



# **SECURITY AND FIRE SAFETY REPORT**

***(INCLUDES CRIME STATISTICS)***

DATE DEVELOPED: NOVEMBER 2012  
DATE REVISED: AUGUST 2024

# Table of Contents

INTRODUCTION	3
A LETTER FROM THE DIRECTOR	3
CLERY ACT	4
EMERGENCY CONTACTS	5
REPORTS	7
CAMPUS SECURITY	9
EMERGENCY PROCEDURES	11
POLICIES	15
AWARENESS AND PREVENTION PROGRAMS	21
FIRE SAFETY	22
DEFINITIONS	22
FIRE AND CRIME STATISTICS	24

## 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 we take a high 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.

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 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.

Donney Smith

# CLERY ACT

## WHAT IS THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was enacted in the belief that crime awareness can prevent campus victimization. The act is named after Jeanne Clery, a LeHigh University Student who was raped and murdered by a student she did not know in her campus dorm room in 1986.

## INSTITUTION REQUIREMENTS

- Identify reportable locations
- Identify individuals/organizations as Campus Security Authorities (CSAs)
- Implement prevention programs for crime; illegal drug use/abuse and distribution; alcohol abuse; and sexual assault and interpersonal violence
- Compile and distribute campus crime statistics
- Issue Emergency Notifications and Timely Warnings when there is an immediate or ongoing threat to the campus community.
- Maintain daily crime and fire logs
- Publish Annual Security and Fire Safety Reports

## CLERY GEOGRAPHY

The Clery Act requires institutions to identify reportable locations and disclose the crime statistics for reportable crimes based on where they occurred. For a crime to be reportable under the Clery Act, it would have had to occur in the below listed locations.

- On Campus  
F.I.R.S.T. Institute campus located at 423 S Keller Rd. Orlando, FL 32810.
- Public Property  
Refers to public locations within or immediately adjacent to the campus.

## CAMPUS SECURITY AUTHORITIES (CSA'S)

Under the Clery Act, a school must report to the Department of Education and disclose these crimes in the Annual Security Reporting statistics. The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. The Clery Act was put in place to encourage the reporting and collection of accurate campus crime statistics.

## WHO IS A CSA?

As part of the Clery Act, F.I.R.S.T. Institute identifies the following staff as CSA's:

- Director of Campus Affairs
- Campus Security Officers

## CSA REPORTING RESPONSIBILITIES

If a CSA becomes aware of a Clery Crime, that has occurred in the Clery geography, they are required by law to report the crime to the Director of Campus Affairs immediately. They are not responsible for determining if a crime took place before reporting. They will report the crime by submitting a incident report to the Director of Campus Affairs.

## CLERY ACT RESOURCES

<https://www.clerycenter.org/recommended-resources-for-students-and-families>

## EMERGENCY CONTACTS

### FIRE/POLICE/AMBULANCE

911

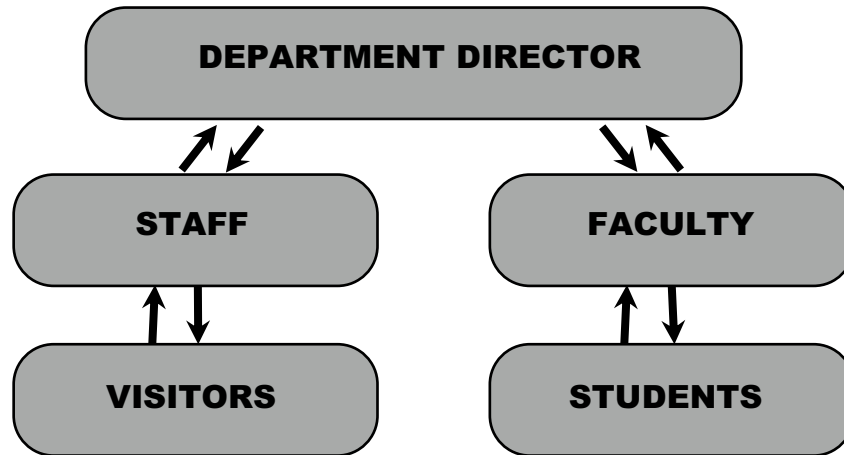
### COMPANY NAME/ADDRESS

F.I.R.S.T. Institute

423 S Keller RD

Orlando, FL 32810

## REPORTING LEVELS



### DEPARTMENT DIRECTOR

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 Department Director of emergency
2. Begin implementing emergency procedure indicated by Department Director
3. In the event of an evacuation, assist Students and Visitors in congregating at the designated holding areas
4. Report to Department 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 Department Director gives ALL CLEAR, return and proceed as normal
7. Refer media sources to Department 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
- Domestic Violence
- Dating Violence
- Stalking
- 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 Director of Campus Affairs, 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 this document on the F.I.R.S.T. 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	Incest	Negligent Manslaughters
Aggravated Assaults	Intimidation Hate Crimes	Rape
Burglaries	Larceny Hate Crimes	Robberies
Destruction/Damage/Vandalism Hate Crimes	Simple Assaults	Fondling
Murder/Non-negligent Manslaughters	Motor Vehicle Thefts	Statutory Rape
Domestic Violence	Dating Violence	Stalking

## 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 as applicable.

Anyone with information warranting a Safety Alert should report the circumstances to the Police Department by phone, 407.539.6261, and to the Department 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** - <https://offender.fdle.state.fl.us/offender/sops/home.jsf;jsessionid=6KTE8gG-ecnWj4A-mizH-W9G07qERTNGMx-7bPRD.JUDASPRIESTSECONDARY>



Orange County Sheriff's Office Website - <https://www.ocso.com/en-us/Crime-Information>

## 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: <https://www.ocso.com/Crime-Information> and input the necessary information below.

Street Number – 423

Pre Direction - S                      OR                      Zone -MTL14

Street Name - Keller

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 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 salespersons 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 Department 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 Friday, 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 Director of Campus Affairs who is responsible for overseeing 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 Director of Campus Affairs or like on duty staff for prompt attention. The Director of Campus Affairs is available on-site Monday through Friday from 9 a.m. to 6 p.m.

## CANCELLATION ANNOUNCEMENT

Unless notified by a Department 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 Department Director as soon as possible.

If 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. 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 always have their cellphones on them as a means for emergency contact. Should an incident arise, the employee involved may send an alert via cellphone to the Department Director.

When a cellular alert is received by the Department Director, they 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 have security personnel on-site. These security personnel can be contacted through the front desk. 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 Department Director)

**Campus address:** 423 S Keller Road, Orlando, FL 32810

**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 Department 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 Department Director has conducted a head count. Each staff/faculty member is responsible for reporting to the Department 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 area is located directly in front of the entrance for the building in the back of the parking lot. 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 Department 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 close all doors to their classroom, move the students to the safest area within, do a headcount, turn out the lights, then notify the Department 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 Department 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 Department 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 Department Director for documentation and a thorough safety inspection conducted.*

II. Power Failure

- C. Emergency lighting will kick on
- D. Remain in classroom calmly and quietly until Department Director notifies you of the procedure

III. Medical Emergency/First Aid

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

IV. Violent or Criminal Incident

- J. If incident poses danger of death or bodily injury, contact 911 first, then Department Director
- K. Report any suspicious behavior promptly to Department Director
  1. Indicate nature of incident, location, description of persons involved, description of property involved, type of weapon, if any, and so on
- L. 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.

- M. Do NOT try to handle the situation on your own
- N. If life-threatening - contact 911 first, then Department Director
- O. Evacuate area - Department 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

- P. Do NOT approach person with weapon
  - Q. Evacuate the area, if safe to do so, notifying others as you leave and directing to appropriate holding area
  - R. Contact 911 first, then Department Director
  - S. Remain out of area and take steps to prevent others from entering area
  - T. Remain calm and quiet
  - U. Do NOT attempt to rescue others unless trained, or can reach them safely
- VII. Bomb Threat
- V. 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
  - W. Contact 911 first, then Department Director
  - X. Do not handle a suspicious object
- VIII. Tornado
- Y. Stay inside away from windows and outside walls, mirrors, glass, overhead fixtures, and unsecured objects, such as filing cabinets and bookcases
  - Z. The audio program computer labs and studios are the designated tornado shelter rooms in the building
- IX. Hurricane
- AA. Department Director will monitor development of hurricanes and advise on likelihood that storm and winds will impact campus
  - BB. 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.

CC. 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.

DD. 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

EE. Once a situation has been neutralized, the Department Director *only* must signal the ALL CLEAR. If the Department 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 October. 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 the faculty/staff bulletin board.

Furthermore, every September, the Administration shall review this Security and Fire Safety Report, notate any improvements necessary, obtain approval from the Director, and make updates. The Administration Team 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, dating violence, domestic violence, sexual assault, stalking, 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 Title IX Coordinator who will conduct an investigation into the issue, implementing disciplinary action as necessary.

- Title IX Coordinator Contact Information:

Emmanuel Francois, 407.316.8310 Ext. 1308, 423 S Keller Rd Orlando Suite 100, FL 32810  
emmanuel.francois@first.edu



## 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 the 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, 407.254.9415 (Victim Service Center)

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	407.254.9415
	2111 East Michigan St. Suite 210	<a href="http://www.victimservicecenter.com">www.victimservicecenter.com</a>
	Orlando, FL. 32806	

## Protection of Confidentiality of Victim of Sexual Violence

There are no pastoral or professional counselors on campus. Confidential crisis, mental health, and victim resource hotline numbers are posted on campus as well as listed in the Student Catalog, should students need to contact these agencies. Victims of sexual violence reported to the Title IX Coordinator will be provided with information regarding local rape crisis centers and other counseling services.

Reports about sexual violence or other crimes may be provided informally and in confidence to F.I.R.S.T. Institute's Title IX Coordinator, who will make every attempt to maintain privacy of the information in accordance with your request and Family Educational Rights and Privacy Act of 1974 (FERPA) regulations unless F.I.R.S.T. Institute is under

an obligation to disclose your identity to protect the safety of others. You will be informed if F.I.R.S.T. Institute cannot maintain the requested confidentiality of the information.

F.I.R.S.T. Institute strongly encourages persons who are victims of sexual violence who do not want to report the incident to police or file a complaint using F.I.R.S.T. Institute's institutional procedures to report the incident to the Title IX Coordinator voluntarily and on a confidential basis solely to permit the inclusion of that information in F.I.R.S.T. Institute's annual crime statistics. With such information, F.I.R.S.T. can keep an accurate record of the number of similar incidents, 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. F.I.R.S.T. Institute will make best efforts to maintain the privacy of that information and to comply with FERPA.

F.I.R.S.T. Institute is required to, and will, keep the identity of victims of sexual violence private in any public report of Clery Act crimes. Reporting to the institution will also enable the victim to receive protective measures. At the victim's request, F.I.R.S.T. will maintain as confidential any protective measures provided to the victim, to the extent that making such information confidential does not impair the ability of the institution to provide those protective measures. The victim will be informed by the institution if providing a protective measure may reveal the identity of the victim.

F.I.R.S.T. Institute encourages reporting of sexual violence to the police. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- 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); and
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Police reports are public records under state law, and therefore F.I.R.S.T. cannot guarantee the absolute confidentiality of reports of crime obtained from police records but will make every effort to maintain the confidentiality of such information to the greatest extent permitted by law.

## Statement of Policy: Procedures for Disciplinary Action in Cases of Sexual Violence

F.I.R.S.T. Institute's Title IX Coordinator has primary responsibility for receiving, evaluating, and investigating allegations of sexual violence, including alleged domestic violence, dating violence, sexual assault, and stalking. The

Title IX Coordinator is responsible for informing the School Director and the Director of Campus Affairs within 24 hours after receiving a sexual violence report, for purposes of maintaining accurate Clery Act crime statistics. The Title IX Coordinator has primary responsibility for ensuring that any disciplinary proceeding involving an allegation of sexual violence is conducted promptly, fairly, and impartially and in accordance with these and other related institutional procedures.

Once the Title IX Coordinator receives a report of sexual violence, the following steps will be followed:

- The Title IX Coordinator will immediately assess whether the information in the report warrants a timely warning and, if so, will contact the School Director immediately to execute that procedure in accordance with the institution's timely warning procedures. The Title IX Coordinator will immediately inform the victim of his/her right to "interim measures" during the pendency of an investigation of the alleged sexual violence, including obtaining an order of protection, a no contact order, restraining order or similar lawful order from the police or the institution. F.I.R.S.T. Institute's obligation is to protect the identity of the victim in any Clery Act report or in other publicly available recordkeeping. F.I.R.S.T. is also required to keep any interim measures provided to the victim confidential, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.
- The Title IX Coordinator will, within 24 hours of receipt of the report, provide to the individual making the report of an alleged sex offense:
  - a) A copy of these procedures;
  - b) Information on counseling, health, mental health, victim advocacy, legal assistance services, immigration assistance, student financial aid, and any other services available to the victim at the school or in the community;
  - c) Information on the victim's right to report the incident to local police and the fact that F.I.R.S.T.'s institutional investigation and disciplinary procedure and any criminal proceeding may occur simultaneously; and
  - d) Options to facilitate changes to transportation, working, academic, and/or living situations, or additional protective measures, if requested, while the investigation is pending, even if the victim chooses not to report the crime to police.
- The Title IX Coordinator will investigate the incident by interviewing: the individual filing the report, the accused, school employees, witnesses, and others as necessary to gather facts about the alleged incident. The Title IX Coordinator may be assisted by other employees after determining that such employees do not have a conflict of interest and have received training in Title IX and VAWA.
- The Title IX Coordinator will ensure that all individuals involved in the disciplinary procedure apply a "preponderance of the evidence" standard when evaluating sexual violence reports. F.I.R.S.T. does not

provide for a formal hearing process but both parties may be assisted by a support person of choice, including an attorney.

- In all cases, the Title IX Coordinator will maintain regular communications with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for F.I.R.S.T. to fully evaluate the alleged offense.
- The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within 60 days of the date that the report is first received by the Title IX Coordinator.
- The Title IX Coordinator will inform both parties of its final determination. F.I.R.S.T. does not provide for an appeal of final determinations.
- The sanctions that may be imposed by F.I.R.S.T. following a determination that dating violence, domestic violence, sexual assault, or stalking occurred include, but are not limited to, counseling, education, changes in academic or living arrangements, no contact orders, suspension or expulsion of a student, or termination of employment.
- Both the accuser and accused shall be simultaneously informed in writing of:
  - a) The outcome of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;
  - b) The institution's procedures for the accused and victim to appeal the results of the institutional disciplinary proceeding (if any such appeal rights become available);
  - c) Any change to the results that occurs prior to the time that such results become final; and
  - d) When such results become final.
- The Title IX Coordinator will determine if the incident is indicative of a systemic issue and, if so, work with school employees, including the Campus Security Authority and School Director, to recommend changes to the school's policies, procedures, or training to prevent re-occurrence.

F.I.R.S.T. requires the Title IX Coordinator and all employees involved in the investigation and disciplinary process to receive training at least annually on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

## 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

## 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** - <https://www.ocso.com/Public-Interest/Disaster-Preparation>

**Crime Prevention E-Brochures Include:** - <https://www.ocso.com/Public-Interest/E-Brochures>

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.

### 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 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/laws-regs/regulations/standardnumber/1910/1910.165> 1910.165 Employee alarm systems.

## DEFINITIONS

The following definitions are those outlined in the FBI's Uniform Crime Reporting Program's *Summary Reporting System (SRS) User manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations.

**Murder/Nonnegligent Manslaughter** – The willful (nonnegligent) killing of one human being by another

**Murder/Manslaughter by Negligence** – The killing of another person through gross negligence

**Rape** - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

**Burglary** – The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle.

**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.

The following definitions are outlined from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the UCR for fondling, incest, and statutory rape.

**Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is unable to give consent because of him/her age or because of him/her temporary or permanent mental or physical incapacity.

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

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

The following definitions have been used from the *Violence Against Women Act of 1994* and repeated in the *Clery Act* regulations for domestic violence, dating violence, and stalking.

**Domestic Violence** - a felony or misdemeanor crime of violence committed, by a current or former spouse or intimate partner of the victim. Or by a person with whom the victim shares a child in common. Or by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner. Or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking** - engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

## FIRE AND CRIME STATISTICS

### FIRE STATISTICS

ON-CAMPUS	2021	2022	2023
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:

<https://www.fdle.state.fl.us/CJAB/UCR/Annual-Reports>

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

<http://www.cityrating.com/crime-statistics/florida/orlando.html#.UnwCrZQ1ljE>



CRIMINAL OFFENSES

ON-CAMPUS	2021	2022	2023
Murder/Non-negligent Manslaughters	0	0	0
Negligent Manslaughters	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robberies	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0

PUBLIC OFFENSES	2021	2022	2023
Murder/Non-negligent Manslaughters	0	0	0
Negligent Manslaughters	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robberies	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
REPORTED BY LOCAL AND STATE POLICE	2021	2022	2023
Murder/Non-negligent Manslaughters	0	0	0
Negligent Manslaughters	0	0	0

Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robberies	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0

#### HATE CRIMES

ON-CAMPUS	2021	2022	2023
Murder/Non-negligent Manslaughters	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0

Statutory Rape	0	0	0
Robberies	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
Simple Assaults	0	0	0
Larceny	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism	0	0	0
PUBLIC OFFENSES	2021	2022	2023
Murder/Non-negligent Manslaughters	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0

Statutory Rape	0	0	0
Robberies	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
Simple Assaults	0	0	0
Larceny	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism	0	0	0
<b>REPORTED BY LOCAL AND STATE POLICE</b>	2021	2022	2023
Murder/Non-negligent Manslaughters	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0

Statutory Rape	0	0	0
Robberies	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
Simple Assaults	0	0	0
Larceny	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism	0	0	0

#### VAWA OFFENSES

ON-CAMPUS	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

PUBLIC PROPERTY	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
REPORTED BY LOCAL AND STATE POLICE	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

## ARRESTS

ON-CAMPUS	2021	2022	2023
Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
PUBLIC PROPERTY	2021	2022	2023
Weapons; carrying, possessing, etc.	0	0	0

Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b>REPORTED BY LOCAL AND STATE POLICE</b>	2021	2022	2023
Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

**DISCIPLINARY ACTIONS**

<b>ON-CAMPUS</b>	2021	2022	2023
Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b>PUBLIC PROPERTY</b>	2021	2022	2023
Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0



REPORTED BY LOCAL AND STATE POLICE	2021	2022	2023
Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0