



DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

DATE DEVELOPED: DECEMBER 2012
DATE REVISED: AUGUST 2026

TABLE OF CONTENTS

PURPOSE	3
LEGAL AUTHORITY	3
APPLICABILITY	3
INTRODUCTION	3
ANNUAL DISTRIBUTION PROCEDURE	4
DISTRIBUTION TO STUDENTS	4
DISTRIBUTION TO EMPLOYEES	4
DOCUMENTATION OF DISTRIBUTION	5
CONTINUOUS AVAILABILITY OF THE DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM	5
PREVENTION, EDUCATION, AND AWARENESS ACTIVITIES	5
STUDENT EDUCATION AND PREVENTION	5
EMPLOYEE EDUCATION AND PREVENTION	6
REFERRAL TO ASSISTANCE SERVICES	6
CAMPUS AWARENESS INITIATIVES	6
BIENNIAL REVIEW PROCESS	6
PURPOSE OF THE BIENNIAL REVIEW	6
BIENNIAL REVIEW COMMITTEE	7
PROGRAM EVALUATION	7
EVALUATION CRITERIA	7
REVIEW OF INCIDENTS AND ENFORCEMENT	8
RECOMMENDATIONS AND CORRECTIVE ACTIONS	8
DOCUMENTATION AND RECORD RETENTION	8
AVAILABILITY OF THE BIENNIAL REVIEW	8
PROGRAM ADMINISTRATION AND RESPONSIBLE OFFICES	8
DIRECTOR	9
HUMAN RESOURCES	9
ACADEMIC AFFAIRS	9
CAMPUS AFFAIRS	9
EXECUTIVE LEADERSHIP	9
SHARED RESPONSIBILITY	10
STANDARDS OF CONDUCT	10
DISCIPLINARY PROCEDURES	10
LEGAL SANCTIONS UNDER STATE, FEDERAL, AND LOCAL LAWS	11
I. STATE OF FLORIDA LAWS	11
II. FEDERAL LAWS	13
REFERENCES	13
HEALTH RISKS OF ALCOHOL AND OTHER DRUGS	13
I. ALCOHOL	14
II. MARIJUANA	14
III. STIMULANTS	15
IV. DEPRESSANTS	16
V. DESIGNER DRUGS	17
VI. INHALANTS	17

VII.	PRESCRIPTION DRUGS	18
VIII.	CURRENT DRUG TRENDS AND OVERDOSE AWARENESS	18
WHERE TO GET ASSISTANCE		20
	NATIONAL TOLL-FREE HOTLINES	20
	LOCAL INFORMATION AND NUMBERS	20
	TREATMENT FACILITIES	21

PURPOSE

F.I.R.S.T. Institute is committed to providing a safe, healthy, and drug-free learning and working environment. This Drug and Alcohol Abuse Prevention Program (DAAPP) has been established in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 and 34 CFR Part 86. The purpose of this program is to educate students and employees regarding the risks associated with alcohol and drug abuse, establish standards of conduct, communicate available resources, and describe applicable institutional sanctions and legal penalties.

LEGAL AUTHORITY

F.I.R.S.T. Institute maintains this Drug and Alcohol Abuse Prevention Program (DAAPP) in accordance with applicable federal laws and regulations governing institutions of higher education that participate in Title IV federal student financial assistance programs.

This program is administered pursuant to:

- The Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA), requiring institutions of higher education to implement and maintain programs to prevent the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees.
- Title 34, Code of Federal Regulations, Part 86 (34 CFR Part 86), which establishes the requirements for Drug and Alcohol Abuse Prevention Programs (DAAPP), including annual distribution of written policies and biennial program reviews.
- The Drug-Free Workplace Act of 1988, requiring the Institute to maintain a drug-free workplace for employees and to establish procedures for addressing workplace drug-related violations.
- The Higher Education Act of 1965, as amended, which requires participating institutions to comply with all applicable federal regulations governing Title IV financial aid programs, including drug and alcohol abuse prevention requirements.

F.I.R.S.T. Institute is committed to maintaining a safe, healthy, and drug-free educational and work environment through education, prevention, intervention, and the consistent enforcement of institutional policies and applicable federal, state, and local laws.

APPLICABILITY

This Drug and Alcohol Abuse Prevention Program (DAAPP) applies to all students, employees, faculty, staff, contractors, volunteers, and visitors while on Institute-owned or controlled property, while participating in Institute-sponsored or Institute-sanctioned activities, or while representing F.I.R.S.T. Institute in an official capacity.

All members of the F.I.R.S.T. Institute community are expected to comply with the standards of conduct outlined in this program. Violations may result in disciplinary action by the Institute, referral for criminal prosecution, or both, as permitted by applicable federal, state, and local laws.

INTRODUCTION

F.I.R.S.T. Institute is committed to maintaining a safe, healthy, and drug-free learning and working environment. This Drug and Alcohol Abuse Prevention Program (DAAPP) establishes the Institute's standards of conduct regarding the unlawful possession, use, manufacture, or distribution of alcohol and controlled substances and provides information concerning the health risks associated with alcohol and drug abuse, applicable legal sanctions, available counseling and treatment resources, and institutional disciplinary actions.

The Institute is committed to educating students and employees about the dangers of alcohol and drug abuse while promoting a campus environment that supports health, safety, personal responsibility, and academic success.

The Drug and Alcohol Abuse Prevention Program (DAAPP) shall be reviewed annually to ensure that all contact information, legal references, institutional policies, educational resources, and other program content remain current, accurate, and consistent with applicable federal, state, and local laws. Annual reviews are intended to keep the written program up to date and reflect any changes in applicable laws, institutional policies, or available prevention and treatment resources.

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA) and Title 34, Code of Federal Regulations, Part 86 (34 CFR Part 86), F.I.R.S.T. Institute shall also conduct a comprehensive Biennial Review of its Drug and Alcohol Abuse Prevention Program at least once every two (2) years. The Biennial Review evaluates the overall effectiveness of the Institute's prevention efforts, determines whether disciplinary sanctions are consistently enforced, identifies trends related to alcohol and drug abuse, and recommends improvements to strengthen the Institute's Drug and Alcohol Abuse Prevention Program and maintain compliance with applicable federal regulations.

Additional information regarding the Institute's annual distribution procedures and Biennial Review process is provided in the sections that follow.

ANNUAL DISTRIBUTION PROCEDURE

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA) and Title 34, Code of Federal Regulations, Part 86 (34 CFR Part 86), F.I.R.S.T. Institute distributes its Drug and Alcohol Abuse Prevention Program (DAAPP) annually each January to all currently enrolled students and all active employees. Students and employees who join the Institute after the annual January distribution receive the Drug and Alcohol Abuse Prevention Program during New Student Orientation, New Employee Orientation, or as part of the onboarding process, as applicable.

The purpose of the annual distribution is to ensure that every member of the Institute community is informed of the Institute's standards of conduct, the health risks associated with alcohol and drug abuse, available counseling, treatment, rehabilitation, and re-entry resources, applicable legal sanctions, and the disciplinary actions that may result from violations of this program.

DISTRIBUTION TO STUDENTS

The Drug and Alcohol Abuse Prevention Program (DAAPP) shall be distributed to all students through the following methods:

- During New Student Orientation.
- By electronic mail (email) to all currently enrolled students during the Institute's annual January compliance distribution.
- Through the Institute's Student Information System (SIS), Learning Management System (LMS), student portal, or other electronic student resources, when applicable.
- By publication on the Institute's official website or student resource portal, where the program remains continuously accessible throughout the year.

Students enrolling after the annual January distribution shall receive the Drug and Alcohol Abuse Prevention Program during New Student Orientation.

DISTRIBUTION TO EMPLOYEES

The Drug and Alcohol Abuse Prevention Program (DAAPP) shall be distributed to all employees through the following methods:

- During New Employee Orientation.
- By electronic mail (email) to all employees during the Institute's annual January compliance distribution.
- Through the Employee Handbook, employee onboarding materials, or other electronic employee resources, when applicable.

- By publication on the Institute's official website or internal employee resource portal, where the program remains continuously accessible throughout the year.

Employees hired after the annual January distribution shall receive the Drug and Alcohol Abuse Prevention Program during New Employee Orientation.

DOCUMENTATION OF DISTRIBUTION

F.I.R.S.T. Institute shall maintain documentation demonstrating that the Drug and Alcohol Abuse Prevention Program (DAAPP) has been distributed annually to each currently enrolled student and each active employee, as required by the Drug-Free Schools and Communities Act and applicable federal regulations.

Documentation of annual distribution may include email distribution records, recipient lists, electronic delivery reports, Student Information System (SIS) or Learning Management System (LMS) communication records, orientation records, employee onboarding records, acknowledgment records when applicable, or other documentation demonstrating that the DAAPP was provided directly to students and employees.

For students who enroll and employees who are hired after the annual January distribution, F.I.R.S.T. Institute shall maintain appropriate documentation demonstrating that the DAAPP was provided during New Student Orientation, New Employee Orientation, onboarding, or through another documented method of direct distribution. Publication of the DAAPP on the Institute's official website provides continuous access to the program throughout the year; however, website availability supplements and does not replace the Institute's annual direct distribution of the DAAPP to students and employees.

Failure to read the DAAPP does not exempt any student or employee from complying with the standards of conduct or institutional policies contained within the program.

Distribution records shall be maintained as part of the Institute's compliance documentation in accordance with applicable record-retention requirements.

CONTINUOUS AVAILABILITY OF THE DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

The Drug and Alcohol Abuse Prevention Program (DAAPP) remains continuously available to all students and employees throughout the year. In addition to the Institute's annual distribution, the current version of the DAAPP is maintained on the Institute's official website and is accessible at any time. Printed or electronic copies of the DAAPP may also be obtained upon request by contacting the Director of Academic Affairs, or the Director of Human Resources during normal business hours. The continuous availability of the DAAPP through the Institute's website or other electronic resources supplements, but does not replace, the Institute's annual direct distribution of the DAAPP to all currently enrolled students and active employees.

The Institute encourages all students and employees to review the Drug and Alcohol Abuse Prevention Program regularly and to become familiar with the Institute's standards of conduct, available prevention and treatment resources, applicable legal sanctions, institutional disciplinary procedures, and educational materials regarding the risks associated with alcohol and drug abuse.

PREVENTION, EDUCATION, AND AWARENESS ACTIVITIES

F.I.R.S.T. Institute is committed to promoting a safe, healthy, and drug-free learning and working environment through ongoing education, prevention, awareness, and early intervention initiatives. The Institute recognizes that preventing alcohol and drug abuse requires continuous education and access to resources throughout the year. The Drug and Alcohol Abuse Prevention Program (DAAPP) is designed to educate students and employees about the dangers associated with alcohol and drug abuse, encourage responsible decision-making, provide access to assistance resources, and support a campus culture that promotes health, safety, and personal responsibility.

STUDENT EDUCATION AND PREVENTION

Students receive education regarding the Institute's Drug and Alcohol Abuse Prevention Program through multiple methods, including:

- Distribution of the Drug and Alcohol Abuse Prevention Program during New Student Orientation.
- Annual distribution of the Drug and Alcohol Abuse Prevention Program to all currently enrolled students.

- Continuous access to the Drug and Alcohol Abuse Prevention Program through the Institute's website, student portal, or other electronic student resources.
- Information regarding the health risks associated with alcohol and drug abuse.
- Information regarding applicable federal, state, and local legal sanctions.
- Education concerning the Institute's standards of conduct and disciplinary procedures.
- Information regarding available counseling, treatment, rehabilitation, recovery, and community support services.

EMPLOYEE EDUCATION AND PREVENTION

Employees receive education regarding the Institute's Drug and Alcohol Abuse Prevention Program through:

- Distribution of the Drug and Alcohol Abuse Prevention Program during New Employee Orientation.
- Annual distribution of the Drug and Alcohol Abuse Prevention Program to all employees.
- Employee onboarding materials and institutional policies supporting a drug-free workplace.
- Ongoing communication regarding the Institute's Drug-Free Workplace expectations.
- Information regarding available counseling, treatment, rehabilitation, and community assistance resources.
- Education concerning applicable legal requirements and institutional standards of conduct.

REFERRAL TO ASSISTANCE SERVICES

F.I.R.S.T. Institute encourages students and employees who may be experiencing alcohol- or drug-related concerns to seek assistance as early as possible. Individuals requesting assistance will be provided information regarding appropriate counseling, treatment, rehabilitation, recovery, and community support resources.

When appropriate, Institute personnel may refer students and employees to qualified community agencies, healthcare providers, treatment programs, crisis intervention services, or other professional resources capable of addressing substance abuse concerns. Requests for assistance are handled with respect for individual privacy and in accordance with applicable federal and state laws.

Seeking assistance voluntarily before a violation of Institute policy occurs will not, by itself, result in disciplinary action. However, individuals remain responsible for complying with all applicable Institute policies and standards of conduct.

CAMPUS AWARENESS INITIATIVES

Throughout the year, F.I.R.S.T. Institute may conduct educational and awareness activities designed to reinforce the importance of maintaining a drug-free campus and workplace. These activities may include educational communications, awareness campaigns, informational materials, wellness initiatives, guest speakers, community partnerships, and other prevention activities intended to educate students and employees regarding alcohol and drug abuse prevention.

The Institute continually evaluates its prevention and awareness efforts through its annual review process and Biennial Review to determine program effectiveness, identify emerging trends, and implement improvements that strengthen the Drug and Alcohol Abuse Prevention Program.

BIENNIAL REVIEW PROCESS

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA) and Title 34, Code of Federal Regulations, Part 86 (34 CFR Part 86), F.I.R.S.T. Institute conducts a comprehensive review of its Drug and Alcohol Abuse Prevention Program (DAAPP) at least once every two (2) years.

The purpose of the Biennial Review is to evaluate the effectiveness of the Institute's Drug and Alcohol Abuse Prevention Program, ensure that disciplinary sanctions are consistently enforced, identify opportunities for improvement, and verify continued compliance with applicable federal laws and regulations.

PURPOSE OF THE BIENNIAL REVIEW

The Biennial Review is conducted to:

- Determine the effectiveness of the Drug and Alcohol Abuse Prevention Program in preventing the unlawful possession, use, and distribution of alcohol and controlled substances.
- Ensure that institutional disciplinary sanctions are consistently and fairly enforced.
- Review changes in federal, state, and local laws affecting the Institute's policies.

- Evaluate educational, prevention, and awareness initiatives.
- Identify areas for improvement and implement corrective actions when appropriate.

BIENNIAL REVIEW COMMITTEE

The Biennial Review shall be coordinated by the Director and may include representatives from:

- Human Resources
- Academic Affairs
- Career Services
- Campus Affairs
- Compliance or Executive Leadership
- Other departments as determined appropriate by the Institute

The Director is responsible for ensuring the review is completed and documented.

PROGRAM EVALUATION

As part of the Biennial Review, the Institute shall evaluate, when applicable:

- The effectiveness of educational and prevention activities.
- Annual distribution of the Drug and Alcohol Abuse Prevention Program to students and employees.
- The accuracy and completeness of the Drug and Alcohol Abuse Prevention Program.
- Student and employee awareness of the Institute's standards of conduct.
- The availability and accessibility of counseling, treatment, rehabilitation, and community resources.
- Compliance with applicable federal and state laws.

EVALUATION CRITERIA

As part of each Biennial Review, F.I.R.S.T. Institute shall evaluate available information to determine the effectiveness of the Drug and Alcohol Abuse Prevention Program (DAAPP), identify trends, and assess compliance with applicable federal regulations. The review may include, when applicable:

- The number and nature of student alcohol and drug-related disciplinary actions.
- The number and nature of employee alcohol and drug-related disciplinary actions.
- Alcohol and drug-related incidents occurring on Institute property or during Institute-sponsored activities.
- Referrals to counseling, treatment, rehabilitation, or other assistance programs.
- The effectiveness and completion of annual Drug and Alcohol Abuse Prevention Program distributions to students and employees.
- Student and employee participation in prevention, education, or awareness initiatives.
- Changes in federal, state, or local laws affecting the Institute's Drug and Alcohol Abuse Prevention Program.
- Revisions made to institutional policies or procedures related to alcohol and drug abuse prevention.
- Trends identified through compliance reviews, audits, accreditation activities, or Department of Education program reviews.
- Recommendations from Institute departments responsible for administering or supporting the Drug and Alcohol Abuse Prevention Program.

The Biennial Review shall evaluate whether the Institute's prevention efforts are effectively reducing alcohol- and drug-related risks, whether institutional disciplinary sanctions are consistently enforced, and whether modifications to policies, procedures, educational initiatives, or prevention activities are necessary to improve the overall effectiveness of the Drug and Alcohol Abuse Prevention Program.

REVIEW OF INCIDENTS AND ENFORCEMENT

The Biennial Review shall include an evaluation of alcohol- and drug-related incidents occurring during the review period, including, when applicable:

- Student disciplinary actions.
- Employee disciplinary actions.
- Referrals to law enforcement.
- Referrals to counseling or treatment programs.
- Trends or patterns that may indicate additional prevention efforts are needed.

The review shall also determine whether institutional sanctions have been imposed consistently and in accordance with Institute policies.

RECOMMENDATIONS AND CORRECTIVE ACTIONS

Upon completion of the Biennial Review, the Institute shall document:

- Findings of the review.
- Strengths of the current prevention program.
- Identified deficiencies or compliance concerns.
- Recommendations for improvement.
- Corrective actions to be implemented.
- Responsible departments for implementing improvements.
- Target completion dates, when applicable.

Recommendations resulting from the Biennial Review shall be considered during the annual review and revision of this Drug and Alcohol Abuse Prevention Program.

DOCUMENTATION AND RECORD RETENTION

F.I.R.S.T. Institute shall maintain documentation supporting each Biennial Review, including evaluation materials, supporting data, recommendations, and evidence of corrective actions implemented.

Biennial Review reports and supporting documentation shall be retained in accordance with the Institute's record retention policies and applicable federal regulations and shall be made available upon request during accreditation reviews, Department of Education program reviews, or other authorized compliance examinations.

AVAILABILITY OF THE BIENNIAL REVIEW

The most recent Biennial Review of the Drug and Alcohol Abuse Prevention Program (DAAPP) shall be maintained by the Institute as part of its compliance records. A copy of the Biennial Review is available for inspection upon request by students, employees, accrediting agencies, and authorized governmental representatives. Requests for a copy of the Biennial Review may be directed to the Director during normal business hours.

PROGRAM ADMINISTRATION AND RESPONSIBLE OFFICES

The successful implementation of F.I.R.S.T. Institute's Drug and Alcohol Abuse Prevention Program (DAAPP) is a shared responsibility among several departments of the Institute. Each department has specific responsibilities to ensure compliance with applicable federal regulations, promote a safe and healthy campus environment, and support the Institute's alcohol and drug prevention efforts.

DIRECTOR

The Director serves as the administrator responsible for the overall coordination and oversight of the Drug and Alcohol Abuse Prevention Program. Responsibilities include:

- Coordinating the annual review of the Drug and Alcohol Abuse Prevention Program.
- Coordinating and documenting the Biennial Review required under the Drug-Free Schools and Communities Act.
- Ensuring compliance with applicable federal and state laws and regulations.
- Coordinating revisions to the program as needed.
- Maintaining compliance documentation and supporting records.
- Coordinating annual distribution of the program with appropriate departments.
- Serving as the primary institutional contact during compliance reviews, accreditation visits, or Department of Education program reviews.

HUMAN RESOURCES

Human Resources is responsible for administering the employee-related components of the Drug and Alcohol Abuse Prevention Program, including:

- Providing the Drug and Alcohol Abuse Prevention Program to all new employees during onboarding.
- Coordinating the annual distribution of the program to all employees.
- Administering employee disciplinary actions when appropriate.
- Maintaining employee acknowledgment and training records, when applicable.
- Referring employees to available counseling or assistance resources as appropriate.

ACADEMIC AFFAIRS

Academic Affairs is responsible for administering the student-related components of the Drug and Alcohol Abuse Prevention Program, including:

- Providing the Drug and Alcohol Abuse Prevention Program to new students during orientation.
- Coordinating annual distribution of the program to currently enrolled students.
- Administering student disciplinary procedures related to violations of this policy.
- Referring students to appropriate counseling, treatment, or community resources when needed.
- Assisting with student education and awareness initiatives.

CAMPUS AFFAIRS

Campus Affairs supports the Institute's prevention efforts by:

- Promoting a safe, healthy, and drug-free campus environment.
- Assisting with alcohol and drug prevention education and awareness activities.
- Supporting campus safety initiatives related to alcohol and other drugs.
- Coordinating with other departments regarding prevention programming and student outreach.

EXECUTIVE LEADERSHIP

Executive Leadership provides institutional oversight of the Drug and Alcohol Abuse Prevention Program by:

- Reviewing recommendations resulting from the annual review and Biennial Review.

- Approving significant policy revisions.
- Supporting continuous improvement of the Institute's prevention efforts.
- Providing institutional resources necessary to maintain compliance with applicable laws and regulations.

SHARED RESPONSIBILITY

Maintaining a safe, healthy, and drug-free learning and working environment is a shared responsibility of every member of the F.I.R.S.T. Institute community. All students, employees, faculty, staff, contractors, and visitors are expected to comply with the standards of conduct established in this program and to support the Institute's commitment to preventing the unlawful possession, use, manufacture, or distribution of alcohol and controlled substances.

STANDARDS OF CONDUCT

To maintain a safe, healthy, and drug-free learning and working environment, F.I.R.S.T. Institute prohibits the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or controlled substances on Institute-owned or controlled property, during Institute-sponsored or Institute-sanctioned activities, or while representing the Institute in an official capacity.

All students, employees, faculty, staff, contractors, volunteers, and visitors are expected to comply with all applicable federal, state, and local laws, as well as the standards of conduct established by F.I.R.S.T. Institute.

The use, possession, manufacture, distribution, or dispensing of illegal drugs or the unlawful use or possession of alcohol while on Institute property, while participating in Institute-sponsored activities, while performing Institute business, or while representing the Institute is strictly prohibited and may result in disciplinary action, referral for criminal prosecution, or both.

Individuals who report to class, work, or any Institute-sponsored activity while impaired by alcohol or illegal drugs, or whose conduct endangers the health, safety, or welfare of themselves or others as a result of alcohol or drug use, may also be subject to disciplinary action.

Disciplinary action shall be administered in accordance with applicable Institute policies and procedures and may include, but is not limited to, the following:

- Students: Warning, probation, suspension, dismissal, or expulsion.
- Employees: Corrective action up to and including termination of employment.
- Visitors: Immediate removal from Institute property and restriction from future access to Institute facilities or events.

DISCIPLINARY PROCEDURES

The disciplinary sanctions identified in this Drug and Alcohol Abuse Prevention Program (DAAPP) are administered in accordance with the Institute's established policies and procedures.

Student disciplinary actions are administered pursuant to the F.I.R.S.T. Institute Student Catalog and the Student Code of Conduct, which govern student behavioral expectations, disciplinary processes, and applicable sanctions.

Employee disciplinary actions are administered pursuant to the F.I.R.S.T. Institute Employee Handbook, the Institute's Drug-Free Workplace Policy, and applicable Human Resources policies and procedures governing employee conduct and corrective action.

Violations of this Drug and Alcohol Abuse Prevention Program that also constitute violations of federal, state, or local law may be referred to the appropriate law enforcement authorities for investigation and prosecution.

Nothing in this Drug and Alcohol Abuse Prevention Program limits the Institute's authority to impose disciplinary action in accordance with Institute policies and procedures or to refer violations to the appropriate law enforcement authorities when warranted under applicable federal, state, or local law.

Employees who are convicted for a violation of a criminal drug statute occurring in the workplace are required to notify the Institute, in writing, no more than five (5) calendar days after such conviction. The Institute must then notify the U.S. Department of Education within ten (10) calendar days after receiving the employee's notice. The notice to the U.S. Department of Education must include the name and position title of the employee and be sent to:

Director, Grants and Contracts Service
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

Within thirty (30) days of receiving the employee's notice, the institute must take appropriate corrective action. Such action may include, but is not limited to, reprimand, suspension or termination of employment, or requirement that the employee participate in, and successfully complete, an appropriate rehabilitation program.

WEBSITES REFERENCED

Websites referenced for the content of this report:

<https://www.ocso.com/safety-tips/>

<https://www.drugfreeworld.org/drugfacts/prescription/stimulants.html>

<https://www.flhsmv.gov/safety-center/driving-safety/impaired-driving/>

These websites are provided for informational and educational purposes. Inclusion of a website does not constitute an endorsement by F.I.R.S.T. Institute.

LEGAL SANCTIONS UNDER STATE, FEDERAL, AND LOCAL LAWS

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or controlled substances is prohibited by federal, state, and local laws. Individuals who violate these laws may be subject to criminal prosecution, imprisonment, fines, probation, loss of driving privileges, civil penalties, and other legal consequences in addition to disciplinary action imposed by F.I.R.S.T. Institute.

The severity of criminal penalties depends on numerous factors, including, but not limited to:

- The type of controlled substance involved
- The quantity of the substance
- Whether the offense involved possession, manufacture, sale, delivery, distribution, or trafficking
- Prior criminal convictions
- Whether minors were involved
- Whether the offense occurred near a school, college, university, childcare facility, park, or other protected location
- Whether weapons or violence were involved

I. STATE OF FLORIDA LAWS

Florida law prohibits the unlawful possession, use, manufacture, sale, delivery, or trafficking of controlled substances and regulates the possession, sale, service, and consumption of alcoholic beverages. Applicable laws include, but are not limited to, Chapter 893, Florida Statutes (Florida Comprehensive Drug Abuse Prevention and Control Act); Chapter 562, Florida Statutes (Beverage Law Enforcement); and Section 316.193, Florida Statutes (Driving Under the Influence).

Violations of Florida law may result in criminal and civil consequences including misdemeanor or felony charges, fines, probation, imprisonment, driver license suspension or revocation, vehicle impoundment, mandatory education or treatment, and other penalties authorized by law.

The severity of the penalty depends on the nature of the offense and may be affected by factors including the type and quantity of the substance involved, prior convictions, whether the offense involved manufacture, sale, delivery, distribution, or trafficking, whether minors were involved, the location of the offense, and other aggravating circumstances.

Specific penalties are established by applicable Florida law and may change through legislative action. Individuals are responsible for complying with all applicable federal, state, and local laws.

A. Driving Under the Influence (DUI)

Under Section 316.193, Florida Statutes, a person may be guilty of Driving Under the Influence (DUI) when driving or in actual physical control of a vehicle while under the influence of alcoholic beverages, certain chemical substances, or controlled substances to the extent that the person's normal faculties are impaired, or when the person's blood-alcohol or breath-alcohol level is 0.08 or higher.

Penalties for DUI vary based on the circumstances of the offense and whether the individual has prior DUI convictions. Penalties may include fines, imprisonment, probation, driver license suspension or revocation, vehicle impoundment or immobilization, DUI education requirements, and installation of an ignition interlock device. Enhanced penalties may apply to repeat offenses or offenses involving aggravating circumstances.

A conviction for Driving Under the Influence (DUI) may result in:

- Driver license suspension or revocation
- Significant fines
- Jail or prison sentences
- Vehicle impoundment
- Mandatory DUI education programs
- Installation of an ignition interlock device for certain offenses
- Increased insurance costs
- Additional criminal penalties for repeat offenses or aggravating circumstances

B. Alcohol-Related Offenses

Florida law regulates the possession, sale, service, and consumption of alcoholic beverages. Under Section 562.111, Florida Statutes, possession of alcoholic beverages by persons under 21 years of age is generally prohibited, subject to limited statutory exceptions.

Section 562.11, Florida Statutes, also prohibits selling, giving, serving, or permitting alcoholic beverages to be served to a person under 21 years of age, subject to applicable statutory exceptions.

Violations of Florida's alcoholic beverage laws may result in criminal penalties, including misdemeanor charges, fines, and other penalties authorized by law. Additional consequences may apply depending on the circumstances of the offense.

Students and employees are responsible for complying with all applicable Florida alcoholic beverage laws as well as F.I.R.S.T. Institute's standards of conduct regarding alcohol.

C. Additional Drug-Related Offenses

Chapter 893, Florida Statutes, known as the Florida Comprehensive Drug Abuse Prevention and Control Act, governs controlled substances and establishes criminal offenses involving the unlawful possession, manufacture, sale, purchase, delivery, and trafficking of controlled substances.

Depending on the substance, quantity, conduct involved, prior offenses, location of the offense, and other circumstances, violations may constitute misdemeanor or felony offenses and may result in fines, probation, imprisonment, mandatory minimum sentences when applicable, forfeiture of property, and other penalties authorized by Florida law.

Florida law also prohibits certain conduct involving drug paraphernalia and provides enhanced penalties for certain drug offenses committed under circumstances specified by law. Because criminal classifications and penalties may change, individuals should consult the current Florida Statutes for the specific penalties applicable to a particular offense.

II. FEDERAL LAWS

Federal law also prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances.

Individuals convicted under federal law may be subject to:

- Lengthy prison sentences
- Significant monetary fines
- Asset forfeiture
- Enhanced penalties for repeat offenders
- Enhanced penalties for offenses involving minors or occurring near schools
- Court-ordered substance abuse treatment
- Loss of certain federal benefits where permitted by law

Although Florida law permits the medical use of marijuana under certain circumstances for qualified patients, marijuana remains a controlled substance under federal law. F.I.R.S.T. Institute maintains a drug-free educational and working environment in accordance with applicable federal laws and regulations. Accordingly, the possession, use, manufacture, distribution, or dispensing of marijuana on Institute-owned or controlled property, during Institute-sponsored or Institute-sanctioned activities, or while conducting Institute business is prohibited in accordance with Institute policy and applicable federal law.

REFERENCES

This summary is provided for educational purposes and is not intended to be a comprehensive statement of all applicable criminal laws or penalties. Federal, state, and local laws are subject to amendment and may change without notice.

Additional information regarding applicable laws may be found in:

- Section 316.193, Florida Statutes — Driving Under the Influence; Penalties
- Chapter 562, Florida Statutes — Beverage Law Enforcement
- Sections 562.11 and 562.111, Florida Statutes — Alcohol-Related Offenses Involving Persons Under Age 21
- Chapter 775, Florida Statutes — General Criminal Penalties
- Chapter 893, Florida Statutes — Florida Comprehensive Drug Abuse Prevention and Control Act
- Federal Controlled Substances Act, 21 U.S.C. §§ 801–971
- Drug-Free Schools and Communities Act Amendments of 1989
- Title 34, Code of Federal Regulations, Part 86 — Drug and Alcohol Abuse Prevention Regulations
- Drug-Free Workplace Act of 1988

HEALTH RISKS OF ALCOHOL AND OTHER DRUGS

The following is a list of health risks and symptoms associated with various categories of illegal substances. It is not intended to be the final word on such health risks as research is constantly revealing additional information on drugs and their effects. Further documentation regarding drug abuse and crime prevention may be found at the Orange County Sheriff's Office Website: <https://www.ocso.com/resources/>

I. ALCOHOL

Alcohol is a central nervous system depressant that can impair judgment, coordination, reaction time, memory, and decision-making. The effects of alcohol vary depending on the amount consumed, the rate of consumption, an individual's health and body composition, medications or other substances being used, and other factors. Excessive alcohol consumption can result in serious health consequences, injury, alcohol poisoning, dependence, and death.

A. Short-Term Effects

1. Impaired judgment and decision-making
2. Reduced coordination and slowed reaction time
3. Slurred speech
4. Drowsiness and dizziness
5. Memory impairment or blackouts
6. Nausea and vomiting
7. Increased risk of accidents, falls, violence, and other injuries
8. Risky or unsafe behavior resulting from impaired judgment
9. Alcohol poisoning, which may result in confusion, vomiting, seizures, slowed or irregular breathing, unconsciousness, coma, or death

B. Long-Term Effects

Repeated or excessive alcohol use may increase the risk of:

1. Alcohol dependence and alcohol use disorder
2. Liver disease and liver damage
3. Cardiovascular disease and high blood pressure
4. Digestive and gastrointestinal problems
5. Neurological and cognitive impairment
6. Depression, anxiety, and other mental health concerns
7. Increased risk of certain cancers
8. Problems with relationships, employment, and academic performance
9. Serious withdrawal symptoms in individuals who have developed physical dependence

C. Alcohol and Other Substances

Combining alcohol with prescription medications, illegal drugs, or other substances can significantly increase health risks. Alcohol combined with opioids, sedatives, or other central nervous system depressants may dangerously slow breathing and increase the risk of unconsciousness, overdose, coma, and death.

Individuals taking prescription or over-the-counter medications should follow the directions of their healthcare provider and medication warnings regarding alcohol use.

D. Alcohol and Pregnancy

Alcohol use during pregnancy can affect fetal development and may result in miscarriage, stillbirth, premature birth, or fetal alcohol spectrum disorders (FASDs). There is no known safe amount of alcohol use during pregnancy.

E. Impaired Driving

Alcohol impairs the skills necessary to safely operate a motor vehicle, including judgment, coordination, reaction time, and concentration. Driving or being in actual physical control of a motor vehicle while impaired by alcohol may result in serious injury or death and may subject an individual to criminal penalties under Florida law.

II. MARIJUANA

Marijuana (cannabis) affects areas of the brain responsible for memory, learning, attention, decision-making, coordination, emotions, and reaction time. The health effects of marijuana may vary depending on the frequency and amount of use, method of consumption, potency of the product, age of the individual, and whether marijuana is used with alcohol, medications, or other substances.

A. Short-Term Effects

1. Loss of coordination
2. Distortions in sense of time, vision, and hearing
3. Sleepiness
4. Reddening of the eyes
5. Increased appetite
6. In first hour of smoking, user's risk of a heart attack could increase fivefold
7. School/work performance is reduced through impaired memory and lessened ability to problem solve

B. Long-Term Effects

1. May cause psychotic symptoms
2. Damage to lungs and heart
3. Worsens symptoms of bronchitis
4. Causes coughing and wheezing
5. Reduces body's ability to fight lung infections and illness

C. Medical Marijuana and Federal Law

Although Florida law permits the medical use of marijuana under certain circumstances for qualified patients, marijuana remains a controlled substance under federal law.

F.I.R.S.T. Institute maintains a drug-free educational and working environment in accordance with applicable federal laws and regulations, including the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, as applicable.

Accordingly, the possession, use, manufacture, distribution, or dispensing of marijuana on Institute-owned or controlled property, during Institute-sponsored or Institute-sanctioned activities, or while conducting Institute business is prohibited in accordance with Institute policy and applicable federal law, regardless of whether an individual possesses a Florida Medical Marijuana Use Registry Identification Card.

Students and employees are responsible for complying with F.I.R.S.T. Institute's standards of conduct and all applicable federal, state, and local laws.

III. STIMULANTS

Sometimes called "uppers," these types of drugs temporarily increase alertness and energy.

A. Short-Term Effects

1. Exhaustion
2. Apathy and depression

B. Long-Term Effects

1. Many are addictive
2. Repeated high dosages over a short period can lead to feelings of hostility and paranoia
3. May result in dangerously high body temperatures and an irregular heartbeat

C. Examples of Stimulant Drugs

1. Amphetamines (Dexadrine, Fastin)
2. Methamphetamines

Methamphetamine is a powerful and highly addictive stimulant that affects the central nervous system. Use can produce increased wakefulness and physical activity, decreased appetite, rapid heart rate, increased blood pressure, and changes in mood and behavior. Repeated or high-dose use can result in serious physical and psychological health consequences, including addiction.

a) Short-Term Effects

- (1) Disturbed sleep patterns and insomnia
- (2) Hyperactivity and delusions of power
- (3) Nausea
- (4) Increased aggressiveness and irritability
- (5) Decreased hunger resulting in extreme weight loss
- (6) Confusion and hallucinations
- (7) Anxiety and paranoia
- (8) Can cause convulsions leading to death

b) Long-Term Effects

- (1) Increased heart rate and blood pressure
 - (2) Permanent damage to blood vessels in the brain leading to strokes or irregular heartbeat and cardiovascular collapse or death
 - (3) Can cause liver, kidney, and lung damage
 - (4) May suffer brain damage, including memory impairment and increasing inability to grasp abstract thoughts
 - (5) Recovering addicts tend to suffer memory gaps and extreme mood swings
 - (6) Damage to brain similar to Alzheimer's disease, stroke, and epilepsy
 - (7) Severe tooth decay and malnutrition
 - (8) If injecting, risk of infectious diseases and abscesses
 - (9) If smoked, respiratory problems
 - (10) If sniffed, destruction of nose tissue
3. Cocaine
- Next to methamphetamine, cocaine creates the greatest psychological dependence. The effect causes a short-lived intense high that is immediately followed by the opposite - intense feelings of depression, edginess, and a craving for more. Powder form is cocaine, crystal form is known as crack.
- a) Short-Term Effects
 - (1) Users do not eat or sleep properly
 - (2) Experience increased heart rate, muscle spasms, and convulsions
 - (3) Feelings of paranoia, anger, hostility and anxiety, even when not high
 - (4) Loss of appetite
 - (5) Increased blood pressure, body temperature, and rate of breathing
 - (6) Bizarre, erratic, sometimes violent behavior
 - (7) Tactile hallucination that creates illusion of bugs burrowing under skin
 - (8) Seizures and sudden death from high doses, even if first time user
 - b) Long-Term Effects
 - (1) Tolerance develops so more is needed to produce same high, resulting in addiction
 - (2) Coming down from drug causes severe depression which becomes deeper after each use. Can become so severe a person will do almost anything to get the drug.
 - (3) Permanent damage to blood vessels of heart and brain
 - (4) Liver, kidney, and lung damage
 - (5) If sniffed, destruction of nose
 - (6) If smoked, respiratory failure
 - (7) If injected, risk of infectious diseases and abscesses
 - (8) Severe tooth decay, malnutrition, and extreme weight loss
 - (9) Auditory and tactile hallucinations, delirium, and psychosis
 - (10) Sexual problems, reproductive damage, and infertility in both men and women
 - (11) Irritability, mood disturbances, and severe depression
 - (12) Increased frequency of risky behavior

IV. DEPRESSANTS

Sometimes called "downers," these types of drugs are generally used as a hypnotic sedative, tranquilizer, or anti-convulsive/anti-anxiety medicine.

- A. Short-Term Effects
 1. Slow brain function and poor concentration
 2. Slowed pulse and breathing, and lowered blood pressure
 3. Confusion, fatigue, dizziness, and disorientation
 4. Slurred speech, sluggishness
 5. Visual disturbances, lack of coordination
 6. Difficulty or inability to urinate
 7. Higher doses can cause impairment to memory, judgment, and coordination
 8. Irritability, paranoia, depression, and suicidal thoughts
 9. Using with other substances, particularly alcohol, can slow breathing and heart rate, leading to death
- B. Long-Term Effects
 1. Tolerance can develop rapidly resulting in higher doses needed to achieve same effect. This can lead to coma or death by overdose.

2. Depression
 3. Chronic fatigue, breathing difficulties
 4. Sexual and sleep problems
 5. As dependency increases, cravings, anxiety, and panic are common if unable to get more
 6. Withdrawal symptoms include insomnia, weakness, and nausea, and can be life-threatening
 7. For continual high-dose users, agitation, high body temperature, delirium, hallucinations, and convulsions can occur
 8. Increased risk of high blood sugar, diabetes, and weight gain
- C. Examples of Depressant Drugs
1. Barbiturates
 2. Methaqualone
 3. Diazepine Tranquilizers
 4. Rohypnol
 5. GHB

V. DESIGNER DRUGS

Advances in science have allowed man to custom design intoxicating drugs. Chemists manipulate the basic molecular structure of intoxicating compounds to create new, even more hazardous drugs.

A. Examples of Designer Drugs

1. GHB (Liquid Ecstasy)
2. Rohypnol
3. Ecstasy

This man-made drug has effects similar to hallucinogens and stimulants. Mixing ecstasy and alcohol is extremely dangerous and can be lethal. a) Short-Term Effects

- (1) Faintness
- (2) Chills or sweating
- (3) Muscle tension
- (4) Impaired judgment
- (5) Depression
- (6) Blurred vision
- (7) False sense of affection
- (8) Severe anxiety and paranoia
- (9) Involuntary teeth clenching
- (10) Sleep problems
- (11) Strong drug cravings

b) Long-Term Effects

- (1) Prolonged use causes long-lasting, and perhaps permanent, brain damage, affecting a person's judgment, thinking ability, and memory
- (2) Damage to portions of brain regulating critical functions such as learning, sleep, and emotion
- (3) Degenerates nerve branches and endings
- (4) Depression and anxiety
- (5) Kidney failure and cardiovascular collapse
- (6) Hemorrhaging and convulsions
- (7) Psychosis
- (8) Death

VI. INHALANTS

Include chemicals found in household products such as aerosol sprays, cleaning fluids, glue, paint, nail polish remover, etc.

A. Short-Term Effects

1. Nausea
2. Nosebleeds
3. Starves body of oxygen forcing heart to beat irregularly and more rapidly
4. Can kill by heart attack or suffocation as inhaled fumes take place of oxygen in lungs and central nervous system
5. Extreme violence and hostility

6. Slurred speech
 7. Dizzy, drunk, or dazed appearance
 8. Inability to coordinate movement
 9. Hallucinations and delusions
 10. Impaired judgment
 11. Severe headaches
 12. Rashes around nose and mouth
- B. Long-Term Effects
1. Reduced muscle mass, tone, and strength
 2. Permanent brain and body damage
 3. Depression
 4. Serious and sometimes irreversible damage to heart, liver, kidneys, lungs, and brain
 5. Memory impairment and diminished intelligence
 6. Hearing loss
 7. Death from heart failure or asphyxiation
 8. Inability to walk, talk, and think normally

VII. PRESCRIPTION DRUGS

Prescription medications can be safe and effective when used as directed by a licensed healthcare provider. However, misuse of prescription medications—including taking medication that was prescribed for someone else, taking a medication in a manner or dose other than prescribed, or combining certain medications with alcohol or other substances—can result in serious health consequences, including dependence, addiction, overdose, and death.

The risks associated with prescription drug misuse vary depending on the type of medication, dosage, method of use, and whether the medication is combined with other substances.

- A. Examples of Prescription Drugs
1. Painkillers - OxyContin, Morphine, Percodan, Hydrocodone, Oxycodone
 - a) Effects: slowed breathing, nausea, unconsciousness, addiction
 2. Depressants - Xanax, Zyprexa, Amytal, Valium
 - a) Effects: heart problems, weight gain, fatigue, slurred speech, addiction
 3. Stimulants - Ritalin, Adderall, Concerta
 - a) Effects: increased blood pressure and heartbeat, hostility, and paranoia
 4. Antidepressants - Prozac, Paxil, Zoloft, Celexa
- Health risks vary significantly among prescription medications. Individuals should use prescription medications only as directed by a licensed healthcare provider and should not share, misuse, or combine medications with alcohol or other substances contrary to medical instructions or medication warnings.

VIII. CURRENT DRUG TRENDS AND OVERDOSE AWARENESS

Drug trends continue to evolve, increasing the risks associated with the misuse of alcohol, prescription medications, and illegal drugs. Individuals should be aware that substances obtained from unauthorized or illegal sources may contain unknown or dangerous ingredients, including fentanyl and other synthetic opioids.

A. Fentanyl

Fentanyl is a synthetic opioid that is approximately 50 to 100 times more potent than morphine. Although fentanyl has legitimate medical uses when prescribed by a licensed healthcare provider, illegally manufactured fentanyl has become one of the leading causes of overdose deaths in the United States. It is frequently mixed into counterfeit prescription pills and other illegal drugs without the user's knowledge.

Even very small amounts of fentanyl can cause:

- Extreme drowsiness
- Respiratory depression
- Loss of consciousness

- Overdose
- Death

Individuals should never take prescription medications that were not prescribed specifically for them or obtain medications from unauthorized sources.

B. Electronic Cigarettes (Vaping)

Electronic cigarettes (e-cigarettes), vape pens, and similar electronic nicotine delivery systems often contain nicotine, an addictive substance that can negatively affect brain development and overall health. Some vaping products have also been found to contain THC, fentanyl, or other unknown substances that significantly increase health risks.

Potential health risks include:

- Nicotine addiction
- Increased heart rate and blood pressure
- Lung irritation
- Respiratory illness
- Chronic coughing
- Reduced concentration

C. Mixing Alcohol and Drugs

Combining alcohol with prescription medications, illegal drugs, or other substances can significantly increase the risk of:

- Respiratory depression
- Loss of consciousness
- Cardiac arrest
- Serious injury
- Overdose
- Death

Many fatal overdoses involve the combination of multiple substances rather than a single drug.

D. Opioid Overdose Awareness

Naloxone (Narcan®) is a medication that can temporarily reverse the effects of an opioid overdose when administered promptly.

Common signs of an opioid overdose include:

- Difficulty waking the person
- Slow or stopped breathing
- Blue or gray lips or fingernails
- Pinpoint pupils
- Loss of consciousness
- Gurgling or choking sounds

If an opioid overdose is suspected:

1. Call 911 immediately.
2. Administer naloxone if available.
3. Stay with the individual until emergency medical personnel arrive.
4. Even if the individual regains consciousness, emergency medical evaluation is still necessary.

E. Protecting Yourself and Others

F.I.R.S.T. Institute encourages all students and employees to make informed decisions regarding alcohol and drug use.

To reduce the risk of injury, addiction, or overdose:

- Never use illegal drugs.
- Never misuse or share prescription medications.
- Never operate a motor vehicle while impaired.
- Never combine alcohol with prescription medications unless directed by a healthcare provider.
- Seek immediate medical attention if an overdose is suspected.
- Seek assistance early if you are concerned about your own alcohol or drug use or that of a friend, family member, coworker, or fellow student.
- Utilize counseling, treatment, and recovery resources available through healthcare providers and community organizations.

Early education, intervention, and treatment can significantly improve health outcomes and reduce the risk of addiction, overdose, and other serious consequences.

WHERE TO GET ASSISTANCE

Help is available for people in need of counseling or other treatment for substance abuse. Listed below are several agencies and organizations that can assist:

NATIONAL TOLL-FREE HOTLINES

AIDS Information (CDC INFO)	800.232.4636 https://www.cdc.gov/cdc-info/index.html
Florida Statewide Substance Abuse Hotline	211
Cocaine Helpline	800.662.4357
Crisis Line	800.448.3000 Text Line: 741741 www.boystown.org/national-hotline
Emergency Medical Services	911
FL Department of Children & Families Hotline	800.962.2873
The National Domestic Violence Hotline	800.799.7233
Poison Control Center	800.222.1222 www.aapcc.org
Substance Abuse & Mental Health Services Administration	800.662.4357
The Suicide Prevention Hotline	800.273.8255
Suicide & Crisis Lifeline	988
The Trevor Hotline (LGBTQ+)	866.488.7386
Trans Lifeline	877.565.8860

LOCAL INFORMATION AND NUMBERS

Alcoholism	<i>Lists AA Meetings throughout state</i>	407.260.5408
	Central Florida Intergroup	www.cflintergroup.org
Drug Abuse	Bridges of America	407.926.8134
	2011 Mercy Drive, Orlando 32808	www.bridgesofamerica.com
Fire Department	1847 Fennell St, Maitland, FL 32751	407.475.3473 (non-emergency)
HIV/AIDS	Hope and Help Center	407.645.2577 OR 800.FLA.AIDS
	4122 Metric Dr Suite 800, Winter Park 32792	www.hopeandhelp.org
Planned Parenthood	11500 University Blvd Suite B, Orlando, FL 32817	407.246.1788

Police Department	1837 Fennell St, Maitland, FL 32751	https://www.plannedparenthood.org
Rape Victim	Victim Service Center	407.539.6262 (non-emergency)
	2111 E Michigan St #210, Orlando, FL 32806	407.497.6701
Social Services	Social Bridges	www.victimservicecenter.com
	202 Lookout Pl, Maitland, FL 32751	407.539.2450
United Way Heart of Florida		www.socialbridges.com
		https://www.hfuw.org/gethelp/
Urgent Care Facility	440 W, FL-436, Altamonte Springs, FL 32714	407.788.2000

TREATMENT FACILITIES

Aspire Health Centers		407.875.3700
		www.cfdfl.com
White Sands Rehab	56 E Pine St, Orlando, FL 32801	407.255.2351
		www.whitesandtreatment.com

Seeking assistance voluntarily before a policy violation occurs will not, by itself, result in disciplinary action. Students and employees are encouraged to seek help early if they believe they have an alcohol or drug-related problem.

