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Florida Tech Department of Security • 2020 Annual Security & Fire Safety Report
SECTION 1

Campus Safety and Crime Statistics
Introduction

Annual Security and Fire Safety Report Preparation

The university prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Clery Compliance Coordinator takes several steps to ensure required statistics are compiled correctly. The Clery Compliance Coordinator will meet with members from Human Resources, Student Life, Student Housing, Residence Life, Student Conduct, Title IX, Risk Management and other university departments, to discuss incidents that occurred on campus during the previous calendar year on the Clery reportable geography. Statistics required for the Clery Act are compiled during these meetings.

Additionally, the Clery Compliance Coordinator sends an email to all the “campus security authorities” requesting information for any crime statistics reported to them during the previous calendar year. Letters are sent to various law enforcement agencies located throughout the United States and abroad requesting crime statistics for all separate campus locations, noncampus locations that our students frequently used (more than one night) or used repetitively (same location every year) during the previous calendar year. All statistics gathered are reviewed to ensure none of them have been “double reported.”

This report list statistics for three previous years of reported crimes that occurred on the main and other listed campuses. Also included are reported crimes that occurred in off-campus buildings owned or controlled by Florida Tech and crimes that occurred on any public property within or immediately adjacent to, or accessible from the campus. The report describes institutional policies concerning campus security, alcohol and drug use, crime prevention, safety awareness, crime reporting, sexual assault and crime related issues.

All prospective employees may obtain a copy of the report from Human Resources at the Florida Tech Main Campus, Ray A. Work Building, or through a link on the Florida Tech Employment website. The report is also available through a link on the admissions webpage for all prospective students or request for a hard copy can be made through the mail or via the internet.

Center for Advanced Manufacturing and Innovative Design (CAMID), Center for Aeronautics Innovation (CAI), Applied Research Laboratory (ARL) and the Emil Buehler Center for Aviation Training

While considered separate campuses, they remain under the authoritative scope of the university. They are served by the same safety and security functions, maintenance functions and disciplinary functions of the main campus. It should be noted that no residence hall facilities or noncampus properties exist at these locations.

The 2020 Annual Security and Fire Safety Report contains important information regarding campus safety and security. The report provides information about reporting crimes and the Department of Security’s collaboration with local, county, state and federal law enforcement agencies. The report contains information on drug and alcohol abuse, sexual assault prevention and education and procedures regarding fire safety. The report encompasses three calendar years of reported crime statistics for all properties owned, leased, or controlled by Florida Tech and on public property immediately adjacent to and accessible from the campuses. This information complies with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. By October 1st of each year, or by December 31st of this year, the Department of Security sends out the Notice of Availability for the Annual Security and Fire Safety Report to students, faculty and staff. The Annual Security and Fire Safety reports are available through the Department’s website. The 2020 Annual Security and Fire Safety Report is available on the web at floridatech.edu/clery-2020.

Please browse our website at fit.edu/security for additional services provided by the Department of Security.
Department of Security

The Department of Security is charged with the responsibility of protecting the life and property of individuals who comprise the student body, faculty and staff of the Florida Tech Community. The Department of Security is responsible for policy enforcement, security and emergency response at the Main Campus, River's Edge Campus, Panther Bay residential properties, Applied Research Laboratory, The Emil Buehler Center for Aviation Training, Center for Aeronautics Innovation, Center for Advanced Manufacturing and Innovative Design and the Foosaner Education Center and Art Museum. The primary office of the Department of Security is located on the main campus in Shaw Hall, 1st floor. The Department of Security is operational 24 hours a day, 365 days a year and is staffed by state-certified security officers and supported by civilian personnel. The university has approximately 70 clearly identifiable outdoor emergency telephones located throughout the campuses. These phones are located in parking lots, parking garages, botanical gardens and elevators to report crimes, emergencies, or to request security or police services. Walk-in reports will be taken at the Main Campus office; however, for faster service, please call the emergency or non-emergency numbers listed in this report.

The Department of Security's Anonymous Tips Program is a way for people who have witnessed a crime or suspicious activity at any Florida Tech campus to report it anonymously. NOTE: The Anonymous Tips Program is NOT intended to report crimes in progress. Anonymous Tips can be accessed at fit.edu/security/contact-us/anonymous-tip.

Department of Security Mission and Values

This report contains important information about safety and security on the Florida Tech campus. In addition to describing the university's crime prevention and security programs, the report provides statistics about crime on campus. The statistics demonstrate that Florida Tech is an extremely safe campus, and we believe that is due to the combined efforts of various university departments and members of the university community.

Safety is a shared responsibility, and we rely on each member of our community to contribute to security on our campus by reporting suspicious activities and using common sense when carrying out their daily activities.

As a 24-hours-a-day, seven-days-a-week security department, our staff is here to help. One of the main goals of our department is to develop and maintain strong, lasting partnerships within our community. While we can't solve every situation or problem, we often know whom to contact both on and off campus for additional assistance. The men and women of the department are committed to the continued safety and security of every community member.

If you wish to contact the Florida Tech Department of Security, please call us at:

- Emergency number 321-674-8111
- Nonemergency number 321-674-8112

Campus Security and Shared Responsibilities

Campus Security Responsibilities

The university maintains a staff of trained, uniformed security officers. These personnel are not police officers and are not empowered as such. Their primary function is to provide surveillance, information and advice rather than the enforcement of laws. Specifically assigned duties include:

- The task of general campus surveillance to observe and detect criminal threats and to aid in restricting campus access to unauthorized persons;
- Patrol of the campus by foot, bicycle and marked vehicle;
- Security inspection of doors, windows, lights and alarm systems;
- Monitor the zoned fire/smoke detection and alarm system;
- Maintaining radio contact with the security desk and other officers on duty;
- Receiving and reacting to reports from students and employees regarding suspected criminal threats or activity; and
- Immediately contacting the local police upon suspicion, detection or report of criminal activity.

Student Services Responsibilities

The Division of Student Life, including the Residence Life staff, plays an important role in crime prevention and student safety by:

- Selecting resident assistants and providing them with training in basic security, safety and crisis response procedures;
- Promoting security consciousness among all students by lectures, seminars and publications;
- Stringently enforcing student regulations regarding alcohol, drugs and interdorm visitation; and
- Imposing swift and appropriate sanctions upon students found guilty of criminal acts or involvement in other university violations.

Student Responsibilities

Florida Tech students, whether residents or non-residents, have more opportunity than any other group to prevent crime on campus. Your responsibility is to exercise this opportunity by:

- Understanding and complying with university regulations and policies regarding student life. In particular, the policies on interdorm visitation, alcohol and drugs, visitor registration and security of residence hall doors and entryways;
- Reporting any suspicious activity to a security officer with a general description of the suspects. Remember, the suspicion of a crime does require proof! If in doubt, report it.

Employee Responsibility

The employee's share of crime prevention and security responsibility involves:
• Being alert to observe suspicious persons or activities on campus and report immediately to campus security;
• Reporting situations or criminal activity that appear to present an immediate danger directly to the police department via 911; and
• Assuming responsibility for the security of your individual workplace.

Your Responsibility

Your individual security and safety will be determined primarily by your personal actions. Be constantly aware of the potential dangers in your surroundings and avoid situations that increase your exposure to crime.

Campus Security Officers Authority and Jurisdiction

The university employs uniformed security officers. They are trained in basic and advanced security issues and subjects. The campus security officers are armed and have no arrest powers. Florida Tech security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Florida Tech. Florida Tech security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty and staff. Criminal incidents are referred to the police department having jurisdiction.

Working Relationships with State and Local Law Enforcement

Although the university does not have any memorandum of understanding (MOU) in place with any local law enforcement agency, the Florida Tech Department of Security maintains close working relationships with the Melbourne Police Department, Palm Bay Police Department, Brevard County Sheriff's Office, as well as federal, state and other law enforcement agencies. The Florida Tech Department of Security routinely shares investigative information with these agencies and works closely with the Melbourne and Palm Bay Police Departments and EMS. Several recognized student organizations maintain meeting and living facilities off campus. These facilities are not owned or controlled by Florida Tech. The Florida Tech Department of Security is routinely informed by other local law enforcement agencies of any criminal activities involving Florida Tech student organizations. The information in these reports is subsequently shared with the Office of Student Life.

The university provides local law enforcement with information about activities of concern taking place on the campus. Local law enforcement provides the university with information as allowed legally in reference to incidents of concern to the university. There is no guarantee that complete information will or can be given to the university by law enforcement.

Crime Report, Arrest and Referral Statistics

The Florida Tech Department of Security is responsible for collecting this data and preparing this report. We work directly with various departments at Florida Tech as well as the Melbourne and Palm Bay Police Departments and the Brevard County Sheriff's Office to collect all of this information. Statistics reflect reports made to campus security authorities as well as university, local and requested police departments and are compiled according to Clery Act guidelines.

This report may be used as an information gathering device or as a guide for safe practices throughout the university community.

Each member of the university community receives notification that describes the report and provides information concerning how to access the report. For more information, please feel free to contact the Department of Security at 321-674-8112.

Daily Crime Log

In accordance with the Clery Act, Florida Tech maintains an electronic daily crime log in the Department of Security. The Department of Security is located in Shaw Hall.

The crime log for the most recent 60-day period may be inspected during normal university business hours. Any person may have supervised access to the crime log, whether or not they are associated with Florida Tech. Any portion of the log older than 60 days will be made available within two business days of a request.

Please note that Florida Tech may temporarily withhold inspection or copying of any crime log containing confidential information, or in cases where there is clear and convincing evidence that release of the information would jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

Encouragement of Prompt Reporting of Crimes

Florida Tech encourages accurate and prompt reporting of all crimes to the Department of Security and the appropriate police agencies, when the victim of a crime elects to, or even when the victim elects not to, or is unable to, make such a report. The university strives to make reporting as easy as possible by providing several means to do so while on campus.

The university has campus security personnel on duty 24 hours a day. The office is located in the first floor of Shaw Hall. The university provides exterior emergency phones (blue light) that are distributed throughout campus. Use of these phones is by pressing the single button on the phone that will automatically connect to the Department of Security. Police, fire and EMS assistance can be accessed by dialing 9-1-1.
Off-campus reporting can be accomplished by calling the Campus Security Office at 321-674-8111. Reports of crimes may also be made to:

• Senior Vice President of Student Life
• Dean of Students
• Director of Security
• Security Staff
• Assistant Vice President of Housing and Campus Services
• Health Center
• Executive Vice President of Academics
• Resident Assistants
• Faculty Members
• Coaches/Assistant Coaches within Athletics Department

Security personnel will respond to all calls, emergency or non-emergency. Officers will evaluate information and make proper written reports and in certain cases make immediate contact with appropriate members of the university administration. The staff will encourage the victims to make reports of crimes with the local law enforcement agency as well.

**Pastoral and Professional Counselors (Crime Reporting)**

Because of the negotiated rule-making process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092(f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for the inclusion into the annual disclosure of crime statistics. The university encourages its pastoral and professional counselors, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis to the Department of Security for inclusion into the annual crime statistics. It should be noted that an institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

The rule-making committee defines counselors as:

**Pastoral Counselor:** An employee of the institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor:** An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of that recognition as a pastoral counselor.

Individuals may file a criminal complaint directly with the university or local law enforcement agencies by dialing 911 or by contacting a law enforcement agency directly at one of these numbers:

**Melbourne Police Department**
- Emergency: 911
- Nonemergency: 321-608-6731

**Palm Bay Police Department**
- For Panther Bay and River’s Edge: Emergency: 911
- Nonemergency: 321-952-3456

**Campus Department of Security**
- Emergency: (321) 674-8111 or 8111 from any university telephone. Program the emergency number into your cell phone.
- Nonemergency: (321) 674-8112

**Brevard County Sheriff’s Office**
- Dispatch: 321-253-6658

**Florida Tech Department of Security** • 2020 Annual Security & Fire Safety Report
Campus Security Authorities (CSAs)

What Does a Campus Security Authority Do?

The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of Clery Act crimes that he or she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

What Shouldn't a Campus Security Authority Do?

A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A campus security authority should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement.

It’s also not a CSA’s responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

Confidential Reporting—Anonymous Caller Procedure

If you are a victim of or a witness to a crime and do not want to pursue action within the university or the criminal justice system, you can consider making a confidential report. With your approval, the Department of Security can report the details of the incident without revealing your identity in the public crime log or on a Campus Security Incident Report. The report will reflect your wish to keep the matter confidential, while taking action to ensure your safety and the safety of others.

This information helps the Florida Tech Department of Security keep an accurate record of the number of incidents involving students, employees and visitors to determine where there may be a pattern of crime relating to a specific location, method or assailant. This allows for timely alerting of the campus community to potential danger.

Confidential reports are counted and disclosed in the annual crime statistics for the university.

Security and Access

During business hours, the university (excluding residence halls) will be open to students, parents, employees, contractors, guests and invitees.

Building Access Locks and Keys

The outside doors on all residence halls will be locked 24 hours a day. All residents are allowed access with their identification card for the exterior doors to the buildings they are assigned. In addition, each student is given a key or card access to his or her residence hall room. A charge will be assessed if any key or card is lost or not returned at the announced deadline. A student’s checkout will not be considered complete until all keys and/or cards have been returned.

Duplicate keys threaten the security of everyone in the hall and will not be tolerated. Disciplinary action will be taken in this situation. Legal action may also be taken against the vendor providing the duplicate key.

Campus Security Authority

This is partial list of those considered CSAs (Campus Security Authorities) on the main campus:

- Title IX coordinator
  321-674-8885
- Director of security
  321-674-8113
- Dean of students
  321-674-8080
- Executive vice president of academics
  321-674-7150
- Security department
  321-674-8111
- Athletics director
  321-674-7209
- Athletic coaches
  321-674-8290
- Director of resident life
  321-674-7742
- Director of student housing
  321-674-8965

Crimes can be reported by phone, walk-in meeting or by appointment. CSA Crime Report forms can be found on the Department of Security website at fit.edu/security.
If a student is locked out of his or her residence hall room, a security officer may open the room with a master key. A log is maintained by the security officer of individuals making this request. There may be a charge for this service if an individual is a repeat offender.

Unauthorized locks may not be put on room doors. Any change or addition of locks must be done by Locksmith/Facilities Department personnel and only by request of the director of campus security or the assistant vice president of housing and campus services.

Access to academic buildings is limited to the hours of operation of that building; hours differ for each building. After hours use by students is prohibited unless special permission is received from a specific building representative in advance. Faculty members needing to access a building after hours will either have access through their campus identification cards or by contacting Security in advance. Faculty/staff will be required to present identification at this time.

Security Considerations in the Maintenance of Campus Facilities

Florida Tech strives to maintain a safe working and learning environment. Ongoing checks are made to ensure that exterior lights are functioning properly. Also, plants, foliage, trees, gates, windows, doors, locks, fences, cameras and emergency call boxes are maintained to ensure safety on campus.

In addition, the Department of Security staff regularly test the emergency telephones and security equipment including door alarms, panic alarms, security cameras and card access hardware. Security staff coordinate with appropriate personnel and security contractors to repair equipment that is inoperable. Officers report all hazards discovered during routine patrols.

Communications Center

Department of Security dispatchers staff the Communications Center 24/7/365. The dispatchers handle telephone calls and in-person inquiries. University fire alarms, intrusion alarms, various CCTV cameras and card access doors are monitored at this site.

Monitoring Criminal Activity at Noncampus Locations

While the Department of Security does not have primary responsibility for responding to non-campus properties, they do collaborate with local law enforcement agencies that respond to crimes and incidents at those locations and to collect the incident data for required reporting under the Clery Act.

Crimes and incidents occurring at noncampus properties, even those controlled or owned by officially recognized student organizations, should be reported to the local law enforcement agency, as they have primary responsibility for taking reports and handling calls for service in these locations. The Department of Security requests all the law enforcement agencies that have jurisdiction for all our noncampus properties to immediately share information about any reported crimes at those locations so it will aid in the issuance of a timely warning if appropriate.

The director of student involvement maintains contact with recognized fraternity and sorority organizations. During the calendar year 2019, the university had two (2) off-campus student organization facilities.

Emergency Operation Plan (EOP)

The Florida Tech Department of Security coordinates the university’s Emergency Operation Plan and has a comprehensive Emergency Response Plan to address weather, technological or accidental emergencies. Florida Tech Department of Security develops, reviews and revises procedures regarding emergency preparedness and response including evacuation and shelter-in-place protocols.

The university Emergency Operation Plan has specific procedures to manage responses to different types of emergencies. First responders to an emergency on campus are usually members of the Florida Tech Department of Security and the City of Melbourne Police Department. Depending on the nature of the event, other County, State or Federal emergency response agencies could also respond to an emergency until the arrival of local emergency response services.

Our priorities are:

- Life safety, infrastructure integrity and environmental protection during an emergency;
- Coordination with university departments to write, maintain, test and exercise the EOP; and
- Cooperation, integration and mutual aid with local, county, state and federal planning, response and public safety agencies and theories.

The university’s Emergency Operations Plan is reviewed on an annual basis for updates. The most current update took place in April 2020. This plan is distributed to critical offices on campus. Tabletop exercises have taken place and are planned for future tests of the plan.

There are four goals of the EOP:

- Preparedness: Planning for an emergency or disaster event;
- Response: The planned response to an emergency or disaster event;
- Recovery: The process of returning to normal operations; and
- Mitigation: Steps taken to prevent the effects of an emergency or disaster itself. A hazard mitigation plan has also been written.

Emergency actions may include:

- Deployment of additional Campus Security Officers
- Increase security patrols of the campus
- Request for law enforcement officers
- Request assistance of local, county or state emergency management officials
- Closing roads and entrances to the campus

If an emergency occurs on or near the campus that poses a potential threat to the health or safety of the university community, executive staff members and members of the Florida Tech Department of Security meet as part of the crisis response team. Florida Tech Department of Security officials are trained in crisis response and have authority to take immediate action to address and stabilize an event until the arrival of local emergency response services.
• Securing campus buildings
• Evacuation of buildings or initiation of shelter-in-place procedures

Copies of the Emergency Operation Plan have been provided to the City of Melbourne Police Department, the Palm Bay Police Department and the Brevard County Office of Emergency Management.

Emergency Response and Evacuation Procedures

The emergency plan is exercised during actual events and training exercises. Florida Tech Security Officers and supervisors are trained in emergency response, evacuation and shelter-in-place procedures. Emergency response and evacuations are coordinated by the Florida Tech Department of Security. Evacuations of the university, during an actual emergency or drill help evaluate exit procedures and capabilities. When necessary, procedural deficiencies are corrected to improve emergency procedures.

Evacuation drills educate and train students and staff about evacuation procedures, familiarizing them with emergency exits and routes to travel when exiting a building. Maps identifying exits, egress routes and safe staging areas are posted on placards in hallways, work areas and classrooms in all campus buildings.

Trained Evacuation Marshals provide a valuable resource to assist students and staff during evacuations or when sheltering-in-place. Evacuation Marshals receive annual training and are assigned as primary and secondary Marshals for all university buildings. In addition, executive staff members assist with managing designated evacuation staging areas. Information about evacuation procedures is available in the Student Handbook, on the university web site and in handout materials available in campus buildings.

Drills, Exercises and Training

Annually, the university conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year to year and include several departments from across the county.

To ensure the university’s emergency management plans remain current and workable, the university will conduct an emergency management exercise annually. This exercise may include a tabletop drill, emergency operations center exercise or full-scale emergency response exercise. Following all drills and exercises, a report, post exercise improvement plan, or corrective action plan is completed documenting the details and outcomes of the exercise.

In case of an emergency or a life-threatening situation, a decision to evacuate the building will be made by the university. Once the order is given to evacuate, staff and visitors will exit the building according to the posted instructions in the area. In the event of the activation of the fire alarm, the building would be evacuated IMMEDIATELY. Activation of the fire alarm also results in the notification of 911.

Emergency Notification Methods

Pre-Crisis Considerations

The university will make every attempt to communicate to the campus community before, during and after emergencies. This includes providing detailed instructions to the campus about the emergency and what actions are necessary to ensure the safety of all students, faculty, staff and the general public.

Emergency Notifications (Immediate)

The Florida Tech Department of Security is authorized to send emergency notifications through the selected contracted vendor (Regroup) to the Florida Tech Community if it is determined that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Florida Tech Community. Situations that may warrant an emergency notification include, but are not limited to:

• An emergency incident in progress; active shooters, bomb threats, civil unrest and evacuations
• Potential impending emergency incidents such as tornado warnings and other serious weather events
• Safety messages regarding suspicious persons, area or school closures, crimes against person where the suspect is not apprehended
• Termination messages including all clears, status updates or re-opening of campus or buildings

The Florida Tech Department of Security shall without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: the Melbourne or Palm Bay Police Departments and/or the Melbourne or Palm Bay Fire Departments), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Before sending a message, the incident must be confirmed through one or more of the following methods:
• Confirmation of an emergency in progress is subject to:
  › Confirmation of the incident by an emergency responder in the area
  › Visual confirmation via CCTV systems
  › Audible confirmation either in person or via telephone systems or
  › Three (3) unique reports of the incident from members of the public or university community

• Confirmation of an impending emergency is subject to confirmation of the incident by an emergency responder or relevant agency
In addition, if the Department of Security, in conjunction with other relevant campus officials, including the executive vice president for operations, the provost, the senior vice president for student life and alumni affairs, and the president, as necessary, or local first responders (Melbourne Police Department, Melbourne Fire Department, Brevard County Sheriff’s Office, etc.) confirm there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of our community, the Department of Security and/or designees, will collaborate, if needed, to determine the content of the message and they will initiate some or all of the systems listed below to communicate the threat to the university community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The system will be tested during the fall and spring semesters. Users opt-in to receive phone, text message or email. Every member of the Florida Tech Community is encouraged to opt-in to the safety alert system. Florida Tech community members can sign up to receive messages through Regroup. For additional information visit fit.edu/security/safety-alerts.

Timely Warnings
At Florida Tech, there is a commitment to ensure that our community is informed of all incidents that may impact safety and security. A timely warning will be released to the campus community for any incident “that represents a serious or continuing threat to the students and employees” of the university.

When to Release a Timely Warning
A timely warning will be released to the campus community for any incident “that represents a serious or continuing threat to the students and employees” of the university. The timely warning requirement applies to the Clery Act crimes and all require a case-by-case assessment as to whether the report presents a serious or continuing threat to the campus community. Additionally, hate crimes involving bodily injury or any of the Clery Act crimes, if they represent a continuing threat to the Florida Tech community, require a timely warning. Any other incidents that represent a serious or continuing threat to the community should also have a timely warning issued for them. Timely warnings do not necessarily need to be issued immediately but will be released as soon as reasonably possible when the facts of the incident have been established and correct information is being disseminated. Only in rare exigent circumstances would a timely warning be released immediately. The release may cause additional problems that can compound the initial event; therefore, careful examination of the timing of a release is critical. If it is an active criminal investigation that involves the Melbourne Police Department (or local law enforcement agency), that office needs to be consulted before any release is disseminated.

Method for Collecting Timely Warning Information
Information for a timely warning may be received from different sources, including the Department of Security, local Police, County Sheriff, or any other law enforcement agency. Additionally, crimes or incidents may be reported to university officials as enumerated under the sexual assault policy, and even though the crime or incident may not be investigated due to the victim’s wishes, a timely warning may still be required.

Who is Authorized to Issue a Timely Warning
Timely warnings should be released in most instances by the university public information officer (PIO) after consultation with the Department of Security, senior vice president for operations and executive vice president of academics. The university designates that the PIO is the individual(s) responsible for community notices; therefore, any timely warning should come from that office. Only in exigent circumstances should a release come from any other location on campus, i.e., the Department of Security. If the Officer in Charge (OIC) of Security believes that a timely warning should be issued, he/she will contact the Director of Security before doing so.

How a Timely Warning is Released
A timely warning may be issued in many ways, including, but not limited to:
  • Florida Tech Home Page Posting
  • Regroup Alert
  • Media, both on and off Campus
  • Email
  • Security portable PA System/Bullhorn
  • Person to Person
Depending on the release, all or several of the communication systems may be employed as determined by the PIO in consultation with other relevant officials. The intention of a timely warning is to aid in the prevention of similar type incidents.

Annual Notification and Testing
Florida Tech will publicize their emergency response and evacuation procedures annually in conjunction with at least one test per calendar year. A test is defined as regularly scheduled drills, exercises and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. Each test is documented and includes a description of the exercise, the date and time of the exercise and whether it was announced or unannounced. Throughout the year the crisis management team will meet and train on the university’s response to a critical incident through a variety of exercises including a tabletop, functional, or live exercise. These tests may be announced or unannounced depending on the type of exercise. Community members are encouraged to review the university’s emergency preparedness information located on the Department of Security website at fit.edu/security/disaster-emergency--evacuation-plan.
Emergency Notification and Evacuation

Depending on the type and degree of the emergency, the Florida Tech campus may be subject to evacuation. The type of emergency will dictate the response by local authorities, first responders and university officials. A single type of evacuation is not appropriate for all emergencies and as a result, deviation from the established procedure may be necessary for the overall safety and well-being of the campus community. Any deviation or modification to evacuation procedures during an emergency will rest with the Director of Security.

Preparedness is everyone’s responsibility, and the Department of Security has developed an Emergency Response Quick Reference Guide that has been distributed and mounted in classrooms, hallways, meeting spaces and areas where large crowds gather indoors.

Notification Types

• Shelter-in-Place: Stay where you are or, if possible, go to an interior safe area of your building.
• Building Evacuation: One or more buildings, but not the entire campus, must move to a designated location.
• Campus Evacuation to Off-site Location(s): Everyone must leave the campus and go to a designated place off site. (Off-Campus Evacuation to Off-site Location(s): Everyone must leave the campus and go to a designated location.

Providing Assistance to Persons with Disabilities

Residence Life and the Department of Security will identify persons with disabilities in advance of emergency situations and

• Designate a person in the same or adjacent area to provide assistance as requested or required by the individual
• Ensure the safe movement of all persons with disabilities and account for them as soon as possible

Emergency Lockdown/Shelter-In-Place Procedure

For the protection and safety of staff, faculty, students and visitors, a crisis on campus may require Florida Tech to implement the emergency lockdown of a building or the entire campus. This action would be necessary in situations where evacuation would not be appropriate. For example, an armed intruder on campus would require that building occupants lock themselves rather than being exposed to danger. Time is critical in such a crisis and the lockdown must be initiated as quickly as possible. The university president or his designee and the Director of Safety and Security will order the lockdown if deemed necessary. Notification of a lockdown will be made via text message, email and through verbal communications from the Department of Security.

When an announcement is made to initiate an emergency lockdown, the following steps should be followed:

• All persons should proceed to an area that can be secured.
• All doors into the area should be locked.
• Move to the point in the room that is most distant from a door entering the room from the outside or from a corridor/hallway.
• Close blinds and drapes for concealment.
• Turn off lights. Remain under lockdown until advised by the Department of Security or Law Enforcement Personnel.

Tornado Guidelines

Tornados are extremely unpredictable as an event and once active, are erratic as to velocity and path. Most tornadoes in Florida are spawned by thunderstorms, frontal systems or hurricanes, all of which are common in our area.

Warnings

It is the responsibility of the National Weather Service to issue tornado warnings for Florida. The fastest access to those warnings is through a NOAA Weather Radio. Often tornadoes are quick to appear and so short-lived that the National Weather Service cannot issue a timely warning. If the National Weather Service has issued a tornado watch for our area, tune to NOAA Weather Radio or local television to follow the latest developments and decide at that time where you will go if a tornado is spotted in our vicinity.

Necessary Actions

If you receive a warning that a tornado is approaching, take the following steps:

• Take cover immediately.
• If you are outside, move immediately to a well-constructed building nearby. If you cannot get to a shelter, move to a low spot such as a ditch or a culvert and stay as low to the ground as possible.
• If you are inside a building, find the most central space on the lowest floor of the building to which you have access, preferably away from doors and windows. If possible, take cover under a desk, table, mattress or other protective item. Stay as low to the floor as possible.
• If you must go outdoors immediately after a severe storm, watch for fallen power lines and hazardous debris.

Weather Radios

If possible, residential students are encouraged to have in their residence hall rooms a NOAA Weather Alert Radio. The local weather alert station for Brevard County is WXJ70 100.1.
Florida Tech's Department of Security monitors all potential tropical storms and hurricanes reported by the National Weather Service. When a storm is predicted to impact the areas in and around the city of Melbourne, the Department of Security, Crisis Management Team, Emergency Operations Team and Building Management Teams will all begin preparation of the campus for this severe weather. As the weather approaches, these management teams will stay in contact with the university community as decisions are made regarding class cancellations and any possible campus evacuation.

If the Melbourne area is under a hurricane warning, the university will post regular updates regarding the impending storm through the Florida Tech email system. The REGROUP mass notification system will be utilized only under extreme circumstances when information needs to be sent and received immediately.

As general preparation for an approaching hurricane, we suggest the following actions:

- All residential students are encouraged to have in their residence hall room a NOAA Weather Alert Radio.
- Keep a flashlight and fresh batteries in your residence hall room.
- Never use candles in your residence hall.
- Stay inside during the height of any storm.
- Have prepackaged snacks and water in your room in case the campus community via email and text messaging.
- All residential students are encouraged to have in their residence hall room a NOAA Weather Alert Radio.
- Never use candles in your residence hall.
- Stay inside during the height of any storm.
- Have prepackaged snacks and water in your room in case the campus community via email and text messaging.
- All residential students are encouraged to have in their residence hall room a NOAA Weather Alert Radio.
- Never use candles in your residence hall.
- Stay inside during the height of any storm.
- Have prepackaged snacks and water in your room in case the campus community via email and text messaging.

Security Awareness Programs

During orientation programs in the fall and spring semesters, as well as in the summer pre-orientation sessions, students are informed of ways to maintain personal safety and residence hall security. Periodically during the academic year, Florida Tech, in cooperation with police, other organizations and departments, present crime prevention and safety sessions for all faculty, staff, full and part-time students.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the university community through security alerts posted for the campus community via email and text messaging.

Definitions for This Section

**Awareness Program**: A program that gives students, staff and/or faculty the opportunity to gather knowledge and information that will better equip them to understand the subject matter and be ready to act/react when confronted.

**Bystander Intervention**: This is simply help or assistance provided to a person in need by a bystander. This help or assistance may be in the form of direct or indirect action(s) or by reporting what you witness to an authority figure or other person.

**Ongoing Prevention and Awareness Campaigns**: This is the scheduled, periodic training and information dissemination with regard to Awareness Programs and Risk Reduction Programs.

**Risk Reduction**: This is the decrease in probability of an adverse outcome during a specific situation. This is what we hope to achieve through our training and various awareness programs.

Crime Prevention Program

Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Students and employees are informed of campus crime prevention policies and encouraged to be concerned about their own security and safety by the following methods:

- All students and employees receive access to an updated version of this report annually;
- A brochure with safety and security tips is provided to every new student at the beginning of each academic year;
- Security bulletins are jointly produced by the university president, the dean of students and security. These bulletins may be distributed to the university community several times each year. The bulletins are designed to convey warnings about any known current or recent criminal activity and suggest precautions.
- With the cooperation of local law enforcement officials, the Student Life staff presents safety awareness programs to students each semester. These programs include such topics as date rape and sexual assault.

During the 2019–2020 academic year, the Department of Security provided several crime prevention and safety programs to various groups of student, faculty and staff. Some of the programs are listed below:

- Response to an Active Shooter—10 classes
- Situational Awareness Training—10 classes
- Rape Aggressive Defense training—one class
- Front Desk Safety—two classes
- AED/CPR training—two classes
- Fire Extinguisher training—one class
- Fire drill training – two times (once each semester)

Various safety and security programs are also presented by Residence Life and other university departments. These training opportunities are often provided in cooperation with
the Department of Security. The Department of Security will provide crime prevention programs upon request, please contact the Departments Training Officer at 321-674-8112, ext. 8391 if you would like to schedule a program. For more information on Safety and Security Tips visit the Department of Security webpage at ft.edu/security/safety-and-security-tips.

Missing Students Who Reside in On-Campus Housing

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing for more than 24 hours, he or she should immediately notify the Department of Security at 321-674-8111. All university officials are required to notify the Department of Security immediately upon being notified about a missing student. They will generate a missing person report and initiate an investigation. Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the university in the event the student is determined to be missing more than 24 hours. A student’s missing person contact information will be registered confidentially and will be accessible only by authorized campus officials and law enforcement in the case of a missing person investigation. After investigating the missing person report, should the Department of Security determine the student is missing and has been missing for more than 24 hours, the Department of Security will notify the local law enforcement that has jurisdiction in the area (unless they determined the student was missing) and the student’s confidential contact. Even if the student hasn’t registered a confidential contact, is above the age of 18, or is an emancipated minor, the university will contact the police department. Contact will be made no later than 24 hours after the student is determined to be missing.

If the missing student is under the age of 18 and is not an emancipated individual, the university will also notify the student’s parent or legal guardian within 24 hours of the determination the student is missing, in addition to notifying any additional contact person designated by the student.

Disclosure of Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics, the Department of Security prepares an annual report in cooperation with local law enforcement agencies surrounding the main campus. The report is published on the university’s website and publicized to enrolled students and members of the faculty and staff. In addition, these statistics can also be found on the U.S. Department of Education website at ope.ed.gov/security.

Definitions of Crimes and the Statistics to be Disclosed to Comply with the Clery Act

Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent manslaughter: The killing of another person through gross negligence.

Sexual assault: An offense that meets the definition of any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, rape or attempted rape. It includes sexual acts against people who are unable to consent either due to age or incapable of giving consent.

Sexual assault: An offense that meets the definition of any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, rape or attempted rape. It includes sexual acts against people who are unable to consent either due to age or incapable of giving consent.

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

Fondling: Defined as the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

Statutory rape: Defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

The Florida legal age of consent for sexual contact is 18 years old. There is a total of 11 states that have set their age of consent at 18 years old, the highest legal age of consent in any state. Close in age exemptions to the Florida age of consent permit a person 23 years of age or younger to engage in legal sexual activity with a minor aged 16 or 17. A person 24 years of age or older who engages in sexual activity with a person 16 or 17 years of age commits a felony of the second degree.

Robbery: 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: 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 a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a felony; breaking and entering with intent to commit a larceny; housebreaking and safecracking; and all attempts to commit any of the aforementioned acts (entry into a dorm room without permission/removing private property).

Motor vehicle theft: The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as any case where an automobile is stolen or taken without the owner's consent.
taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Domestic violence:** Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated 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.

**Dating violence:** Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.

**Stalking:** Stalking is defined in the State of Florida as “willfully, maliciously and repeatedly following, harassing or cyberstalking” another. Stalking behaviors can consist of many things: actual physical following of a person, continuously calling or texting, emailing, leaving notes or sending letters, leaving or sending objects or “gifts”…essentially, a pattern of unwanted behavior with malicious intent. Stalking involves a pat tern of behavior that causes substantial emotional distress to a specific person with no legitimate purpose.

**Liquor law violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing or possession of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.) Florida’s drinking age is 21. Anyone under that age is legally prohibited from possessing or purchasing alcohol.

**Drug abuse violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Weapons law violations:** 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.

**Offense Definitions Relating to Hate/Bias-Related Crime (as per the UCR Hate Crime Reporting Guidelines)**

A hate crime is a criminal offense committed against a person or property that 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 or ethnicity/national origin.

In addition to the offenses mentioned above, there are also four additional criminal offenses related to Hate Crimes, they are: larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property. Definitions follow:

**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.

**Simple assault:** 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.

**Intimidation:** 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.

**Destruction/damage/vandalism of property:** 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.

**Geography Definitions from the Clery Act**

**On-Campus:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**Noncampus Building or Property:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is not used in direct support of or in relation to the institution’s educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

The noncampus geography definition includes buildings or properties under temporary control during institutionally sponsored short-stay-away domestic or international trips for students of more than one night or buildings or properties under temporary control during institutionally sponsored domestic or international trips for students to repeated locations:

For example, students in the debate club take a trip to Washington, D.C. and stay at the same hotel every year. In this example, the institution must include in their Clery Act crime statistics any Clery Act crimes that occur in the rooms used by the students and any common areas used to access those rooms; including the lobby, elevator and staircases.

**Public Property:** All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities. The Florida Tech crime statistics do not include crimes
that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

On-campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is a considered a subset of the On-Campus category.

Reasonably Contiguous: defined in the 2016 Handbook for Campus Safety and Security Report as follows: Refers to a building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the “campus.” Generally speaking, it is reasonable to consider locations within one mile from the core or main campus border to be reasonably contiguous with the campus.

Unfounded Crimes
If a crime is reported as occurring on campus, in on-campus residential facilities, in or on noncampus buildings or property, or on public property, and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be “unfounded.” Only sworn or commissioned law enforcement personnel may mark a crime unfounded after a thorough investigative process.

Adam Walsh Child Protection and Safety Act—Sexual Predator and Sexual Offender Notification
The Florida Legislature recently passed a new law (as an amendment to the Ryce Act dealing with sexual predators and offenders) that will require Florida educational institutions, both private and public, to include sex offender registry information in new student and employee orientation and on the institution’s website.

Section 3. Section 1005.10, Florida Statutes, reads:
1005.10 Sexual predator and sexual offender notification; nonpublic colleges, universities and schools. Each nonpublic college, university and school shall inform students and employees at orientation and on its website of the existence of the Department of Law Enforcement sexual predator and sexual offender registry website and the toll-free telephone number that gives access to sexual predator and sexual offender public information pursuant to s. 943.043.

Section 4. Section 1006.695, Florida Statutes, is created to read:
1006.695 Sexual predator and sexual offender notification; Florida College System institutions, state universities and career centers.—Each Florida College System institution as defined in s. 1000.21, state university as defined in s. 1000.21, and career center as provided in s. 1001.44 shall inform students and employees at orientation and on its website of the existence of the Department of Law Enforcement sexual predator and sexual offender registry website and the toll-free telephone number that gives access to sexual predator and sexual offender public information pursuant to s. 943.043.

The web site can be located at offender.fdle.state.fl.us/offender/sops/home.jsf.
Their toll-free number is 1-888-357-7332.
Crime Statistics

Main Campus
Applied Research Lab Campus
Buehler Aviation Campus
Center for Aeronautics Innovation Campus
Center for Advanced Manufacturing and Innovative Design Campus
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*1 Rape—On Campus—Student Housing: Occurred in 2017 but reported in 2018.
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## Crime Statistics 2017, 2018 & 2019—Main Campus

This chart includes offenses/incidents that were reported to local law enforcement agencies, campus security and other campus authorities.

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This chart includes offenses/incidents that were reported to local law enforcement agencies, campus security and other campus authorities.

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No residential housing at this location.
No reported crimes for the years 2017, 2018 & 2019.

This chart includes offenses/incidents that were reported to local law enforcement agencies, campus security and other campus authorities.

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## Hate Crime Statistics

- **2019**: Zero (0) hate crimes, as defined by applicable federal law, were reported in 2019.
- **2018**: Zero (0) hate crimes, as defined by applicable federal law, were reported in 2018.
- **2017**: Zero (0) hate crimes, as defined by applicable federal law, were reported in 2017.

## Unfounded Crimes

- **2019**: Zero (0) unfounded crimes for 2019.
- **2018**: Zero (0) unfounded crimes for 2018.
- **2017**: Zero (0) unfounded crimes for 2017.

This chart includes offenses/incidents that were reported to local law enforcement agencies, campus security and other campus authorities.

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No residential housing at this location.
No reported crimes for the years 2017, 2018 & 2019.
### Crime Statistics 2017, 2018 & 2019—The Emil Buehler Center for Aviation Training Campus

This chart includes offenses/incidents that were reported to local law enforcement agencies, campus security and other campus authorities.

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This chart includes offenses/incidents that were reported to local law enforcement agencies, campus security and other campus authorities.

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No residential housing at this location. This location became active on or about Oct. 24, 2019.

This chart includes offenses/incidents that were reported to local law enforcement agencies, campus security and other campus authorities.

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<tr>
<th>Offense Type</th>
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<th>Noncampus</th>
<th>Public Property</th>
<th>Totals</th>
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SECTION 2
Annual Fire Safety Report
Annual Fire Safety Report

The Department of Security publishes this Fire Safety Report as part of its annual Clery Act Compliance document, via this annual report, which contains information with respect to the fire safety practices and standards for Florida Tech. This report includes statistics concerning the number of fires within on-campus residential facilities, the cause of each fire, the number of injuries and deaths related to a fire and the value of the property damage caused by a fire. The compliance document is available for review by visiting Department of Security in person located in Shaw Hall.

In addition, on-campus residential facilities have the following life safety systems: portable fire extinguishers, emergency lighting, emergency exit signs and doors and emergency phones. A quality control program ensures that each building is inspected on a regular basis to ensure that these systems are in working condition.

If a fire occurs in a Florida Tech owned, rented, leased, or otherwise controlled building, community members should immediately notify the local fire department by dialing 911. The Department of Security can be contacted at 321-674-8111.

The Department of Security will initiate a response to all fire alarms or reports it receives. Upon confirmation of a fire, the Department of Security will immediately summon the local fire department for assistance by contacting 911. The Department of Security in Shaw Hall should be notified, in addition to the Department of Security:

- Director of Facilities Management
- Assistant Vice President of Housing and Campus Services
- Residential Life Coordinator
- Director of Residence Life

Procedures for Students and Employees in the Event of a Fire:

- Evacuate the building immediately when alarm is activated or there is evidence of a fire.
- Manually activate the nearest fire alarm system if alarm isn’t already sounding.
- Close doors and windows behind you.
- DO NOT use elevators.

Call 321-674-8111 OR Ext. 8111 to report location of fire or smoke. Notify fire personnel if you suspect someone is trapped in the building.

Procedures for Students and Employees if trapped in a room/building:

- Close as many doors and windows as possible between you and the fire.
- Place cloth material (wet if possible) around/under the door.
- Attempt to signal someone outside the building.

Emergency Building Evacuation Drills

Fire/emergency building evacuation drills are conducted each semester in residence halls. Emergency Building Evacuation Drills are conducted to familiarize occupants with emergency egress from a building and to establish conduct of the drill to a matter of routine. Drills will include suitable procedures, such as potential room-to-room checks, to ensure that all persons subject to the drill participate. In the conduct of drills, emphasis shall be placed on orderly evacuation rather than speed. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. Participants shall relocate to a safe location outside the building and remain at such location until a recall signal is given or further instruction.

Policies on Smoking, Open Flames and Portable Appliances

By Florida State Statute, Florida Clean Indoor Act, smoking is prohibited inside all buildings. Smoking is not permitted within 25 feet of any building. Electronic cigarettes are treated the same as regular cigarettes and may not be used in any building or within 25 feet of any building.

Candles, incense, kerosene lamps, space heaters, lighter fluid, propane, charcoal, gasoline, halogen lamps, containers for storing combustible fluids, or any device with a flame are prohibited in university facilities.

The use of outdoor cooking equipment is restricted to designated areas only.

Reporting a Fire

If you discover a fire, you should immediately evacuate the building, sound the alarm if it isn’t activated, dial 911 and advise the dispatcher of the situation. In the event the fire has been extinguished, you should contact the Department of Security to make them aware of the incident. All fires, or evidence of past fires, should be reported to the Department of Security. For purposes of including a fire in the statistics in the annual fire safety report, the following personnel can be notified, in addition to the Department of Security:

- Director of Residence Life
- Residential Life Coordinator
- Assistant Vice President of Housing and Campus Services
- Director of Facilities Management

Policies Students and Employees Should Follow in Case of a Fire

Your worst enemy during a fire is smoke. If you’re surrounded by smoke, get down on the floor and crawl to safety. Hold your breath and close your eyes if you can. Close doors behind you as you escape. Always use stairs to escape. Never use an elevator.

Here are a few simple fire safety tips:

- Know what your fire alarm sounds like.
- Know where pull stations are located.
- When you see a fire, sound the alarm.
- Contact the Department of Security at 321-674-8111 or 911 to report any fire.
- Be prepared to identify the size of the fire and location.
- Exit the building as safely and quickly as possible from the nearest exit. (In any building you should know where at least two exits are.)
- Close all doors as you leave the building.
- Do not use the elevators for any reason.

Here are a few simple fire safety tips:
If you need assistance, develop a buddy plan with someone else to help expedite safe exit.

• Notify others in the immediate area about the fire as you are leaving.
• Do not enter a building that is on fire or that the fire alarm is sounding in.
• Do not re-enter a building that you have evacuated for any reason.
• Never prop open or lock a fire exit door.
• Report any vandalism to any of the fire safety equipment in your building.

The student handbook makes it mandatory for all students to exit the building when a fire alarm is sounding.

Student Housing Evacuation Procedures

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes. In the event of a fire in the residence hall, community members should quickly shut the door to their room and proceed to the nearest exit where they can leave the building safely. If the alarm hasn’t sounded, please activate the nearest pull station if you can do so safely. Once outside the building please call 911 and notify the fire department of the emergency. If possible, contact the Department of Security at 321-674-8111. Do not use an elevator while the alarm is activated.

During a fire, the alarm will sound, and strobe lights will activate throughout the building. In the apartment housing areas, the alarms may be restricted to independent units and students are requested to take notice of any unique procedures in their apartment housing areas and plan accordingly on how they would leave their area during an alarm.

Fire Log

The Department of Security maintains a fire log that records, the incident number, nature of the fire, date reported, date occurred and general location of fire (reported in residential halls only). The Daily Fire Log is open for public inspection and available at the Department of Security located in Shaw Hall during normal business hours. Our process for maintaining and posting the daily fire log complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998).

Plans for Future Improvements in Fire Safety

We strive to constantly improve and expand on our in-service training sessions for all Residential Life student staff, Security staff and other housing staff. This training includes basic fire safety topics and hands-on fire extinguisher training courses. The university continues to assess and upgrade fire safety equipment as an ongoing process, to ensure that all equipment meets National Fire Safety standards.

Future improvements will be made as needed as part of the ongoing assessment, budget and strategic planning process.

Description of Student Housing Fire Systems

Most of our residence halls and apartments are equipped with automatic sprinkler systems and the primary fire alarm systems are hard-wired to the university communications center for continuous monitoring. All our residence halls are equipped with smoke detectors, signage and emergency lighting. Individual smoke detectors are in all the students’ rooms. Smoke detector batteries are checked monthly by the residential housing staff in those residence halls with battery operated detectors. Pull stations are located near to exit doors and are clearly marked.

Smoke detectors, sprinklers and alarms are designed to provide the highest level of safety for our residents. Tampering with safety equipment or ignoring an evacuation order is prohibited and is subject to fines.

A contractor inspects fire alarm systems on campus. Results of these inspections are provided to the Department of Security and the City of Melbourne Fire Department. In addition, our Facilities Department tests all fire suppression systems and equipment. A fire pump churn test is done monthly on all sprinkler systems. Sprinkler systems are tested for flow, fire pump pressure, motor operations and reduction in pressure. A flow test is also conducted each year on all systems by an outside contractor. Facilities Department and the MFD maintain records regarding the testing of our fire pump and sprinkler systems.

Listed on the following pages are the names of the residence halls with a description of the fire alarm systems at each location.
## Residence Halls Fire Alarm Systems

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<th>Building</th>
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<th>FACP</th>
<th>Ann</th>
<th>Pull</th>
<th>Smoke</th>
<th>DtSmk</th>
<th>Heat</th>
<th>Water Flow</th>
<th>Horn/ Bell</th>
<th>Strobe</th>
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## Residence Hall Fire Statistics

The Higher Education Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The fire statistics are for the three most recent calendar years.

### 2019 Fire Statistics for On-campus Student Housing Facilities

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<th>Residence Halls</th>
<th>Total # of Fires</th>
<th>Fire #</th>
<th>Case</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Property Damage Value</th>
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## 2018 Fire Statistics for On-campus Student Housing Facilities

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<th>Deaths</th>
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## 2017 Fire Statistics for On-campus Student Housing Facilities

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Property Maps

Main Campus

- Florida Tech property
- Public property
SECTION 3

VAWA Policy Statements
Policies, Procedures and Programs Related to Dating Violence, Domestic Violence, Sexual Assault and Stalking

Consistent with applicable laws, the university prohibits dating violence, domestic violence, sexual assault and stalking. The university's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found in the Title IX Policy at fit.edu/policies/title-ix and the Nondiscrimination Policy found at fit.edu/policies/title-ix-sexual-harassment-policy.

The following sections of this report discuss the university's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses; and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Primary Prevention and Awareness Program

The university conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the university prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction and bystander intervention.

Crime Definitions

Sexual Assault: Sexual battery (sometimes also called “sexual assault,” or “rape) is illegal in Florida and punished as a felony. “Sexual battery” means 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.

Domestic Violence: “Domestic violence” means any assault, aggravated battery, battery, sexual assault, sexual battery, stalking, aggravated 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.

“Family or household member” means 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.

Dating Violence: “Dating violence” means 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:

• A dating relationship must have existed within the past 6 months;
• The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
• 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 the relationship.

The term does not include violence in a casual acquaintance or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

Stalking: Stalking is defined by the State of Florida as “willfully, maliciously and repeatedly following, harassing or cyberstalking” another. Stalking behaviors can consist of many things: actual physical following of a person, continuously calling or texting, emailing, leaving notes or sending letters, leaving or sending objects or “gifts” … Essentially, a pattern of unwanted behavior with malicious intent. Stalking involves a pattern of behavior that causes substantial emotional distress to a specific person with no legitimate purpose.

Consent: “Consent” means 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.

The Florida legal age of consent for sexual contact is 18 years old. There is a total of 11 states that have set their age of consent at 18 years old, the highest legal age of consent in any state.

Close in age exemptions to the Florida legal age of consent permit a person 23 years of age or younger to engage in legal sexual activity with a minor aged 16 or 17. A person 24 years of age or older who engages in sexual activity with a person 16 or 17 years of age commits a felony of the second-degree.

University Definition of Consent

The university uses the following definition of consent in its Title IX Policy:

“Consent” is an affirmative and willing agreement to engage in specific forms of sexual contact with another person. Consent requires an outward demonstration, through mutually understandable words, conduct, or action, indicating that an individual has freely chosen to engage in sexual activity or contact. Consent cannot be obtained through (1) the use of coercion or force; or (2) by taking advantage of the incapacitation of another individual. Silence, passivity, or the absence of resistance does not imply consent. Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must immediately stop. Prior consent does not imply current or future consent; even in the context of an ongoing relationship, consent must be sought and freely given for each instance of sexual activity or contact.

Lack of consent is a critical factor in determining whether Sexual Harassment has occurred. As defined above, consent is a mutual, voluntary, and informed agreement to participate in specific sexual acts with another person that is not achieved through unreasonable
Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

• Make your limits known before going too far.

• You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor "NO" clearly and loudly.

• Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.

• Grab someone nearby and ask them for help.

• Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.

• Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.

• Be aware of someone trying to slip you an incapacitating "rape drug" like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

• Remember that you owe sexual respect to the other person.

• Don’t make assumptions about the other person’s consent or about how far they are willing to go.

• Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.

• If your partner expresses a withdrawal of consent, stop immediately.

• Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.

• Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.

• Don’t take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.

• Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality.

Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking against another person.

• Look out for those around you.

• Realize that it is important to intervene to help others.

• Treat everyone respectfully. Do not be hostile or an antagonist.

• Be confident when intervening.

• Recruit help from others if necessary.

• Be honest and direct.

• Keep yourself safe.

• If things get out of hand, don’t hesitate to contact the police.

Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

Ongoing Prevention and Awareness Campaign

The university also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies and, as appropriate, targeting specific audiences throughout the university. Methods include, but are not limited to: presentations, online training modules, distribution of written materials, periodic email blasts and guest speakers. A summary of this programming is provided below.
Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Department of Security at 321-674-8111. You may also contact the university’s Title IX coordinator at 321-674-8885.

Victims will be notified in writing of the procedures to follow, including:

• To whom and how the alleged offense should be reported (contact the Title IX coordinator or refer to the other resources listed in this report)
• The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order
• The victim’s options regarding notification to law enforcement, which are: (a) the option to notify local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
• Where applicable, the rights of victims and the institution’s responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair and fluid evidence. Don’t bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at Holmes Regional Medical Center, 1350 Hickory St. Melbourne, Fl. 32901. 321-434-7000.

Completing a forensic examination does not require you to file a police report but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

• Melbourne Police Department: 321-608-6731
• Palm Bay Police Department: 321-952-3456
• Brevard County Sheriff’s Office: 321-253-6658

To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address and when and what occurred, to the best of the victim’s ability. Florida Tech Campus Security is available to assist victims with filing police reports with the appropriate law enforcement agency. (Florida Tech Campus Security 321-674-8111).

Information about Legal Protection Orders

Injunctions for protection may be obtained through the Brevard County Courts for: domestic violence, repeat violence, dating violence, sexual violence and stalking. Information about injunctions for protection may be found at brevardclerk.us/injunctions-for-protection. Any person who is a member of a family or household that is the victim of domestic violence or has reasonable cause to believe he or she is in imminent danger of becoming a victim of domestic violence may file for a domestic violence injunction.

Any person who is the victim of repeat violence (two incidents of violence or stalking committed by the perpetrator, one of which occurred within six months of the application) may file for a repeat violence injunction.

Any person who is the victim of dating violence and has reasonable cause to believe he or she is in imminent danger of becoming the victim of another act of dating violence, or any person who has reasonable cause to believe he or she is in imminent danger of becoming the victim of an act of dating violence may file for a dating violence injunction.

Any person who is the victim of sexual violence may file for a sexual violence injunction.

Melbourne campus students and staff should file petitions for injunctions with the Office of the Clerk of Court, 51 S. Nieman Ave. Melbourne, Florida, 32901. The petition filing cutoff time is 4:00 pm. The clerk will assist you in the preparation of the petition, which must include a brief statement of the reason for your request for the injunction for protection. There is no filing fee for an injunction for protection.

When the petition is completed, the Clerk will present it to a judge for consideration. The judge will either deny the petition without further hearing, schedule a hearing without issuing a temporary injunction, or issue a temporary Injunction and schedule a hearing to determine if a Final Judgment should be entered. If the Judge issues a temporary injunction or an Order Setting Hearing, you will be able to pick up certified copies of the order in person and MUST have a valid ID to present to the Clerk. The Clerk’s Office will provide the appropriate documents to the Sheriff’s office for local service. If the Respondent
available to them, both within the university and in the surrounding community. Those services include:

Available Victim Services

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to them, both within the university and in the surrounding community. Those services include:

**University Resources**

- Student Health Center: 321-674-8078; [fit.edu/health](http://fit.edu/health)
- Counseling and Psychological Services: 321-674-8050; [fit.edu/caps](http://fit.edu/caps)
- Campus Chaplain-Catholic: 321-674-8045; [fit.edu/ccm](http://fit.edu/ccm)
- Employee Assistance Program (Staff and Faculty): 877-398-5816; [resourcesforliving.com](http://resourcesforliving.com)
- Student Financial Aid: Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based upon the circumstances of a complaint, he/she should understand there might be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX coordinator can assist in facilitating this conversation if desired. The university’s financial aid website can be found at [fit.edu/financialaid](http://fit.edu/financialaid).

**State/Local Resources**

- Holmes Regional Medical Center: 321-434-7000 1360 Hickory St., Melbourne, FL 32901
- Melbourne Regional Medical Center: 321-541-1714 240 N. Wickham Rd., Melbourne, FL 32936
- Circles of Care (Mental Health Crisis Stabilization): 321-952-6000 400 East Sheridan Rd., Melbourne, FL 32901
- Sexual Assault Victim Services (SAVE): 321-617-7533
- Brevard County Legal Aid: 321-631-2500 1038 Harvin Way, Suite 100, Rockledge, FL 32954
- Serene Harbor (Domestic Violence Center): 321-726-8282
- Women’s Center: 321-242-3110

**National Resources**

- National Domestic Violence Hotline: 800-799-7233
- National Sexual Assault Hotline: 800-656-4673
- Rape, Abuse and Incest National Network (RAINN): [rainn.org](http://rainn.org)
- US Dept. of Justice Office on Violence Against Women: [justice.gov/ovw](http://justice.gov/ovw)
- National Coalition Against Domestic Violence: [ncadv.org](http://ncadv.org)
- National Sexual Violence Resource Center: [nsvrc.org](http://nsvrc.org)
- U.S. Citizenship and Immigration Services: [uscis.gov](http://uscis.gov)
- Immigration Advocates Network: [immigrationadvocates.org](http://immigrationadvocates.org)

**Accommodations and Protective Measures**

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

Requests for accommodations or protective measures should be made to the Title IX coordinator at Miller Building, Room 137, 321-674-8885, and the Title IX coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the university may consider, among other factors, the following:

- The specific need expressed by the complainant
- The age of the students involved
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders)

The university will maintain as confidential any accommodations or protective measures provided to a victim to the extent that maintaining confidentiality would not impair the university’s ability to provide them. However, there may be times when certain information must be
disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the university in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the university will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

Procedures for Disciplinary Action

**Title IX Policy: Formal Resolution**

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the university’s Title IX Policy and the complaint resolution procedures, as well as the university’s Nondiscrimination Policy and Complaint Procedures. The procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent.

The complaint resolution procedures are invoked once a report is made to one of the following individuals:

**Title IX Coordinator**

- Fanak Baarmand: 321-647-8885
  Miller Building, Room 137
  fbaarmand@fit.edu

**Deputy Title IX Coordinators**

- Rodney Bowers, Dean of Students
  321-674-8080; rbowers@fit.edu
- Jacqueline Heatherington, Director of Residence Life
  321-674-7742; jheatherington@fit.edu
- Jennifer Mercurio, Associate Athletic Director
  321-674-8931; jmercurio@fit.edu
- Dr. Brian Lail, Ph.D., Professor
  321-674-8121; blail@fit.edu

An electronic form available on the Title IX webpage at [fit.edu/title-ix](http://fit.edu/title-ix) can also be used to file a report.

Pursuant to the Title IX Policy, once a complaint is made, the Title IX Coordinator conduct a preliminary assessment to determine whether the Title IX Policy applies. If so, the Title IX will contact the Complainant promptly to explain the process for filing a formal complaint. If the Complainant files a formal complaint, the Title IX Coordinator will evaluate it to determine if it must be dismissed according to the standards outlined in the Policy. The Title IX Coordinator may choose to file a formal complaint if the Complainant chooses not to.

Both the Complainant and the Respondent will be notified within five (5) days of filing a formal complaint and initiation of an investigation. During the investigation, the Complainant and Respondent will each have an equal opportunity to describe the situation and present witnesses and other supporting evidence. The investigator(s) will review the statements and evidence presented and, 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. Upon completion of the investigation, which the university strives to complete within thirty (30) to forty-five (45) days of transmittal of the formal complaint, the investigator(s) will issue a written report and share it with the parties and their advisors.

The university will then assign a hearing officer to adjudicate the complaint. The hearing officer will notify the parties of his/her appointment, set a deadline for the parties to submit a response to the written report, setting a date and time for the hearing (no sooner than ten (10) days from transmittal of the notice), and providing a written explanation of the procedures for the hearing. At a minimum, the hearing will include:

- Opportunity for each party to address the hearing officer directly and to respond to questions posed by the hearing officer;  
- Opportunity for each party’s advisor to ask directly, orally, and in real time, relevant questions, and follow up questions of the other party and any witnesses, including questions that support or challenge credibility;  
- Opportunity for each party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the hearing officer and a reason for the ruling provided;  
- Opportunity for each party to submit evidence that the party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect;  
- Opportunity for each party to make a brief closing argument.

After the hearing is complete, the hearing officer will make a determination based on the preponderance of the evidence regarding whether a violation of Title IX has occurred. If so, prior to issuing a written decision, the hearing officer will consult with an appropriate university official with disciplinary authority over the Respondent, and such official will determine any discipline to be imposed. A written decision will then be issued.

Both parties have an equal opportunity to appeal the determination by filing a written appeal with the Title IX Coordinator within seven (7) days of being notified of the outcome of the investigation, or within three (3) days of the other party appealing, whichever is later. The appeals officer will evaluate the appeal to determine if it is timely filed and involves a permitted ground for appeal. If not, the appeals officer will dismiss the appeal. If so, the appeals officer will notify the other party that an appeal has been filed and that the other party has seven (7) days to submit an opposition to the appeal. The appeals officer will render a decision that is the final determination of the university. The university strives to issue the appeal officer’s written decision within twenty-one (21) days of an appeal being filed.

**Title IX Policy: Informal Resolution**

After the Complainant and Respondent receive written notice of the filing of a formal complaint, the parties may voluntarily consent, with Title IX Coordinator approval, to voluntarily participate in an informal resolution process instead of a formal investigation and hearing. The informal resolution process will not be used to resolve an allegation of sexual assault or allegations that a non-student employee sexually harassed a student. The parties may agree to attempt an informal resolution of the complaint at any time during the investigation, hearing, and appeal process prior to issuance of the final determination regarding responsibility. If the parties agree to attempt informal resolution, the Title IX Coordinator shall act as an impartial mediator assisting the parties to attempt to reach a mutual agreement that satisfactorily
addresses their individual concerns and ensures their ability to participate without harassment in the University's educational programs and activities. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the parties that describe the parameters and requirements of the informal resolution process to be used, identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another University Official, or a suitable third party), explains the effect or participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations in the formal complaint and explains any other consequence result from participation in the informal resolution process.

After receiving this notice, each party must voluntarily provide written consent to the Title IX Coordinator before the informal resolution may commence.

If the parties reach a resolution, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, it will be documented in writing signed by the parties and the Title IX Coordinator. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final. The allegations addressed by the resolution are considered resolved. They will not be subject to further investigation, adjudication, remediation, or discipline by the University, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to the University.

The Title IX Coordinator will implement any actions required of the University by the terms of the resolution. If either or both parties request to withdraw from the informal resolution or discontinue the informal resolution process, it will be terminated, and the formal grievance process will be initiated or resumed.

Absent extension by the Title IX Coordinator, any informal resolution process must be completed within twenty-one (21) days. If an informal resolution process does not result in a resolution within twenty-one (21) days, and absent an extension, abeyance, or other contrary rulings by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the formal complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

An informal resolution is not subject to appeal.

Nondiscrimination Policy
If the Title IX Coordinator determines that an allegation of dating violence, domestic violence, sexual assault, or stalking does not fall within the University’s Nondiscrimination Policy. If it is determined that a complaint falls within the Nondiscrimination Policy, the university will reach out to the Complainant to determine whether the informal resolution (not an option for cases involving sexual violence) or the formal resolution process will be used.

Informal Resolution
If the informal procedure is used, the appropriate university official will notify the parties and meet with the Complainant and Respondent separately. The appropriate administrator will take the steps necessary to gather additional information from the parties or others perceived to have knowledge of the allegations. The appropriate administrator will make all reasonable attempts to resolve the matter within thirty (30) days. If the process fails to resolve the matter to the satisfaction of both parties, or the terms of the informal resolution are subsequently broken, either party may request a formal resolution/investigation of the charge within ten (10) calendar days of concluding the information resolution process.

Formal Resolution
Normally, a signed incident complaint form containing a written statement of allegations initiates the formal process. Once filed, the appropriate administrator will notify the Respondent in writing and provide the Respondent with a copy of the complaint and offer to schedule a preliminary meeting to discuss information regarding rights and responsibilities and potential sanctions. The Respondent will have ten (10) business days after receipt of the complaint to file a formal written response.

The university will then appoint an investigator to analyze and document available evidence to support reliable decisions, synthesize all available evidence, and take into account the unique and complex circumstances of each case. The investigator is neutral and does not advocate for either party.

The investigator will provide the opportunity for both the Complainant and the Respondent to present witnesses and evidence. The investigator will interview the Complainant, the Respondent, and any relevant witnesses. The investigator is authorized to contact all persons who may have information relevant to the complaint and shall have access to all relevant University records. The investigator shall also collect and evaluate other available records and information relevant to the complaint and investigation (e.g. email communications, medical test results, photographs), as appropriate. The investigator will determine, in the investigator's sole discretion, what information is relevant.

At the conclusion of the investigation, the investigator will prepare a preliminary written report. Both parties will be provided a copy of the preliminary report and have three (3) business days to respond to it in writing.

If, after receiving the written responses from the Complainant and the Respondent regarding the preliminary report, the investigator determines that no further inquiry is required, the investigation will be deemed complete and final. If, in the sole discretion of the investigator, further inquiry is necessary, the investigator will follow up on the information and ask any clarifying questions of the parties and witnesses before finalizing and completing the investigation. Any additional relevant information received and/or answers to clarifying questions will be included in the final investigation report.

The final investigative report shall normally be issued within ninety (90) calendar days after the complaint is filed. When more than ninety (90) days is needed to complete the investigation, the appropriate administrator shall notify the parties and direct the investigator to proceed as expeditiously as possible.

Upon receipt of the final investigation report, the appropriate administrator will refer the matter to the appropriate institutional official to reach a determination regarding whether the preponderance of the evidence supports a finding that the Policy has been violated. In
reaching a decision, the institutional official will review the final investiga-
tion report and meet separately with the parties to provide them with an opportunity to discuss whether any of the allegations are sup-
ported by a preponderance of the evidence and constitute a violation of Policy. In advance of the meeting, the parties will be permitted to submit relevant questions to the institutional official to be asked of the other party. The institutional official will have sole discretion to determine whether the questions submitted are appropriate and relevant to the issues in dispute.

After reaching a determination, the institutional official will prepare a written decision that will include a statement of, and rationale for, each allegation that constitutes a separate potential violation of this Policy, including a determination regarding responsibility for each separate potential incident. The written decision shall also articulate findings of fact, made under a preponderance of the evidence standard, that support the determination.

Unless otherwise indicated in the report, the date of the report shall be considered the date upon which the results of the investigation become final. The University Designated Official or designee will simultaneously provide copies of the written decision to the Complainant and the Respondent. The Complainant and Respondent will also be advised of the appeal process at that time.

Either party may appeal the investigation finding. Such appeals shall be filed with the university appeals officer. Parties wishing to file an appeal must do so within ten (10) days after receiving the final report.

Appeal decisions (which shall include a statement of the rationale for the decision) shall be rendered within thirty (30) days after the request for appeal is received unless extended for good cause as reasonably determined by the appeals officer. Copies of the appeal decision shall be simultaneously provided to the parties, with a copy also to be sent to the appropriate Vice President and/or Provost.

Rights of the Parties in an Institutional Proceeding

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result; a prompt, fair and impartial process is one that is:
   > Completed within reasonably prompt timeframes designated by the institution’s policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
   > Conducted in a manner that:
     • Is consistent with the institution’s policies and transparent to the accuser and the accused.
     • Includes timely notice of hearings; and
     • Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the hearings.
   > Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

2. Investigations and hearings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

   Such training addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding and avoiding actual and perceived conflicts of interest. The university has dedicated Title IX investigators who complete annual in-person and/or webinar training provided by nationally recognized Title IX authorities.

   Each Hearing Officer is a licensed attorney with many years of relevant civil trial experience.

3. The same opportunities to have others present during any hearing, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice who may be, but need not be an attorney. The institution may not limit the choice of advisor but may establish limits regard-

Possible Sanctions or Protective Measures that the University May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses

Following a final determination in the institution’s disciplinary proceeding that dating violence, domestic violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions are warning; reprimand; probation; restitution; fine; loss of privileges; housing probation; suspension or expulsion/termination; restriction on eligibility to represent the university at any official function or in any intercollegiate competition. If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the Director of Human Resources. Following a suspension, the individual will be required to meet with the Dean of Students (student) or Director of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the university can make available to the victim a range of protective measures. They include forbidding the accused from entering the victim’s residence hall and from communicating with the victim, other institutional no-contact orders, security escorts,
modifications to academic requirements or class schedules, housing assignments, changes in working situations, etc.

Upon written request, the university will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the university against a student who is the alleged perpetrator of such crime or offense. 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 the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

**Publicly Available Recordkeeping**

The university will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault and stalking who make reports of such to the university to the extent permitted by law.

**Victims to Receive Written Notification of Rights**

When a student or employee reports to the university that he or she has been a victim of dating violence, domestic 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.
SECTION 4

Drug, Alcohol and Substance Abuse Policy Statement
Drug, Alcohol and Substance Abuse Policy Statement

When students enter Florida Tech, it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual development. It is also assumed that they are familiar with the regulations, procedures and policies set for the students at the university and that they have them as a way of life during their stay at the university. Students are expected to learn to cope with problems with intelligence, reasonableness and consideration for the rights of others; to obey laws and ordinances of the nation, state and community in which they, as well as the university, are a part; and to conduct themselves peaceably in espousing changes. As they prize rights and freedoms for themselves, they are expected to respect the rights and freedoms of others.

The university is committed to creating and maintaining an environment that is free of alcohol abuse. The university prohibits the possession, use, and sale of alcohol beverage on campus or as any part of the university's activities, unless it is done in accordance with applicable university policies, and it also enforces the state's underage drinking laws.

The university also enforces federal and state drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited on campus or as any part of the university's activities, unless it is done in accordance with the university's policies or federal and state laws regarding illegal drugs. Violators of the university's policies or federal and state laws will be subject to disciplinary action and possibly criminal prosecution.

The university's Drug and Alcohol policy outlines the practice and procedure designed to correct instances of identified alcohol or illegal drug use in the workplace. The link to the university's Drug and Alcohol Policy is fit.edu/policies/human-resources-policies/discipline-and-rules/drug-and-alcohol-policy.

In compliance with the Drug Free Schools and Communities Act (DFSCSA), the university has a drug and alcohol abuse and prevention program, which includes an annual notification to students and employees regarding certain drug/alcohol-related information (such as legal sanctions for violations of applicable laws, health risks, etc.) and a biennial review of this program to evaluate its effectiveness and assess whether sanctions are being consistently enforced. For more information, see below.

To receive a copy of the biennial review report, visit fit.edu/student-involvement/office-of-student-affairs.

The annual notification can be found at fit.edu/policies/consumer-information-disclosures.

• The Alcohol eCheckup To Go (e-CHUG) is an evidence-based, personalized online alcohol intervention designed by the university counseling center and psychologists.
• The Cannabis eCheckup To Go is an evidence-based, online prevention and intervention program designed to reduce cannabis use among college students. It is designed to help motivate students to reduce their level of cannabis use using personalized information about their behavior and risk factors.
• Safe Colleges Training on Alcohol and Drug Abuse Prevention are powerful, evidence-based courses that stimulate change in students’ attitudes and behavior by presenting students with the many risks of abusing alcohol or drugs and detrimental effects that these can have on their lives. The list of courses are as follows:
  › Alcohol and Other Drugs
  › Marijuana: What You Should Know
  › Prescription Addiction Suite: Opioids, Stimulants and Depressants

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