

AdventHealth University – Orlando Campus

Annual Security Report

October 1, 2019

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INTRODUCTION

AdventHealth University (AHU) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The annual security report is produced by the Senior Vice President for Student Services in conjunction with the Assistant Dean of Students, Director of Campus Security, Director of Student Housing, AHU Compliance Officer, AHU Health Committee, AHU Safety and Security Committee, Director of AdventHealth Orlando Security, and local law enforcement. The annual security report is generated from data contained in the Campus and Housing Security logs, University incident reports, Hospital Security reports, and local law enforcement records which are submitted to the office of the Senior Vice President for Student Services. The annual security report is disclosed annually through four modes of communication: 1) The AHU secure student website, 2) The AHU public website, 3) The AHU secure e-mail system, 4) The University emergency notification system.

CAMPUS SECURITY ORGANIZATION

AdventHealth University currently operates a security department composed of seven full-time security officers to provide 24/7 campus security. In the event the University needs additional security personnel (large campus events such as graduation), the services of a licensed and bonded security company and/or off-duty police officers are utilized. In addition to its full-time security department, AdventHealth University provides licensing to several full-time faculty and staff across campus who, in the event of a campus emergency incident, will act as emergency response personnel, as well as provide feedback relative to security needs and concerns within their given University departments. In November 2018, the University added two part-time parking lot attendants to manage traffic on campus. These individuals report to the Director of Security.

The AdventHealth University main campus is comprised of one University Campus and Hospital, two off-site housing facilities, one off-site paved parking area, three off-site parking garages, and an off-site Community Occupational Therapy Clinic. AdventHealth University's Security Department also partners with the AdventHealth Orlando Security Department, when appropriate, and maintains daily communications with AdventHealth Orlando Security dispatch.

The AHU Security Department reports to the Senior Vice President for Student Services. The University has grown in scope requiring an expanded committee structure. The University currently has three committees which deal with various aspects of campus safety and security. These committees are the Health Committee, Safety and Security Committee, and Emergency Response Committee, all of which have representation by a member of the AHU Security Department. All three committees vote and make recommendations to President's Council relative to policy and procedural changes. In addition to the above official AHU committees, the AHU Director of Security conducts departmental meetings with the

AHU Security team and shuttle drivers to address safety and security needs and concerns, as well as assess the on-going AHU security and shuttle safety performance.

Neither AHU nor AdventHealth Orlando security officers possess the authority to arrest individuals, however, they do work closely with local law enforcement when a crime is committed on the property. Currently, there is no memorandum of agreement with the Orlando Police Department, however, the AHU Security Department continues to build and maintain strong relationships with city, county, and state law enforcement agencies. Prosecution of criminal offenses is conducted by the appropriate court systems.

The AHU security officers patrol the entire campus geography daily as defined by the Department of Education, with the exception of the Hospital, which is patrolled by the AdventHealth Orlando Security Department. Daily reports of crimes committed in the area, which includes the Clery geography, are reviewed. The University security officers continue to build relationships with the expanding AdventHealth Orlando Security Department, ensuring good communication and understanding of both entities. The geographical jurisdiction patrolled by AHU security officers and/or Hospital Security is as follows:

Clery Geography

University

AdventHealth University's main campus is located at 671 Winyah Drive, Orlando, FL 32803. The Clery geography is defined by the West entrance of campus, where King Street ends and Winyah Drive begins (approx. 200 yards past the train tracks after the sweeping left-hand turn). The remainder of the campus is on a peninsula surrounded (defined) by two lakes (Lake Winyah to the North, Lake Estelle to the South), and a canal at the east end of campus.

AdventHealth Orlando

AdventHealth Orlando is located at 601 East Rollins Street, Orlando, FL 32803. The Clery geography is defined by the South as the North sidewalk of Rollins Street from Clippinger Court to Camden Road, by the West as the East sidewalk of Clippinger Court from Rollins Street to Lake Estelle Drive, and by the North as Lake Estelle Drive. The East boundary of the hospital is defined by Lake Estelle.

Off-campus Student Housing

LaSalle Apartments, located on 35 Roclair Street, Orlando, FL 32804 is AdventHealth University's housing complex for residents over the age of 21. The Clery geography is defined as the city block which includes the section of Formosa Ave (between Stymie Place and Roclair Street), all of Stymie Place, the section of Dubsdread Circle (between Stymie Place and Backspin Lane) and Roclair Street (Backspin Lane merges to become Roclair Street).

Bay Run Apartments, located on 3310 North Cornell Avenue, Orlando, FL 32804 is AdventHealth University's housing complex for residents age 18 to 21. The Clery geography is defined as the city block that includes the section of Formosa (East Steele Street and East Par Street), East Par Street (between Formosa and Cornell Avenue), the remainder of Cornell Avenue and all of East Steele Street.

Non-campus Property

AdventHealth University leases parking space from Calvary Assembly Church, where students park and are shuttled onto campus. The address of this parking area is 1900 Minnesota Avenue, Winter Park, FL 32789. The Clery geography is defined as the city block which includes the section of Minnesota Avenue and Crandon Avenue, between Clay Avenue and Formosa Avenue.

AdventHealth University is provided access to several parking facilities for its faculty, staff and students who are employees of, or perform clinical rotations at AdventHealth Orlando, after the University's published hours of operations. The address of the parking facilities are as follows:

- 2855 McRae Street, Orlando, FL 32804 – The Clery geography is defined as the entire garage area, the section of East Evans Street between North Orange Avenue and McRae Avenue and the section of McRae Avenue, directly in front of the garage.
- 498 East King Street, Orlando, FL 32804 – The Clery geography is defined as the entire garage area, the section of King Street between McRae Avenue and Sanitarium Avenue, and the length of Sanitarium Avenue facing the garage.
- 2328 Alden Road, Orlando, FL 32803 - The Clery geography is defined as the entire garage area, the section of East Rollins Street between Clipinger Court and Alden Road, and the section of Alden Road facing the garage.
- 414 East King Street, Orlando, FL 32804 – The Clery geography is defined as the entire garage area, the section of King Street between McRae Avenue and Sanitarium Avenue, and the length of Sanitarium Avenue facing the garage

Hope Community Clinic:

AdventHealth University leases property at 635 Campus Loop, Apopka, FL 32703 that is used as a community therapy Clinic for the uninsured. This clinic is used as an educational tool for the graduate Occupational Therapy, Physician's Assistant, and Physical Therapy students at AdventHealth University.

CURRENT POLICIES AND PRACTICES

General Security Communication Procedures

Students are provided with direct telephone numbers for the University and hospital security departments to facilitate the reporting of crimes or safety issues. Students are instructed to report a crime, potential criminal activity, or a safety concern to campus security officers or other campus security authorities as follows:

*Campus Security Officer:	407-353-4002 (available 24 hrs.)
Senior Vice President for Student Services	407-303-8016 (available regular business hours)
Senior Vice President for Operations	407-303-9372 (available regular business hours)
University Chaplain	407-303-9474 (available regular business hours)
Compliance Officer	407-303-5765 (available regular business hours)
HR Director	407-303-5727 (available regular business hours)
AdventHealth Orlando Non-Emergency:	407-303-4819 (available 24 hrs.)
*AdventHealth Orlando Emergency:	407-303-1515 (available 24 hrs.)

To report campus safety concerns

407-303-8016 (available regular business hours)
407-353-4002 (available 24 hrs.)

For added security, University Housing is equipped with emergency blue light phones that are connected to local 911 services.

**Numbers are printed on the back of required student ID cards (including a 911 reminder).*

Following any safety or security incident, students, faculty, and/or staff involved are required to fill out an AHU Incident Report and submit it to the AHU Security Department or the Office of Student Services. Students may also report a crime to any faculty or staff member who will be able to assist in the reporting of the crime and submission of the incident report. Faculty and staff members are trained annually on the protocol for filing incident reports.

Reporting of Crimes

All students, faculty, staff and visitors are strongly encouraged to report all crimes (campus or public) to the AHU Security Department at 407-303-4002. The University Security Department will assist the student, faculty, staff, or visitor in filing an official incident report. These reports are tallied annually, and the required crimes are reported in the annual safety report.

Confidential Crime Reporting

The AHU Security Department encourages anyone who is a victim of, or witness to a crime, to report the crime to the appropriate law enforcement entity. Because police reports are public record, the decision to file a police report is a decision left to the victim(s) or witness(es). The University encourages the victim(s) or witness(es) to report all crimes to the AHU Security Department. Faculty, staff and students can remain anonymous and make a confidential report. The purpose of a confidential report is to comply with the faculty, staff and students' wish, while also taking steps to ensure the future safety of the student and other campus community members. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there may be patterns of crime with regard to a particular location, method, or assailant, and alert the campus community to the potential danger. When applicable, these crimes are tallied and disclosed in the annual crime statistics for AdventHealth University.

Behavioral Intervention Team (BIT)

AdventHealth University utilizes a behavioral intervention team, which operates as an additional line of defense in identifying potential behavioral issues on campus. The University is a member of the National Behavioral Intervention Team Association (NABITA). Annual training is provided for faculty and staff regarding the identification and reporting of student and employee behaviors that may be pre-cursors to more serious misbehaviors or illnesses.

Emergency Notification Procedures

In the event of a significant emergency or dangerous situation (on-or off-campus) involving an immediate threat to the health or safety of students or employees, a decision relative to an emergency notification will be made. This determination will be made without delay, with the highest priority being the safety of

the campus community. The University's administration will make decisions relative to the appropriate information to disseminate and will initiate the appropriate notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision to notify will be made by AHU Security personnel as well as the Senior Vice President for Student Services, and/or their designee. The office of the Senior Vice President for Student Services will initiate the emergency notification through Everbridge (the emergency notification system) and the University website. The Everbridge Emergency Notification System disseminates information and alerts to students, faculty, and staff via text message, home phone, email, and/or office phone. Additionally, the system records confirmations of message delivery through a touch-tone, text-based, or e-mail response method.

Segmentation of Notifications:

In the event of a serious threat to a specific area of campus, the emergency notification system has been configured to communicate messages to the entire University community as well as communicate specific messages targeting various subgroups of the campus population. These subgroups are: Orlando campus employees, Orlando campus students, Denver campus employees, Denver campus students, Bay Run (student housing), LaSalle (student housing) and Shuttle Drivers. AHU Online is another subgroup of students who can be notified through the emergency notification system. The decision of which subgroup(s) to communicate with is determined by AHU Security personnel, the Senior Vice President for Student Services, and/or their designee.

Message Content:

The content of any outgoing emergency message is determined by AHU Security personnel and the Senior Vice President for Student Services, who may also seek advice of other members of senior administration relative to the content of said message.

Message Initiation:

An emergency message can be initiated by any member of the University's Security Department, the Senior Vice President for Student Services, the Assistant Dean of Students, the Senior Vice President for Operations, the Director of University Housing, and the AHU-Denver Chief Operating Officer. These members are given training and possess the appropriate rights to the Everbridge Emergency Notification System.

Communication to the Larger Community:

All public information concerning an AHU campus emergency event will be composed and released to the community through the Office of the President or his designee by use of scheduled general media statements, the official University website, and various University social media sites.

Evacuation Procedures

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat, all affected areas of campus will be evacuated or directed to designated safe areas. If evacuation is not possible or deemed unsafe, other safety plans will be implemented, such as campus lock down, predetermined department specific safety plans, and deployment of trained emergency response employees, as outlined in the AHU Safety and Security Manual.

Emergency Command Centers

In the event of significant emergency or danger, the following two campus locations have been designated and prepared to function as Emergency Command Centers (ECC): 1) The Office of Student Services Workroom, located on the bottom floor of the Campus Center Building 2) The Campus Lake House, which housed the AHU IT Department. The ECC will be staffed with University administrators, AHU Security personnel, and communication specialists. All outside contact and communication will be conducted through the ECC.

Confirmation of Significant Emergency or Immediate Threat

Confirmation of an event will be made known by AHU administration through the official communication channels currently established with the AHU Security Department.

Timely Warnings

AdventHealth University will issue timely warnings when a crime(s) has been reported and, in the opinion of the AHU Security Department, Senior Vice President for Student Services, and/or the President, constitutes an ongoing or continuing threat to campus community members. The warnings will be issued through the University's emergency notification system. AdventHealth University will issue the appropriate updates as more information becomes available. Anyone with information about a threat warranting a timely warning is encouraged to report that information to the AHU Security Department.

Automated External Defibrillators (AED)

The AdventHealth University campus and housing facilities are outfitted with automated external defibrillators (AED) for use in case of emergencies. The AED's are tested monthly by the AHU Security Department, and batteries are replaced per manufacturer recommendations every two years or earlier if needed.

Emergency Procedure Testing

During each academic year, the following emergency preparedness procedures are performed, and each test is documented with the description, the date, and time that it was conducted:

- 1) Testing of the emergency notification system (September, January)
- 2) Announced or Unannounced full-campus fire evacuation (annually)
- 3) Unannounced campus housing fire evacuation (Once per trimester)
- 4) Review and assessment of the above activities by the AHU Safety and Security Committee (Annually)

Each test is documented with a description and the date and time that it was conducted. In addition, the University's emergency response and evacuation procedures are publicized to students and employees in conjunction with at least one test per calendar year.

Off-Campus School-Sponsored Events

All official off-campus school-sponsored events must be coordinated and attended by an official employee(s) of AdventHealth University. Any crimes committed by or against students, staff, or faculty at said events, are reported via a Campus Incident Report.

Off-Campus Criminal Activity

Off-campus criminal activity of AHU students is monitored and recorded by the appropriate local, state, or federal authorities. Certain criminal activity, however, can result in disciplinary action by the institution or render a student ineligible for certain courses of study due to regulations set forth by the licensing agencies.

There are no officially recognized student organizations with off-campus locations.

ACCESS

General Campus

During regular business hours, all campus buildings are accessible to students, faculty, staff, and visitors. The University requires all students, faculty, staff, and visitors to display permanent or visitor identification at all times. The University utilizes a system that provides each visitor an adhesive badge which displays their photo and reason for the visit on time-sensitive paper. Visitor badges are issued at two campus locations: 1) The lobby of the Campus Center Building and 2) The lobby of the Graduate Building. This system also allows the University to keep an accurate account of visitors and invitees currently at the institution. All current students and full-time faculty and staff are required to possess and display their permanent AHU-issued identification badges. Students, faculty, and staff that fail to provide identification badges are denied access to the University campus until identification is presented or a replacement identification badge is obtained. After business hours, campus buildings are accessible to authorized individuals by key, slide card or AHU Security personnel. Graduate students are allowed after-hour access to specific lab and study areas as outlined in the various Graduate program handbooks. AHU Security personnel and access to on-campus parking areas is provided during these after-hour visitations.

Student Housing

Student housing is accessible by individual apartment keys at the Bay Run and LaSalle housing facilities. Bay Run has additional gate security activated in the evenings from 10:00 p.m. to 6:00 a.m.. During this time, residents are required to use a provided gate fob to access the premises.

Housing students are provided with a comprehensive housing handbook, which includes safety and security procedures unique to University housing. The handbook is reviewed at a required housing orientation at the beginning of the Fall, Spring and Summer trimesters.

Outside visitation (visitors), as well as opposite gender resident visitation, is monitored closely at student housing by the Director of Student Housing, housing staff, and AHU Security. Accurate visitor records are kept on file in the Director of Student Housing's office. All housing residents' vehicles must be registered and display a University Housing parking decal. Any vehicle not displaying a parking decal or official visitors pass is immediately removed from the premises.

Annual training is provided for all AHU Resident Assistants. This training is required and is provided during the week prior to the Fall trimester (See Appendix A).

Special Events

Occasionally, special events (public and private) are held on the University campus during or after regular business hours. All special events on campus require prior approval from the President's Council and are required to have University (or University approved) security present for the duration of the event.

Maintenance/Safety

Campus and housing maintenance and/or safety issues noticed by security personnel are logged in the Security Log Book and reported to the appropriate administrator:

- Campus – Senior Vice President for Finance/Operations
- Student Housing – Director of Student Housing

Campus maintenance or safety issues noticed or observed by faculty, staff, or students are submitted via a web-based work order system to the Senior VP for Finance/Operations. Student Housing maintenance or safety requests submitted by staff or students are submitted via the University Intranet or by provided paper forms (located in the student housing office) to the Director of Student Housing.

The housing facilities are equipped with individual smoke alarms, which are checked monthly and batteries replaced every four months. There is a no smoking and no open flame policy strictly enforced at the University housing. Evacuation procedures have been established including marked "evacuation" meeting places, resident assistant attendance, and security officer assistance relative to evacuation, communication, and support until the arrival of the fire department. As previously mentioned, AdventHealth University housing facilities are outfitted with automated external defibrillators (AED) for use in case of emergencies. The AED's are tested monthly by the University security and batteries are replaced (per manufacturer recommendations) every two years.

Calvary Parking Area

The student, faculty, and staff parking lot, located a mile and a half from campus, has a licensed security officer present beginning at 5:30 a.m. and ending at 10:00 p.m. Monday-Thursday and 5:30 a.m. to 6:00 p.m. Friday. Shuttles carry commuter students, faculty and staff to and from the parking area during these hours. AHU Security personnel are also present and actively patrolling the area during the above hours of operation. No vehicles or shuttle service is present outside of the hours listed above. Additionally, students, faculty, and staff that park in the lot are provided with battery, flat tire, and locked key service. There is radio communication between AHU Security personnel located at the parking area, shuttle drivers, the campus-based security officer and AHU shuttle dispatch located in the Office of Student Services.

Counselors

The University provides counseling, both with pastoral and licensed mental health counselors. The counselors abide by the confidentiality laws dictated by their professional organizations. When deemed appropriate by the counselors, a client will be encouraged to provide information regarding criminal activity to the University. This information can be provided anonymously, for the purpose of tracking the crime for reporting purposes and to ensure that AdventHealth University can take steps to protect other campus community members.

EDUCATIONAL PROGRAMS ON SECURITY AWARENESS AND CRIME PREVENTION

Security awareness and crime prevention topics are presented at New Student Orientation and various program-specific student orientations that take place at the beginning of each trimester. AHU Security personnel also make presentations relative to security awareness and crime prevention in person at the student housing orientation at the beginning of each trimester.

In addition to addressing safety and security in various venues throughout the school year, the AHU Security Department provides an annual week of general and campus safety emphasis in October. This week of emphasis provides opportunities for students, faculty, and staff to engage in various safety presentations and activities. The presentations and activities focus on specific campus safety procedures and practices (campus fire, campus lockdown, inclement weather, etc.) while also focusing on how these specific procedures and practices can be applied to the students' personal safety. Additional general and campus specific safety and security resources are available throughout the week and the remainder of the school year both in print and electronic form.

Twice annually, the University offers a free course focused on personal safety and self-defense provided by a CPI certified security officer for students, faculty, and staff who wish to have further training.

PREVENTING AND RESPONDING TO VARIOUS SEX-RELATED OFFENSES

Consistent with the requirements of Title IX of the Education Amendments of 1972 and the Clery Act as amended by reauthorization of the Violence Against Women Act, AdventHealth University prohibits discrimination based on sex in its educational programs and activities, including sexual harassment. This includes a prohibition against acts of domestic violence, dating violence, sexual violence/assault, and stalking. A full statement of the University's Title IX policy and the procedures related to it may be found at: <https://www.ahu.edu/campus/policies-and-campus-safety/title-ix>

In addition, the University prohibits any retaliation, intimidation, threats, coercion or any other form of discrimination against any persons exercising their rights or responsibilities under the Clery Act or the policies and procedures set forth herein.

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, a report of the results of disciplinary proceedings conducted by the University against the alleged perpetrator. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Educational Programs

The University provides various programs to educate students and employees about the awareness of such offenses and steps that can be taken to prevent them.

The University's Primary Prevention and Awareness Program focuses on all incoming students and new employees. This program includes a face-to-face component as well as an online component. Initially, all new applicants to AHU are required to successfully complete an online training module dealing with the prevention of dating violence, domestic violence, sexual assault and stalking, the procedures one should take if he or she becomes a victim of such an offense, and the procedures the University will take once such an offense has been reported. The new student is also required to attend a face-to-face student orientation where these topics are presented. The online training and new student orientations are offered during all three trimesters (Fall, Spring, Summer).

The Primary Prevention and Awareness Program also includes instruction on safe and positive options for bystanders when there is a risk of domestic violence, dating violence, sexual assault or stalking against another. It also includes information on risk reduction, such as warning signs of abusive behavior and how to avoid potential attacks.

In addition, the University has an Ongoing Prevention and Awareness Campaign for students, faculty, and staff. This campaign serves as a refresher for the topics addressed in the Primary Prevention and Awareness Program. It is conducted by means of separate student and employee online trainings. Students are required to complete this course prior to registering for courses. Faculty and Staff are required to complete their training as terms of employment. In addition to the online training, there is one faculty/staff meeting that is dedicated to this topic annually which serves to re-emphasize the AHU policies and procedures relative to dating violence, domestic violence, stalking and sexual assault. In the Fall, there is a week-long emphasis on domestic violence, dating violence, stalking, and sexual assault for faculty, staff, and students. Every course syllabus is required to have an identical section that informs and reminds students of their rights and procedures in reporting any incident of dating violence, domestic violence, stalking or sexual assault. For purposes of this training, the University uses definitions of these crimes as contained in Florida law:

Dating Violence is defined under the Florida Statutes § 784.046(1)(d) as violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors: (1) a dating relationship must have existed within the past 6 months; (2) the nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and (3) the frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of relationship. Dating Violence does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

Domestic Violence is defined under the Florida Statutes § 741.28 as any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. A "family or household member" refers to spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a

family or who have resided together in the past as if a family, and persons who are parents of a child in common, regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Sexual Battery is defined under Florida Statutes § 794.011 as oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose. Sexual battery committed without consent is a felony.

Consent is defined under the Florida Statutes § 794.011 as intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Stalking is defined under the Florida Statutes § 784.048. The offense of Stalking is when a person willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person. Under this definition of Stalking, “harass” means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose; “course of conduct” means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose, but it does not include constitutionally protected activity such as picketing or other organized protests; “cyberstalk” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Restraining Orders

Any student or employee who has a restraining order, order of protection, no contact order, any order issued by a court against another individual is strongly encouraged to notify the Director of Security. The student or employee is encouraged to provide a copy of the restraining order to be kept on file with the AHU Security Department and enforced, if necessary. Additional useful information (i.e. photo, vehicle information) is also welcome, as it provides AHU Security personnel greater opportunity to prevent unwanted encounters.

Procedures for Victims of a Sex Offense

If any faculty, staff, or student is the victim of sexual assault, dating violence, domestic violence or stalking, they are encouraged to go to a safe place and call 911 or AHU Security at 407-353-4002. They should also contact the University’s Title IX Coordinator, Starr Bender, at 407-303-5765 or starr.bender@ahu.edu. The University will do its best to protect the confidentiality of victims. This includes maintaining any publicly available recordkeeping without the inclusion of identifying information about the victim to the extent permitted by law.

Upon receiving a report of an offense, victims will be notified in writing of the procedures to follow. This notification will include:

- The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or that may be helpful in obtaining a protection order. This includes:

- Not removing clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
- Not bathing or washing or otherwise cleaning the environment in which the assault occurred.
- Preserving any electronic communications, especially in an instance of stalking.

Options for pressing charges can be deferred if the victim goes to the local hospital emergency room and asks for an exam and for evidence of the sexual assault to be collected and sealed.

- To whom and how the alleged offense should be reported;
- The following options regarding notification to law enforcement:
 - Option to notify either campus security or local law enforcement;
 - Option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses; or
 - Option to decline to notify such authorities.
- Where applicable, the rights of victims and the University's responsibilities regarding orders or protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court.

Available Victim Services

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration, and other services available to them, both within the University and in the surrounding community.

On-campus services include pastoral and mental health counseling. Off-campus services include additional counseling services on a sliding payment scale at the following locations: 1) The Episcopal Counseling Center, 2) Devereux, 3) Center for Drug Free Living, 4) Courtney Stewart Counseling, and 5) Dr. Yvonne Seballo Counseling. Health Assistance can be found at Central Florida Family Health and Shepherd's Hope.

Residential/Non-residential Mental Health can be found at Lakeside Behavioral Health and South Seminole Hospital.

Legal assistance is available at the Legal Aid Society.

Victims of a sex offense can also find resources at Victim Service Center (VSC) of Central Florida, including a 24-hour hotline, forensic exams, counseling, and victim advocacy. VSC of Central Florida can be reached at 407-254-9415.

The University will provide written notification to victims about options for and available assistance in, changing academic, living, transportation, and working situations. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. The University will keep

information about these accommodations and any similar protective measures confidential to the extent that maintaining confidentiality would not impair the institution's ability to provide them.

Procedures for Investigating Various Sex-Related Offenses

I. ALLEGATIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING WILL BE PROCESSED IN ACCORDANCE WITH THE FOLLOWING INVESTIGATION AND RESOLUTION POLICY

A. Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determinate whether it is more likely than not that an offense of dating violence, domestic violence, stalking or sexual assault occurred. During the course of the investigation, the Investigating Officer may receive counsel from University administrators, the University's attorneys, or other parties as needed.

In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

B. Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

C. Support Person

During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and he or she must agree to maintain the confidentiality of the process.

D. Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or

making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of this policy.

E. Pending Criminal Investigation

Instances of dating violence, domestic violence, stalking or sexual assault may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the University will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the University of its responsibilities under this policy or its Title IX policy. Therefore, to the extent doing so does not interfere with any criminal investigation, the University will proceed with its own investigation and resolution of the complaint.

F. Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.

If the written report determines that the alleged offense occurred, the Investigating Officer shall set forth in an addendum to the written report those steps necessary to remedy the effects of the offense and to protect the safety and well-being of the complainant and other members of the University community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of such offenses and any retaliation against those exercising their rights or responsibilities under the Clery Act. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act (FERPA), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at: <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>.

The written report of the Investigating Officer shall be final subject only to the right of appeal set forth in Section III below.

G. Special Procedure Concerning Complaints Against the President, the Title IX Coordinator, Deputy Title IX Coordinator, or any University Official Outranking the Title IX Coordinator or Deputy Title IX Coordinator

If a complaint involves alleged conduct on the part of the University President, the University Board of Trustees will designate the Investigating Officer. Based on the information gathered by the investigation, the University Board of Trustees will prepare and issue the written report

determining the complaint. The determination of the University Board of Trustees is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator, Deputy Title IX Coordinator, or a University official who outranks the Title IX Coordinator or Deputy Title IX Coordinator, the University President will designate the Investigating Officer. Based on the information gathered by the investigation, the University President will prepare and issue the written report determining the complaint. The determination of the University President is final and not subject to appeal.

H. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator or Deputy Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of Sexual Violence/Assault.

I. Timing of the Investigation

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Any extension of time frames specified herein will only be for good cause and the complainant and the respondent will be given written notice of the delay and the reason for it. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

II. RIGHTS OF THE PARTIES

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer

III. APPEALS

A. Grounds of Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- The decision was contrary to the substantial weight of the evidence
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- Bias or prejudice on the part of the Investigating Officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

B. Method of Appeal

Appeals must be filed with the President within ten (10) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any.

The appellant may request a meeting with the President, but the decision to grant a meeting is within the President's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

IV. RESOLUTION OF THE APPEAL

The President will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the President is final. The President shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination. The written statement shall be provided simultaneously to the complainant, respondent, and the Title IX Coordinator and/or Deputy Title IX Coordinator within three (3) days of the resolution.

V. DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator and/or Deputy Title IX Coordinator, and the President, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

VI. INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the University's policy prohibiting dating violence, domestic violence, stalking and sexual assault. To the extent there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging these violations.

Both the victim and the individual accused of the offense are entitled to:

- A prompt, fair and impartial investigation and resolution.
- A hearing conducted by officials who have no conflict of interest or bias for or against the complainant or the respondent and who, at a minimum, receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The same opportunities to have others present during any disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The University may not limit the choice of advisor but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
- Have the outcome determined by a preponderance-of-the-evidence standard based on the totality of the evidence presented.
- Simultaneous, written notification of the outcome of the proceeding, any procedures for either party to appeal the result, any change to the result and when the result becomes final.

Possible Sanctions or Protective Orders for Various Sex-Related Offenses

Following a final determination in the University's disciplinary proceeding that one of the above offenses has been committed, the University may impose a penalty based on the mitigating and aggravating circumstances involved. The possible sanctions include:

1. Restitution

Students are required to compensate the University or other persons for damages, injuries, or losses. Failure to comply could result in suspension or dismissal.

2. Probation

There may be specific restrictions or additional requirements placed on the student for a specified period. These may vary with each case and may include action not academically restrictive in nature, such as restriction from participation in University activities or other requirements. Disciplinary action should be consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with designated persons. Any further misconduct on the student's part during the period of probation may result in disciplinary suspension or dismissal.

3. University Suspension

Suspension prohibits the student from attending the University. It prohibits the student from being present on specified University owned, leased, or controlled property without permission for a specified period of time. Students placed on University disciplinary suspension must comply with all

suspension requirements. A student seeking to attend the University after the conclusion of his or her suspension may apply for readmission to the University.

4. University Dismissal

Dismissal permanently prohibits the student from attending classes at the University and permanently prohibits the student from re-enrolling at the University. Dismissal also prohibits the student from being present on specified University owned, leased, or controlled property without permission.

5. Loss of Employment

Termination of an employee prohibits the faculty or staff member from being employed by AdventHealth University. In addition, it also prohibits the terminated employee from being present on a University owned, leased, or controlled property without permission.

In addition, the University may impose a protective order in behalf of the victim following a determination that an offense of domestic violence, dating violence, sexual assault or stalking has occurred. These orders may include:

1. Communication Order

Prohibition of various kinds of communication and/or contact with the victim.

2. Housing Restriction Order

A prohibition from University housing should the proximity be such that contact with the victim is likely.

3. Course Restriction/Restructure Order

A prohibition from attending certain classes and clinicals with the victim should the proximity be such that contact with the victim is likely. (All efforts will be made to place the accused into another course section).

4. Proximity Restriction Order

A restriction that would impose a pre-determined amount of space to be kept between the victim and the accused.

5. Campus Restriction Order

A prohibition that would allow for only one party to be on the campus at a given time.

Written Notification of Rights

When a student or employee reports to the University that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

CRIME STATISTICS

The types of crimes reported in this Annual Security Report are defined as follows: those in italics are defined in accordance with the definitions provided by the Federal Bureau of Investigations' (FBI) Uniform Crime Reporting Handbook.

Murder and Non-Negligent Manslaughter is defined as *the willful (non-negligent) killing of one human being by another.*

Negligent Manslaughter is defined as *the killing of another person through gross negligence. (Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.)*

Forcible Rape is *the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.*

Forcible Sodomy is *oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.*

Sexual Assault with an Object is *the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.*

Forcible Fondling is *the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.*

Incest is *non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*

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

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

Aggravated Assault is *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 is *the unlawful entry of a structure to commit a felony or a theft. (Structure, which is defined as having four walls, a roof, and a door)*

Motor Vehicle Theft is *the theft or attempted theft of a motor vehicle.*

Arson is 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.

Dating Violence is 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 would be determined based on the length of the relationship the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, 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.

Sexual Assault is an offense that meets the definition of rape, fondling, incest or statutory rape.

Stalking is 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. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Any of the above crimes are also reported as a hate crime if motivated by one of these biases.

The following four offenses are only reported if they are found to have the elements of a hate crime.

- 1) **Larceny-Theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) **Constructive possession** is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- 2) **Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- 3) **Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- 4) **Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Alcohol, Drug and Weapons Violations

These offenses are categorized by those involving arrests and those referred for disciplinary action. The definitions that follow apply to the collection of statistics for these offenses.

Arrest (for Clery Act purposes) is defined as *persons processed by arrest, citation or summons.*

Referred for disciplinary action is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.*

Weapons: Carrying, Possessing, Etc., is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.*

Drug Abuse Violations are defined as: *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance; and arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.*

Liquor Law Violations are defined as *the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.*

Crime Statistics for AdventHealth University

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	16	0	0	0
	17	0	0	0
	18	0	0	0
NEGLIGENT MANSLAUGHTER	16	0	0	0
	17	0	0	0
	18	0	0	0
SEX OFFENSES, FORCIBLE	16	0	0	0
	17	0	0	1
	18	0	0	0
SEX OFFENSES, NON-FORCIBLE	16	0	0	0
	17	0	0	0
	18	0	0	0
ROBBERY	16	1	0	0
	17	0	0	0
	18	0	0	0
AGGRAVATED ASSAULT	16	17	0	0
	17	18	0	0
	18	0	0	0
BURGLARY	16	7	0	0
	17	0	0	0
	18	4	0	0
MOTOR VEHICLE THEFT	16	2	0	0
	17	0	0	0
	18	1	0	0
ARSON	16	0	0	0
	17	0	0	0
	18	0	0	0

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	16	0	0	0
	17	0	0	0
	18	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	16	0	0	0
	17	0	0	0
	18	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	16	0	0	0
	17	0	0	0
	18	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	16	1	0	0
	17	0	0	0
	18	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	16	0	0	0
	17	0	0	0
	18	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	16	0	0	0
	17	0	0	0
	18	0	0	0
DOMESTIC VIOLENCE	16	0	1	0
	17	2	1	0
	18	0	0	0
DATING VIOLENCE	16	0	0	0
	17	0	0	0
	18	0	0	0
STALKING	16	0	0	0
	17	0	0	0
	18	0	0	0

Hate Crimes: There were no hate crimes reported for the years 2016, 2017, or 2018.

Unfounded Crimes: There were no unfounded crimes reported for the years 2016, 2017, and 2018.

POLICY STATEMENTS ON DRUGS, ALCOHOL, AND TOBACCO

AdventHealth University is committed to providing a drug-free learning environment. The manufacture, distribution, possession, sale or use of illegal drugs and drug paraphernalia is strictly prohibited. In addition, the intentional misuse of prescription drugs is considered an infraction of this drug and alcohol policy. By enrolling at AHU, all students agree to submit to random drug testing. In addition, AdventHealth University students and their possessions are subject to search and surveillance at all times while on University property.

All students enrolled at AHU are expected to remain drug free. If at any time a member of the faculty, staff, or administration has reasonable suspicion or evidence of drug use by a student, he or she may request that a drug and alcohol screening be performed on the student. All random drug tests requested by the University will be performed at an AdventHealth CentraCare at a location and time determined by AdventHealth University. Refusal to submit to a drug and/or alcohol test is presumed to be a positive result, and the refusal will be handled in the same manner as any other positive test results.

In addition to the AHU drug and alcohol policy, students enrolled in clinical professional programs are also held to the drug and alcohol standards of their appropriate professional organizations and the healthcare facilities in which they perform clinical services. It is customary for clinical sites to request a drug test prior to a student's beginning his or her clinical rotation, and students must adhere to such requests. If at any time during a student's clinical experience a clinical faculty or supervising facility has reasonable suspicion or evidence of illegal or inappropriate drug use, the student will be subject to the disciplinary actions outlined by the respective clinical facility, as well as disciplinary actions by AdventHealth University.

Illicit Drugs Defined:

Illegal drugs include such substances as opium derivatives, hallucinogens (e.g., marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, ecstasy, ketamine, codeine, heroin, morphine, and other drugs prohibited by law. This definition does not include lawfully prescribed drugs that are being taken under a physician's care.

Legally Obtained Substances

The use or misuse of any legally obtained substance to render oneself intoxicated or in a state of euphoria is strictly prohibited. Students found under the influence, using, manufacturing, selling or distributing said substances for this purpose will face disciplinary actions up to and including permanent dismissal.

Legally obtained substances are defined as natural or manufactured substances that can be obtained legally and without a prescription and when misused will render the users intoxicated. Examples are: over-the-counter medicines, bath salts, synthetic drugs, aerosols, cocktails of natural plants.

AdventHealth University will report to local, state, and federal authorities, any drug or alcohol incidents that are in violation of state and federal laws as outlined in the [AHU Student Handbook](#).

Alcohol-Free Campus

AdventHealth University is committed to providing a learning environment that is focused on student success and safety. AdventHealth University believes that the use of alcohol is counterproductive to a successful and safe environment. Therefore, the possession, use, or being under the influence of alcoholic products on any AdventHealth University property or during any University event is strictly prohibited. Failure to abide by the stated policy will result in disciplinary actions.

Underage Alcohol Policy (Sale, Possession and Use)

Students found to be providing any underage person (student) alcoholic beverages will be subject to University disciplinary action and to the Florida civil penalties outlined below. Any underage person (student) who is in possession and or engages in misrepresentation of age to obtain alcohol will be subject to University disciplinary action.

Drug and Alcohol Abuse Education

AHU provides drug and alcohol abuse education programs that include information on the penalties that can be imposed under state and federal law for violating their drug and alcohol laws and information on the effects of drug and alcohol abuse on the body. They include:

- 1) Physical, printed information can be obtained at the Office of Student Services and Office of Mission, located at the Andersen House.
- 2) Access to counseling services for substance abuse issues. Information can be found by visiting the Office of Mission.
- 3) Referral services for students needing additional assistance, which can be accessed by contacting the Office of Mission at 407-303-9383.
- 4) Information for anonymous online screenings for students can be found by logging in to the my.ahu.edu website.

A full statement of the University's drug and alcohol policy as required by Section 120(a) through (d) of the Higher Education Act can be found at: <https://www.ahu.edu/campus/policies-and-campus-safety/alcohol-and-drug-policy>

Tobacco-Free Campus

AdventHealth University is committed to the principles of health and healing. Tobacco-related illnesses are a major cause of preventable disease and death. Because of this, AdventHealth University of Health Sciences is a tobacco-free environment. The use of tobacco in any form on the University campus or during any school-sponsored activity or event is prohibited. This includes the use of electronic cigarettes.

REGISTERED SEXUAL OFFENDERS

AdventHealth University is required, through the federal Campus Sex Crimes Prevention Act (CSCPA), to inform members of the campus community where to obtain information about sexual offenders. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

In accordance with state law, convicted sex offenders in Florida must register with the Florida Department of Law Enforcement (FDLE) within 48 hours of establishing permanent or temporary residence. The FDLE makes information concerning the presence of registered sexual offenders available to local law enforcement officials and the public.

Any member of the AdventHealth University community who wishes to obtain further information regarding sexual offenders/predators in the area may:

- Refer to the FDLE website at www.fdle.state.fl.us
- Call 1-888-FL-PREDATOR (1-888-357-7332),
- Refer to the FDLE website searchable database at <https://offender.fdle.state.fl.us/offender/sops/search.jsf>.

The Department of Justice maintains a website that provides national access to sexual offenders and predators. The web address is: <https://www.nsopw.gov/>.

Additionally, the CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning the presence of registered sex offenders.

MISSING STUDENT NOTIFICATION

It is the policy of AdventHealth University, through the collaboration of the Office of Student Services and Campus Security, to investigate any report of a missing student who is enrolled and attending classes at any AHU campus. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

All reports of missing students enrolled at the Orlando campus must be directed to the Office of Student Services at 407-303-8016; in these instances, AHU Campus Security, in conjunction with Student Services, will investigate each report and determine if further action is needed.

All students are provided the opportunity to register a confidential contact person or persons who will be notified within 24 hours of the confirmation that the student is missing. The information pertaining to this confidential contact will be accessible only to authorized campus officials and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

If the student is under 18 years of age and is not emancipated, the University will notify the student's custodial parent or guardian and any other designated contact person within 24 hours of the determination that the student is missing. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the University will contact local police and other law enforcement personnel with jurisdiction over the area no later than 24 hours of the confirmation that the student is missing.

Missing Student Notification Procedures

Any report of a missing student, from whatever source, must be reported immediately to the Office of Student Services.

When a student is reported missing, the AHU Campus Security, in conjunction with Student Services will:

- initiate an investigation to determine the validity of the missing person report
- If the student is confirmed missing, AHU will:
 - notify local police or other appropriate law enforcement agencies within 24 hours.
 - notify the person(s) identified by the missing student as the confidential contact within 24 hours.
 - if the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing
 - Inform other University college, such as the program in which the student is enrolled, as needed

The Office of Student Services shall initiate whatever additional actions are deemed appropriate under the circumstances to be in the best interest of the missing student.



Advent Health
UNIVERSITY

University Housing Safety Training Manual

2019

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Your Healthy Career Starts Here®

Safety Manual

Introduction

Emergency & Crisis Management

Adventist University has a system in place to ensure the safety of not only the University's Housing Residents, but all who grace its' campus. An emergency is classified as : **a serious, unexpected, and often dangerous situation requiring immediate action**" according to Dictionary.com.

Although there are many types of emergencies, you as the Housing Employee are responsible to know the methods that pertain only to AHU Student Housing. This manual will cover:

Flood / Toilet running over
Fire
Power Outage
Hurricane / Storm
Hostile Work Environment
Unruly Residents / Guests
Active Shooter



Remember, never try to be a "hero" during an emergency, be attentive and stay safe. It is important to locate all the Emergency Phone Boxes on Campus. When you press the button to contact someone during an emergency you will need to give: **Name, Location, Emergency**. When this has been completed, send the Dean an update. It is important to program all emergency numbers in your phone.

Flood

In case of a flood or in many cases within housing areas, a toilet running over. Contact Maintenance right away during business hours. If it is after business hours, contact the Dean on Duty. If this is an internal water sources, i.e. a toilet, find the main water drain and turn it off. Tell residents to remove all electrical equipment off of the floor, especially near the flooding prone areas. Have residents assess the damage. If there is mold, we will relocate them to safety. AHU Housing does not provide renter's insurance. We will not cover damage to private property.

Fire

First make sure that **you** and then your residents are safe.

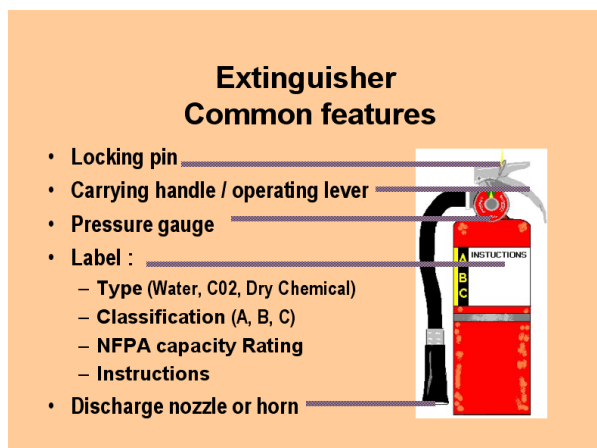
If you are trapped or not safe, how can you activate the measures to ensure the safety of others.

We will have mandatory Fire Drills for both housing campuses at least once a Trimester. For Bay Run Campus all residents must meet in designated areas within the Tennis Court; LaSalle will be the parkinglot adjacent to the property. There are signs stating that this it is the mandatory designated **fire evacuation area**.

There are different types of fires that require different ways to put them out. For example, you would not throw water on a grease fire, but on a wood and amber fire, you would.

When Using a Fire Extinguisher:

It is important for you to locate and know where every fire extinguisher is located on campus. For putting out small fires within the apartment, you must use the **PASS** method.



PASS METHOD

P – Pull

A – Aim

S – Squeeze

S – Sweep

Power Outage – Locate the breakers in the apartments. At times flipping the breaker will solve the power outage. However, if the power outage affects multiple apartments, contact the Dean on Duty right away.

Hurricane / Storm – Hurricane season begins in June 1st through November 30th. During any storm, especially a hurricane, AHU will provide advance warning. During that time, we encourage residents to find shelter outside of housing. This is because if there are opportunities for safety, the resident should take it.

Hostile Work Environment

You have every right to work in a safe environment and it is your responsibility to help keep it safe. Treating everyone with respect is the first step to a non-hostile environment. Open communication is key, when working with different personalities. If you feel at any moment that you are not being respected by a co-worker, report this immediately to your supervisor.

Bullying, in any format which includes, but is not limited to verbal or electronically via social media, is not tolerated at the AHU Housing Office.

AHU's Compliance Officer is Starr Bender, and you may contact her to fill out a report of Bullying. Angela Guiu is AHU's Human Resources contact and if you find yourself in a Hostile Work Environment, you may reach out to her in addition to your Dean.

If you notice a fellow co-worker is being harassed or bullied by another co-worker, contact Security and the Dean immediately. If you **see something, say something**.



Unruly Residents / Guests

There are certain visitors that are not allowed on AHU main and Housing Campuses. These names and photos can be seen in the **BOLO** folder.

BOLO – Be On the Look Out – is a folder that you as the housing employee should **1)** keep confidential, **2)** be familiar with the content. If someone from the BOLO folder comes to Housing, contact security immediately.

If a Resident becomes loud or belligerent, contact security and the Dean immediately. Do not engage or interact with the resident.

If a visitor becomes agitated and rude while visiting our campus, contact security and the Dean immediately. Attempt to write down their name and contact information.



If ever you feel physically threatened by a Resident or Visitor, call 9-1-1 immediately and then contact the Dean and Security respectively.

If ever you hear the Dean or Office Manager request that you get them the "**RED**" Folder, this is a **code** word to contact security immediately. Tell them who has requested the **RED** folder and any information that might help security to assess the situation.

Active Shooter / Hostile Intruder –

An active violence incident involves an individual actively engaged in killing or attempting to kill people in a confined and populated area; the individual may be armed with a firearm or bladed weapon or may engage in other violent acts such as driving a vehicle into a crowd. There may or may not be a pattern or method to their selection of victims. Active violence situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the violence and mitigate harm to victims. Chances are you will never find yourself in an active shooter situation, but everyone must take the time to prepare. You can take decisive action to improve your chances of survival.

<http://www.northwestern.edu/up/crime/awareness/activeshooter.html>

In case of a shooter in AHU Housing, you are to:

- 1) Secure yourself**
- 2) Contact 911**
- 3) Contact Security 407-353-4002**
- 4) Remain in doors away from windows**



Our campus will be shut down with all our gates locked. This will remain until we receive an “All Clear” from University Security and Administration from the Office of the Vice President of Student Services. The policy below is from AdventHealth University:

HOSTILE INTRUDER POLICY

1. Immediate or Perceived Threat

Every member of AdventHealth University must be vigilant in identifying possible threats. Contact Campus Security at 407-353-4002. Report any suspicious behaviors. Err on the side of caution (see Red Folder).

- a. Any employee who perceives an immediate threat of bodily harm should contact security immediately (see Red Folder).
 - i. Disengage and step away from the situation (if possible).
 - ii. Isolate the threatening individual if it is safe to do so (i.e. place them in a quiet room; provide a comfortable chair)
 - iii. Do whatever possible to keep others from potential harm.

HOSTILE INTRUDER POLICY

2. Immediate or Perceived Threat

Every member of AdventHealth University must be vigilant in identifying possible threats. Contact Campus Security at 407-353-4002. Report any suspicious behaviors. Err on the side of caution (see Red Folder).

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 - i. Disengage and step away from the situation (if possible).
 - ii. Isolate the threatening individual if it is safe to do so (i.e. place them in a quiet room; provide a comfortable chair)
 - iii. Do whatever possible to keep others from potential harm.

3. Hostile Intruder with Firearm or other Weapon on Campus

In an emergency, use your discretion as to whether to run to safety or remain in place, or fight. When safe, take the following action:

- a. Call 911
- b. Contact security at 407-353-4002.

If suspect is near:

- a. Lie motionless and pretend to be unconscious.
- b. Do not attempt to apprehend or interfere with suspect except for self-protection.
- c. Use discretion about when to engage a shooter for survival.

If suspect is outside your classroom/office:

- a. Stay inside the classroom/office, stay calm, call 911, and alert Campus Security.
- b. If possible, secure the outside door to the room.
- c. Close the blinds, turn off lights, remain quiet, and move behind available cover.
- d. Stay on the floor away from doors or windows (do not peek outside).
- e. If possible and safe to do so, report the assailant's location and describe any injuries.

HOSTILE INTRUDER POLICY

when shooting occurs:

- f. Drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe place or cover, duck and run to it.
- g. Move or crawl away from gunfire; utilize any obstructions between you and the gunfire.
- h. When you reach a place of relative safety, stay down and do not move.
- i. Wait and listen for directions from police or security.
- j. If a vehicle is involved attempt to identify:
 - vi. Color of vehicle, year and make
 - vii. License number
 - viii. Any distinguishing vehicular features
 - ix. Number of occupants in vehicle
 - x. Indicate the location of incident/direction vehicle drove.

5. Method of Communication*

In a crisis situation, Adventist University will communicate vital information to provide the greatest safety for students, faculty, and staff by utilizing the mass notification system (Everbridge). This system will simultaneously send messages to your cell, home phone, and email address on file.

Reporting Procedures



We know that things happen. When they do, if they require an incident report, there are specific methods that the Resident Assistant will need to use. A **Campus Incident Report** is to be filled out using the **SBAR** method.

The incident report should be sent in an email to the Dean. In the electronic version of the Incident Report the subject line needs to entail:

Campus Incident Report [with] mm-dd-yyyy. Images may be attached within the email.

If there is an incident that you may not be able to handle, contact the Dean immediately. You will still be responsible for completing a Campus Incident Report.

All incidents are confidential amongst those that are in direct contact with the incident. If details that are written in your report are traveling around campus, you and those involved will be called into the office.

SBAR is an acronym for Situation, Background, Assessment, Recommendation; a technique that can be used to facilitate prompt and appropriate communication. This communication model has gained popularity in healthcare settings, especially amongst professions such as physicians and nursing.



Kaiser Permanente
Oakland, California, USA

SBAR (Situation, Background, Assessment, Recommendation) is an effective and efficient way to communicate important information. SBAR offers a simple way to help standardize communication and allows parties to have common expectations related to what is to be communicated and how the communication is structured.

S=**Situation** (a concise statement of the problem)

B=**Background** (pertinent and brief information related to the situation)

A=**Assessment** (analysis and considerations of options — what you found/think)

R=**Recommendation** (action requested/recommended — what you want)

Background

The safety attitudes questionnaire administered at Kaiser Permanente identified that physician and nurse perceptions of teamwork were significantly different. Physicians tended to view the care environment as fairly collaborative, whereas nurses saw it as much less so. To address the issue, Kaiser Permanente developed a communication tool that was adapted from the US Navy, called SBAR. –

Exerts taken from:

<http://www.ihi.org/resources/Pages/Tools/sbartoolkit.aspx>

SBAR is easy to learn, remember and use regularly, even when you are under extreme stress.

What also makes SBAR different is its history: It was adapted from a similar program developed by the U.S. Navy for use on nuclear submarines. After waking up the captain in the middle of the night during a crisis, a crew member would provide a succinct statement about what the situation was and what was required. Because of the urgency, this statement needed to be consistent, complete, accurate and unambiguous—in the same way that critical patient information must be delivered to healthcare teams. – David Marshall, Managing Director Huron Consulting Group

Situation

Background

Assessment

Recommendation

Incident:

A male was found in a female's bedroom during check. Resident is over 21. Did not have a Guest Pass.

Situation → Opposite Gender found in Resident's bedroom, against AHU Housing policy.

Background → Jane Smith, over 21 years old. Lives in apartment 3316 #2. Had a male visitor, Billy Bob, 25 years old, nonresident on 02/10/2018.

Assessment → During weekly routine check, Resident Assistant, Sallie Mae, found that Jane Smith had an opposite gender in her bedroom. There was no Guest Pass on door indicating that there was an opposite gender present.

Recommendation → All residents should have a Guest Pass regardless of age, in Bay Run Housing. Resident should meet with Dean within 24 hours.

Rules & Regulations – Federal Level



Clery Act Reports. The Jeanne **Clery** Disclosure of Campus Security Policy and Campus Crime Statistics **Act** is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

Clery Act Reports | Federal Student Aid

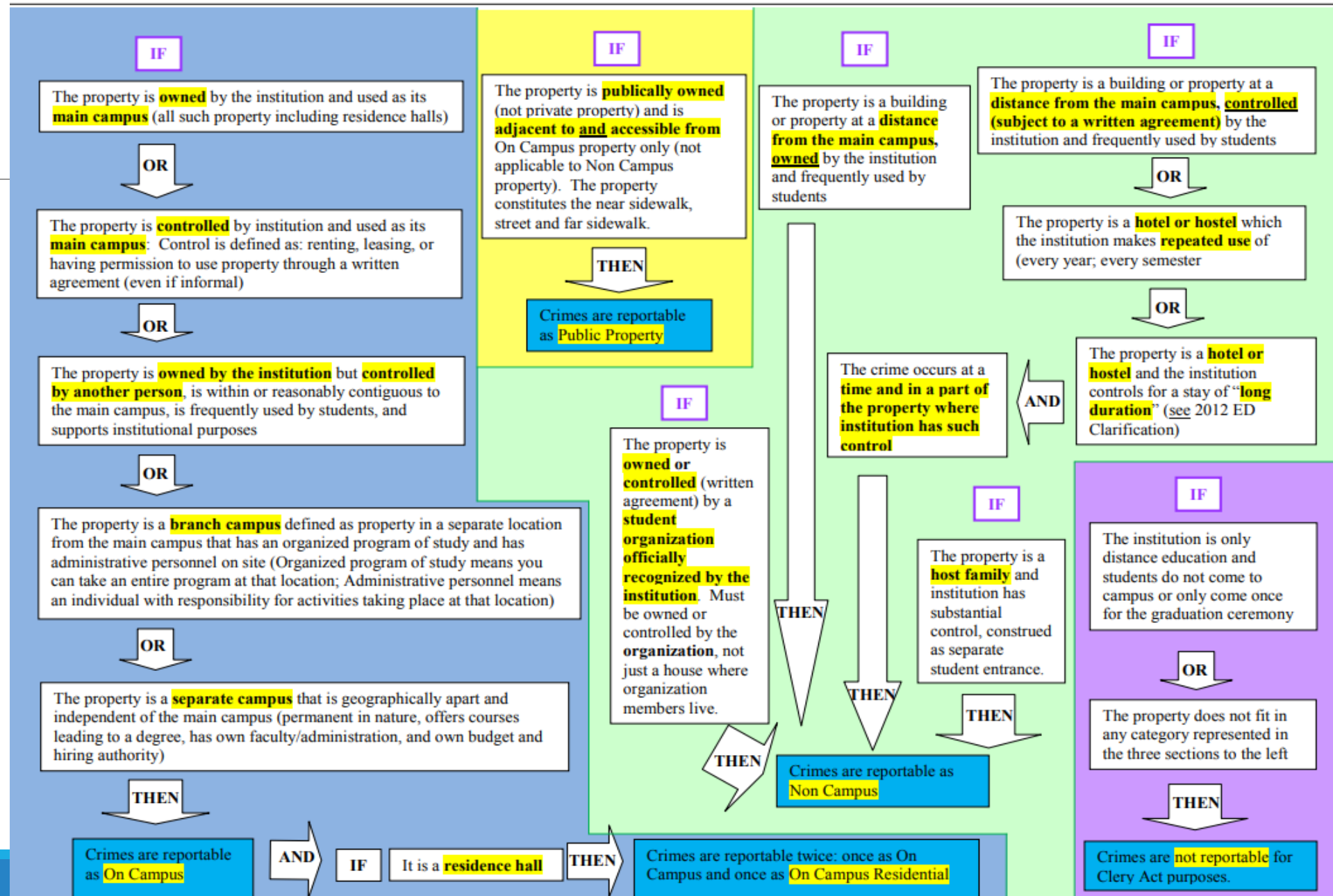
<https://studentaid.ed.gov/about/data-center/school/clery-act-reports>



Rules & Regulations



The Handbook
for Campus Safety
and Security Reporting
2016 Edition



Conflict & Mediation



- What is Conflict?
- How do we work through it?
- What is my style of Conflict Resolution?

Conflict & Mediation



con·flict

noun

/ˈkənˌflikt/ 

1. a serious disagreement or argument, typically a protracted one.

"the eternal **conflict between** the sexes"

synonyms: dispute, quarrel, squabble, disagreement, dissension, clash; [More](#)

verb

/kənˈflikt, ˈkənˌflikt/ 

1. be incompatible or at variance; clash.

"parents' and children's interests sometimes conflict"

synonyms: clash, be incompatible, vary, be at odds, be in conflict, differ, diverge, disagree, contrast, collide [More](#)

Conflict & Mediation



How do we work through it?
- What can cause it?



Conflict & Mediation

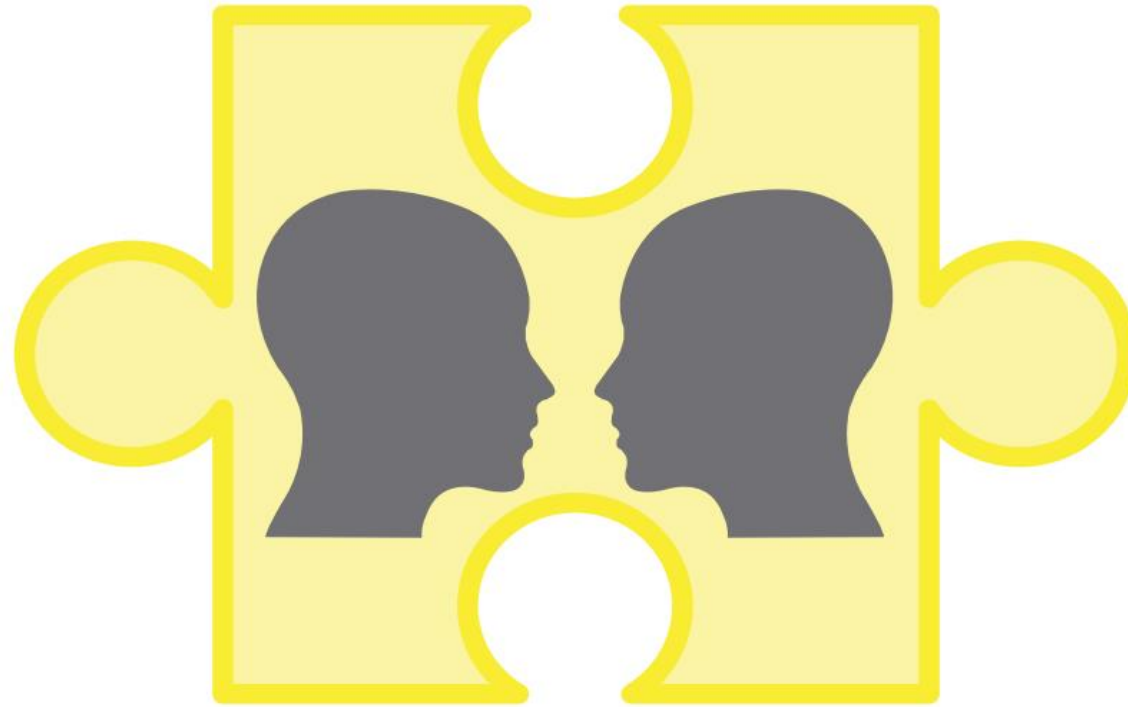


CONFLICT

- Miscommunication is usually the #1 factor to Conflict
- Contradicting values and opinions
- It never is “just” something. It has to do with interpersonal relationships

MEDIATION

- Understand what the main issue really is
- Listen to both sides of the issue
- Set boundaries / respect on all sides

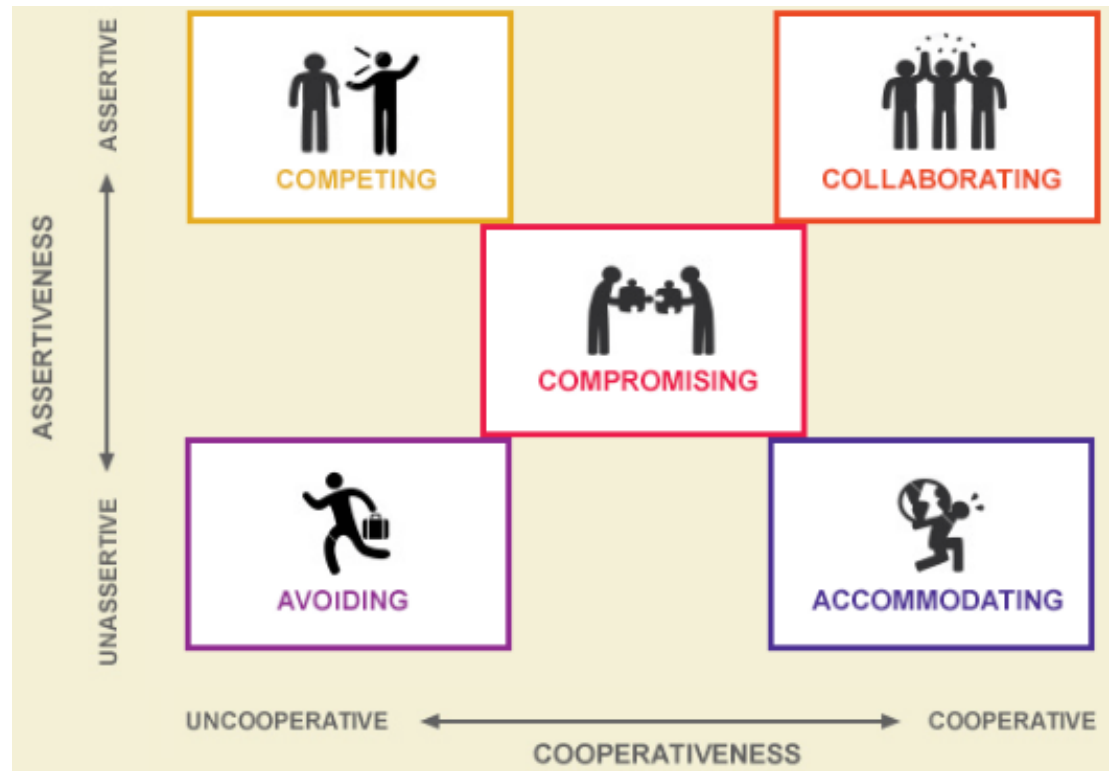


Communication
Matters

Conflict & Mediation



DIFFERENT TYPES OF CONFLICT RESOLUTION STYLES



Emergency & Crisis Management



Emergency & Crisis Management



Possible Emergencies that occur in housing:

- ☐ Fires
- ☐ Flood
- ☐ Toilet running over
- ☐ Power Outage
- ☐ Hurricane / Storm
- ☐ Active Shooter



EMERGENCY



Emergency & Crisis Management

Emergency Phone Box:

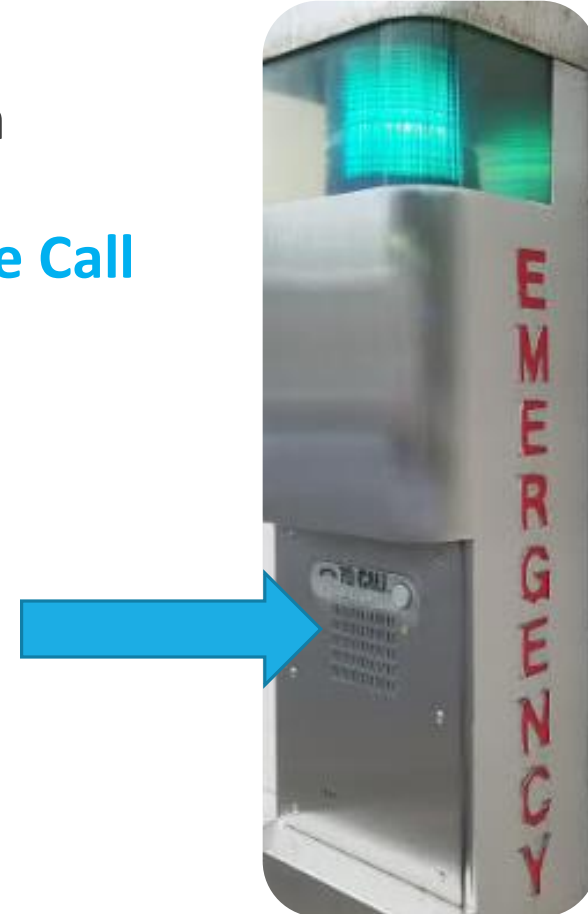
Locate where each of these are on campus.

In case of an emergency “**Press the Call Button.**” You will be directed to an emergency personnel

Give:

- **Name**
- **Location**
- **Emergency**

Send update on GroupMe





Emergency & Crisis Management

Emergency Phone Numbers:

- ☐ Police → 911
- ☐ ADU Security → 407-353-4002
- ☐ Dean Cassandra → 239-877-8743
- ☐ Dean Jonel → 727-831-5640
- ☐ Felix → 407-592-0321



Emergency & Crisis Management



Fires –

During Fire Drill, always have a clipboard with the most up-to-date names and locations of your residents near arms reach, in your apartment. So you can grab and go

Know where your Residents will meet, and make sure they are all accounted for. No one can leave until Drill Master states ALL is clear.



Emergency & Crisis Management



Fires –

Putting out a Small Fire within the apartment:

- Locate and know where Fire Extinguishers are (apartment hallways)
- Use PASS Method



Emergency & Crisis Management



Flood / Toilet Running Over –

If it rains and floods, contact Maintenance right away. Mold is a dangerous substance that looks for moist opportunities.

When you are doing check throughout the apartments, make sure you locate where to turn off the water, so if a toilet does overflow you can stop it immediately.

Also make sure you have a plunger.

Emergency & Crisis Management



Power Outage –

If you notice a power outage in the neighborhood, contact the Dean on Duty Right Away.

First check to see if multiple apartments have no power, as it may be a breaker issue.



Emergency & Crisis Management



Hurricane / Storm –

During a hurricane and or storm where the city and or county of our areas are closing schools and or roads, most likely ADU / Housing will follow suit.

We will encourage residents to leave and go to safer areas. However we will be responsible for everyone who decides to stay. If shelter is needed outside of ADU Housing, we will get explicit directions from the University Security and Administration.





Emergency & Crisis Management

Active Shooter –

In case of a shooter in our area, you are to contact your Residents and tell them to stay in doors and lock both the top and bottom lock. Stay away from windows, and not to open the door for anyone they do not recognize.



Our campus will likely be shut down with the gates being closed and locked.

During an all clear we will get explicit directions from the University Security and Administration

Emergency & Crisis Management



Active Shooter Con. —

If you see a suspicious person on our campus do not hesitate to contact the security line **407-353-4002**



If you see someone with a gun on our campus:

- **Call 9-1-1**
- **The security line**
- **Dean**
- **Post on Group Me**

Reporting Procedures



SBAR Communication



Reporting Procedures



Objectives

- Describe the meaning of SBAR
- Discuss why SBAR is needed
- Describe the SBAR process



Reporting Procedures



SBAR

- **S**ituation
- **B**ackground
- **A**ssessment
- **R**ecommendation

Reporting Procedures



Why do we need SBAR?

- Assessment: we need a new communication style that all healthcare professionals can use
- Recommendation: SBAR is a simple tool that has effectively improved communication in other settings and has been effectively applied to healthcare

SBAR Example

Incident:

A male was found in
a female's bedroom
during check.
Resident is over 21.
Did not have a
Guest Pass.

Situation → Opposite Gender found in
Resident's bedroom, against ADU Housing
policy 2/19/2017

Background → Jane Smith, over 21 years old.
Lives in apartment 3316 #2. Visitor, Billy Bob, 25
years old, non resident.

Assessment → During weekly routine check,
Resident Assistant, Sallie Mae, had an opposite
gender in her bedroom. There was no Guest
Pass on door indicating that there was an
opposite gender present.

Recommendation → All residents should have a
Guest Pass regardless of age, in Bay Run
Housing. Resident should meet with Dean
within 24 hours.