://www.first.edu/Downloads)

### **SEXUAL ASSAULT PREVENTION PROGRAM**

Every student receives a Personal Security document during Orientation which outlines safety practices to minimize the possibility of falling victim to various crimes such as theft, carjacking, sexual assault, and more.

### **ADDITIONAL INFORMATION**

The Orange County Sheriff's Office provides additional information on Disaster Preparation and Crime Prevention via their website, [www.ocso.com](http://www.ocso.com). Please visit for more details and to access online E-Brochures regarding specific crimes.

**Disaster Preparation** - <http://www.ocso.com/DisasterPreparation/tabid/145/Default.aspx>

**Crime Prevention E-Brochures Include:** - <http://www.ocso.com/EBrochures/tabid/147/Default.aspx>

Aggressive Driving	Car Jacking	Robbery Prevention
Apartment Security	Christmas Safety Tips	Safety Tips for Runners/Walkers
Auto Theft	Crime Prevention Booklet	Shoppers' Safety Tips
Burglary	Date Rape	Victim/Witness Guide

## **FIRE SAFETY**

### **FIRE SAFETY EDUCATION AND TRAINING**

Faculty and staff are required to review this manual as part of their initial training requirement. Annually, all employees receive an updated version of this manual. The first company meeting of every year consists of an overview of these policies and procedures to ensure all faculty and staff are aware of and prepared to execute the necessary actions should a fire occur.

### **FIRE SAFETY SYSTEM**

F.I.R.S.T. Institute is entirely covered by an automatic sprinkler system which sends an alert directly to the local police department. Fire extinguishers are strategically located throughout the building. Fire drills are conducted during orientation at the beginning of every new semester.

### **FIRE PREVENTION**

To minimize the potential for fires at F.I.R.S.T., it is policy to prohibit open burning at all times. Open burning is defined as any open/exposed flame or combustion that produces heat, light, or smoke, and has the potential to cause a fire.

Students and employees are also encouraged to refrain from overloading circuits and report any hazardous conditions immediately to the Facilities Maintenance Technician.

### **SMOKING POLICY**

F.I.R.S.T. Institute has a "No Smoking" policy. Smoking, use of smokeless tobacco, or other tobacco products are prohibited at the institute. Students may not smoke in front of, within, or behind the building, or in the parking lots.

[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10124](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10124) 1910.165 Employee alarm systems.

## DEFINITIONS

The following 'Uniform Crime Reporting Definitions' are those outlined in the FBI's National Incident-Based Reporting System and are used as the standard in reporting the information found in the institute's annual Crime Brief.

- Arson** -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.
- Criminal Homicide** -manslaughter by negligence (killing of another person through gross negligence).  
-murder and non-negligent manslaughter (willful killing of one human being by another).
- Robbery** -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**-unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- Burglary** -unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- Motor Vehicle Theft**-theft or attempted theft of a motor vehicle. (classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned - including joyriding)
- Weapons** -violation of laws or ordinances prohibiting manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- Drug Abuse Violations**-violation of laws prohibiting 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.
- Liquor Law Violations**-violation of state or local laws or ordinances prohibiting manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- Sex Offenses - forcible** -any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. (forcible rape, forcible sodomy, sexual assault with an object, forcible fondling)
- Sex Offenses - non-forcible**-unlawful, non-forcible sexual intercourse (incest, statutory rape)
- Larceny-theft** -(except motor vehicle theft) unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- Simple Assault** -unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation** -unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Vandalism of Property**  
-willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## FIRE AND CRIME STATISTICS

### FIRE STATISTICS

On-Campus	2014	2015	2016
Number of fires	0	0	0
Number of persons who suffered fire-related injuries and received medical facility treatment	0	0	0
Number of deaths related to fire	0	0	0
Value of property damage caused by fire	0	0	0

**Causes of Fires:** *No fires have been reported for the three most recent calendar years.*

### CRIME STATISTICS

For additional crime statistics for the State of Florida, visit:

<http://www.fdle.state.fl.us/cms/FSAC/FSAC-Home.aspx>

For additional crime statistics for the City of Orlando, visit:

<http://www.cityrating.com/crime-statistics/florida/orlando.html#.UnwCrZQ1lJE>

### ON-CAMPUS

DISCIPLINARY ACTION - CRIME	2014	2015	2016
Liquor Violations	0	0	0
Drug Violations	0	0	0
Illegal Weapons Violations	0	0	0

ARRESTS - CRIME	2014	2015	2016
Liquor Violations	0	0	0
Drug Violations	0	0	0
Illegal Weapons Violations	0	0	0

CRIMINAL OFFENSE	2014	2015	2016
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible and Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>HATE CRIMES - CRIMINAL OFFENSE</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible and Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage	0	0	0
Vandalism of Property	0	0	0

**PUBLIC PROPERTY**

(Property that is adjacent to and accessible from the campus)

<b>DISCIPLINARY ACTION - CRIME</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor Violations	0	0	0
Drug Violations	0	0	0
Illegal Weapons Violations	0	0	0

<b>ARRESTS - CRIME</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor Violations	0	0	0
Drug Violations	0	0	0
Illegal Weapons Violations	0	0	0

<b>CRIMINAL OFFENSE</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible and Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0



<b>CRIMINAL OFFENSE</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>HATE CRIMES - CRIMINAL OFFENSE</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible and Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage	0	0	0
Vandalism of Property	0	0	0