

ANNUAL SECURITY AND FIRE SAFETY REPORT

2024

This information is provided in compliance with the Federal law, known as the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. It contains the required crime and fire statistics for the calendar years 2021, 2022, 2023 and the policies and procedures for the academic year.

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SECTION 1:

**CAMPUS SAFETY AND CRIME STATISTICS
FIRE SAFETY AND FIRE STATISTICS**

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 Officer takes several steps to ensure required statistics are compiled correctly. The Clery Compliance Officer meets with representatives from Human Resources, Student Affairs, 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 within the Clery reportable geography. Statistics required for the Clery Act are compiled during these meetings.

Additionally, the Clery Compliance Officer sends an email bi-annually to all identified "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 non-campus 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 that no incident is "double reported."

This report includes information on crime prevention, crime reporting, fire safety, and statistics about crimes and fires that occurred during the previous three years on our reportable Clery geography. 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 this 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. Anyone, including prospective students and prospective employees, may obtain a hard copy of this report by calling the Florida Tech Department of Security at 321-674-8112 or by visiting the Security Welcome Center at 3126 Panther Place, Melbourne, Florida 32901. The Clery Act statistics published in this report are also provided to the Department of Education electronically.

The 2024 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 campus. This Annual Security Report and Annual Fire Safety Report in compliance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092(f), also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

By October 1st of each 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 Report is available through the Department's website. The 2024 Annual Security and Fire Safety Report is available on the web at: <https://www.fit.edu/security/-crime-awareness-and-clery-act/>.

Please browse our website at: [Florida Tech Security](https://www.fit.edu/security/) for additional services provided by the Department of Security.

The Emil Buehler Center for Aviation Training

While considered a separate campus, this location remains under the authoritative scope of the university. It is 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 non-campus properties exist at this location.

The Florida Tech Spaceport Education Center Campus

While considered a separate campus, this location remains under the authoritative scope of the university. The Florida Tech Spaceport Education Center Campus receives security services from the Titusville Police Department. It is served by the same disciplinary functions of the main campus. It should be noted that no residence hall facilities or non-campus properties exist at this location.

The Florida Tech Orlando Education Center Campus

While considered a separate campus, this location remains under the authoritative scope of the university. The Florida Tech Orlando Education Center Campus receives security services from the Orlando Police Department. It is served by the same disciplinary functions of the main campus. It should be noted that no residence hall facilities or non-campus properties exist at this location.

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, Panther Bay residential properties, Applied Research Laboratory, The Emil Buehler Center for Aviation Training, Center for Aeronautics Innovation, and the Center for Advanced Manufacturing and Innovative Design. The primary office of the Department of Security is located on the Main Campus in the Security Welcome Center, located at 3126 Panther Place. 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 80 clearly identifiable outdoor emergency telephones (blue light phones) located throughout the campus. These phones are located in parking lots, parking garages, the botanical gardens, and elevators to report crimes, emergencies, or to request security or police services. Anyone wishing to make a report can do so at the main campus security office or through contacting the emergency or non-emergency numbers listed in this report.

Florida Tech Main Campus Emergency Number 321-674-**8111**.

Florida Tech Main Campus Non-Emergency Number 321-674-8112.

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 reported at: [Anonymous Tips](#).

Department of Security Mission and Values

The mission of the Florida Tech Department of Security is to support the educational mission of the University by promoting safety, providing a variety of emergency services, and working in collaboration with the entire university and the community. The Department of Security will partner with students, faculty, staff and visitors to provide a safe and secure learning environment. The goal is to deliver high quality, professional, efficient, and consistent safety services to the campus and to proactively build and strengthen specialized partnerships that engage the community through education and awareness to reduce crime.

"Professionally and compassionately providing a safe learning environment."

Our core values are:

- Professionalism
- Compassion
- Integrity
- Pride

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 demonstrates 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 members of the security department are committed to the continued safety and security of every community member.

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 Affairs Responsibilities

The Division of Student Affairs, 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 through Orientation student programs, seminars and publications;
- Responding swiftly to violations of university regulations and policy expectations for student behavior regarding alcohol, drugs, interdorm visitation, and interpersonal violence;
- Stringently enforcing student regulations regarding alcohol, drugs and interdorm visitation; and
- Applying appropriate sanctions upon students found guilty of criminal acts or found responsible for other university violations, up to and including expulsion from the university.
- 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. Their responsibility is to exercise this opportunity by:

- Understanding and complying with university regulations and policies specific to students. This includes but is not limited to 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 not require proof! If in doubt, report it.

Employee Responsibility

The employee's role of crime prevention and security responsibility involves:

- Being alert to observe suspicious persons or activities on campus and report concerns 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 their individual workplace.

Everyone's Responsibility

Each member of the campus community plays an important role in their own safety and security by being aware of their surroundings. Everyone is encouraged to be aware of the potential dangers in your surroundings and avoid situations that may 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. The Department of Security has an excellent and close working relationship with the neighboring police departments, which also often patrol campus property.

The university has a good working relationship with local law enforcement including the Melbourne, Palm Bay, Titusville, Orlando Police Departments and the Brevard County Sheriff's Office.

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.

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 regarding the investigation of alleged criminal offenses, the Florida Tech Department of Security maintains close working relationships with the Melbourne Police Department, Palm Bay Police Department, Titusville Police Department, Orlando Police Department and the 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 Emergency Medical Services. 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 Division of Student Affairs.

Crime Report, Arrest, and Referral Statistics

The Florida Tech Department of Security is responsible for collecting this data and preparing this report. The department works directly with various departments at Florida Tech, as well as the Melbourne, Palm Bay, Titusville, Orlando Police Departments, and the Brevard County Sheriff's Office to collect this information. Statistics reflect reports made to university campus security authorities as well as 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. The Annual Security and Fire Safety reports are available through the Department's website. The 2024 Annual Security and Fire Safety Report is available on the web at: <https://www.fit.edu/security/-crime-awareness-and-clery-act/>.



Daily Crime Log

In accordance with the Clery Act, Florida Tech maintains an electronic daily crime log in the Department of Security. This includes all alleged criminal incidents reported that occur on campus, in non-campus buildings or properties, on the public property running through or immediately adjacent to campus. The Department of Security is located in the Security Welcome Center, located at 3126 Panther Place. The crime log can also be accessed at [Crime Logs](#).

The crime log for the most recent 60-day period may be inspected during normal university business hours. Any person may have access to the crime log, whether or not they are associated with Florida Tech. Additionally, a kiosk is available in the main lobby of the Security Welcome Center located at 3126 Panther Place to review the crime log at any time. Any portion of the log older than 60 days will be made available within two business days of a request.

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 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 Security Welcome Center, located at 3126 Panther Place.

Florida Tech Main Campus Emergency Number 321-674-**8111**.

Florida Tech Main Campus Non-Emergency Number 321-674-8112.

The university provides exterior emergency phones (blue light) that are located 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 911.

Off-campus reporting can be accomplished by calling the Department of Security at 321-674- 8111. Reports of crimes may also be made to:

- Vice President of Student Affairs
- Director of Security
- Security Staff
- Dean of Students
- Health Center
- Provost and Senior Vice President for Academic Affairs
- 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.



Reporting Crimes and Other Emergencies

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 the numbers below:

Brevard County Sheriff's Office - Dispatch	321-253-6658
Melbourne Police Department	
Emergency	911
Non-Emergency	321-608-6731
Palm Bay Police Department (Panther Bay/Rivers Edge/Center for Advanced Manufacturing and Innovative Design (CAMID))	
Emergency	911
Non-Emergency	321-952-3456

Florida Tech Main Campus Emergency

(321) 674-8111 or 8111 from any university telephone.

Florida Tech Main Campus Non-Emergency

(321) 674-8112

The Florida Tech Spaceport Education Center Campus

To help provide a safe and secure environment, all members of the Spaceport Education Center community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe, even if the victim of such crime elects or is unable (physically/mentally) to make such a report. Students, faculty, staff and guests are encouraged to report crimes and public safety related incidents by contacting the Spaceport Education Center Staff at 321-674-8518 or via email at spaceport-admin@fit.edu. The Florida Tech Spaceport Education Center Campus receives security services from the Titusville Police Department. The Titusville Police Department is located at, 1100 John Glenn Blvd., Titusville, FL 32780. The Titusville Police Department, conducts criminal investigations, oversees traffic control, and maintains general law and order at the Spaceport Education Center.

Brevard County Sheriff's Office - Dispatch	321-253-6658
Titusville Police Department	
Emergency	911
Non-Emergency	321-264-7800

The Florida Tech Orlando Education Center Campus

To help provide a safe and secure environment, all members of the Orlando Education Center community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe, even if the victim of such crime elects or is unable (physically/mentally) to make such a report. Students, faculty, staff and guests are encouraged to report crimes and public safety related incidents by contacting the Orlando Education Center Staff at 407-629-7132 or via email at Orlando@fit.edu. The Florida Tech Orlando Education Center Campus receives security services from the Orlando Police Department. The Orlando Police Department is located at, 1250 West South Street, Orlando, FL 32805. The Orlando Police Department, conducts criminal investigations, oversees traffic control, and maintains general law and order at the Orlando Education Center.

Orlando Police Department	
Emergency	911
Non-Emergency	321-235-5300

Pastoral and Professional Counselors (Crime Reporting)

Because of the negotiated rulemaking 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 rulemaking 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 his or her license or certification.

Campus Security Authorities (CSA's)

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 they received. 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.

Campus Security Authority Main Campus

This is a partial list of those considered CSA's (Campus Security Authorities) on the **Main Campus**:

Title	Telephone Number
Director, Equal Opportunity and Title IX Coordinator	321-309-3068
Director of Security	321-674-8113
Vice President of Student Affairs	321-674-7386
Provost and Senior Vice President for Academic Affairs	321-674-8795
Department of Security	321-674-8111
Athletics Director	321-674-7209
Athletic Coaches	321-674-8290
Director of Residence Life	321-674-7742
Dean of Students	321-674-7371
Vice President of Human Resources	321-674-8100

Campus Security Authority Spaceport Campus

Below is the contact information for the CSA's (Campus Security Authorities) on the **Spaceport Educational Center Campus**:

Title	Telephone Number
Senior Administrator	321-674-8518

Campus Security Authority Orlando Campus

Below is the contact information for the CSA's (Campus Security Authorities) on the **Orlando Education Center Campus**:

Title	Telephone Number
Director	407-629-7358
Administrator	407-630-7893
Sr. Administrator	407-629-7289

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: [Campus Security Authorities \(CSAs\)](#)

Voluntary Confidential Reporting

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, except in cases of sexual violence in which we are required to report the information to the Title IX Coordinator. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

With such information, the university can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger if necessary. Reports filed in this manner 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 Main Campus

The outside doors on all residence halls are locked 24 hours a day except for the main entrances to Wood, Shaw and Grissom Hall's which are unlocked during normal business hours. 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 their 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.

If a student is locked out of their residence hall room, a security officer may open the room with a master key. A log is maintained by the Department of Security of individuals making this request.

Unauthorized locks may not be put on room doors. Any change or addition of locks must be done by Locksmith\Access Control personnel and only by request of the Director of Security.

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 the Department of Security in advance. Faculty/staff will be required to present identification at this time.

Florida Tech Spaceport Education Center

The Florida Tech Spaceport Education Center site opens its office doors at 7 AM Monday – Thursday, and 8 AM on Friday. The Spaceport Education Center personnel exit the Florida Tech area at 5 PM Monday – Friday. Student classes – Adjuncts arrive prior to 5 PM for class. If past 5 PM, each instructor has their own key to enter the office area/classrooms and allow students to enter.

The students and faculty/staff gain access through the main door to enter the Space Coast Business Center which remains unlocked for entry. Adjuncts lock Florida Tech office area door and main building door when classes are dismissed. Office area also has an emergency exit clearly marked and lighted.

Florida Tech Orlando Education Center

The Florida Tech Orlando Education Center building is open Monday – Friday from 7 AM to 6 PM and Saturdays from 8 AM to 1 PM. The Florida Tech Orlando suite is open Monday – Friday from 9 AM to 8 PM and Saturdays from 8 AM to 1 PM. If students require access afterhours, the Florida Tech Orlando Staff provide them a keycard.

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. Security Officers report all hazards discovered during routine patrols.

Florida Tech Spaceport Education Center

The Florida Tech Spaceport Education Center academic area has alarms which are tested regularly. There is currently no video surveillance. There is no access monitoring at this site.

Florida Tech Orlando Education Center

The Florida Tech Orlando Education Center building is equipped with alarms and video surveillance. Alarms are tested regularly. Access to the building is monitored by building management.

Communications Center

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

Monitoring Criminal Activity at Non-Campus 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 non-campus 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 law enforcement agencies that have jurisdiction for all our non-campus 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 Dean of Students maintains contact with recognized fraternity and sorority organizations. During the calendar year 2023, 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 help manage the event.

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.

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.

The University's Emergency Operations Plan is reviewed on an annual basis for updates. The most current update took place in April 2024. 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:

1. Preparedness: Planning for an emergency or disaster event;
2. Response: The planned response to an emergency or disaster event;
3. Recovery: The process of returning to normal operations; and
4. 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
- 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 Housing Living Guide, on the university web site and on posters placed in campus buildings.

Students residing in on-campus housing must submit a hurricane evacuation plan annually, to the Dean of Students Office, to show that they have considered how they will respond should a mandatory evacuation of the campus be required.

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)

Upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees, the University will, without delay, and taking into account the safety of the community, determine the content of an Emergency Notification (Rave Alert) and initiate its emergency notification procedures, unless issuing a notification will, in the professional judgement of the first responders, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. "Immediate threat" as used here includes an imminent or impending threat. Examples of significant emergencies or dangerous situations may include but are not limited to: an outbreak of meningitis, norovirus, or other serious illness; approaching hurricane or other extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder; active shooter; bomb threat; civil unrest or rioting; explosion; and chemical or hazardous waste spill.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification

System: The initial and primary responder to emergencies will normally be the Department of Security. It is possible that the initial and primary responder may be different, particularly for incidents such as an outbreak of serious illness; extreme weather conditions; earthquake; gas leak; or chemical or hazardous waste spill. In either situation, the ranking or senior officer/administrator on the scene will quickly assess the situation and notify the Director of Security (or designee), or in their absence, the highest-ranking officer in Florida Tech Department of Security.

The Director (or highest-ranking officer) will take immediate steps to confirm whether the incident constitutes a "significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees," such that an Emergency Notification (Rave Alert) is warranted. If time permits, the Director (or highest-ranking officer) may consult with other senior administrators at the University. If the consultation would result in a significant delay in disseminating the information, the Department of Security will send alerts on its own initiative, using predetermined templates.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

The appropriate segment or segments of the university community will receive a notification and that will be determined by the information available at the time. The Director of Security (or designee), together with Vice President for External Affairs and

Strategic Advisor to the President, will continually evaluate the situation and assess the need to notify additional segments of the campus population.

Determining the Contents of the Emergency Notification: The content of an Emergency Notification (Rave Alert) will include the nature of the emergency or dangerous situation; the particular location or individuals affected by the emergency or dangerous situations; and any other critical information necessary in order to allow members of the university community to take preventive measures.

Procedures Used to Notify the Campus Community: In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an emergency. These methods of communications may be issued in many ways, including, but not limited to:

- Rave Alert
- Florida Tech First Safety App
- Florida Tech home page posting (banner at top of page)
- Alertus External Notification System
- Email (University distribution lists)

For additional information visit: [Safety Alerts](#).

Timely Warnings

The University will issue a Timely Warning to the campus community for Clery-reportable crimes occurring on the University's Clery Act geography that are reported to Campus Security Authorities or local police agencies, and that are considered by the University to represent a serious or continuing threat to students and employees. These will be released as soon as pertinent information is available.

Clery Reportable Crime means: crimes required by the Clery Act to be reported annually to the University community, including: criminal homicide (murder and non-negligent manslaughter and manslaughter by negligence); sex offenses (rape, fondling, statutory rape, and incest); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) weapon law violations.

Clery Act geography, in general, means: on-campus buildings or property, including residence and other student housing complexes, which are owned or controlled by the University; non-campus property, which means (1) any building or property owned or controlled by a student organization that is officially recognized by the institution (this does not include unaffiliated or unrecognized student organizations); or (2) any building or property owned or controlled by an institution that is 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; and certain public property within or immediately adjacent to campus.

Whether an incident constitutes a serious or continuing threat to students and employees is a case-by-case determination. In general, this means that there is a risk of students or employees becoming victims of a similar crime. For example, if a robbery is reported on campus and the alleged perpetrator has not been caught, the risk is there. If the alleged perpetrator was apprehended, there may be no continuing risk if the perpetrator acted alone. Other questions that may be asked are: does a criminal incident appear to be a one-time occurrence, or does it fall into a pattern of reported crimes?

Circumstances for a Release of a Timely Warning

At Florida Tech a Timely Warning will be issued when (1) a Clery Reportable Crime occurs on Clery Geography; (2) the Clery Reportable Crime is reported to Campus Security Authority or local police; (3) the Clery Reportable Crime is considered to represent a serious or continuing threat to University students or employees; and (4) the Timely Warning will aid in the timely prevention of similar acts.

Clery Reportable Crimes. Typically, Clery Reportable Crimes such as arson; aggravated assault; criminal homicide; robbery; burglary; rape, fondling, incest, statutory rape; and hate crimes may initiate a Timely Warning. However, as necessary, and at the discretion of the Director of Security or designee, Timely Warnings may be issued for other non-Clery Reportable crimes if they pose a serious or continuing threat to University students or employees.

Exceptions. The University will not provide a Timely Warning with respect to crimes reported to a pastoral or licensed mental health counselor.

Victim Information. Timely Warnings will be distributed in a way that withholds as confidential the names and other identifying information of victims.

Factors for a Timely Warning

In determining whether to issue a Timely Warning, the following factors will be considered:

- i. The **nature of the crime**, including whether it was an isolated incident or something that poses a continuing threat, whether violence was part of the crime, whether there were multiple victims, whether any victims were minors, and whether a suspect utilized drug(s) as part of the crime;
- ii. The **continuing danger to the University Community**, including whether members of the university community are at risk of becoming victims of a similar crime, whether the alleged perpetrator has been apprehended; whether there were multiple perpetrators and some have not been apprehended; whether the perpetrator(s) has a history of non-compliance with university issued directives, such as a trespass notice; whether the perpetrator(s) has a history of violence; and whether there are signs of a pattern of crimes;
- iii. The **possible risk of compromising law enforcement efforts**, including whether specific information should be included or omitted given law enforcement efforts, such as investigatory actions being undertaken.

Responsibility for a Timely Warning

The Director of Security will be responsible for issuing a Timely Warning in consultation with the appropriate personnel involved in Clery compliance. The Vice President for External Affairs and Strategic Advisor to the President will be responsible for assisting in the delivery of the Timely Warning to members of the university community. For these reasons, CSA's and local law enforcement should report Clery Crimes to the Florida Tech Department of Security immediately upon receipt of such a report.

Dissemination of a Timely Warning

Timely Warnings will be disseminated in a manner reasonably likely to reach the members of the university community and allow for them to take appropriate steps to protect themselves. Specifically, Timely Warnings may be issued in many ways, including, but not limited to:

- Florida Tech home page posting
- University alert system
- Email (University distribution lists)
- Posters and/or flyers

Content of a Timely Warning

The following information is typically included in a Timely Warning if available:

- The type of crime reported, including any specific information related to the potential serious or ongoing threat;
- The persons or locations that might be affected;
- Any connection to a previous incident or incidents, if any;
- Description of the suspect or suspects;
- Date and time the warning was released;
- Any other relevant information that may be applicable to the crime; and
- Any applicable safety tips specific to the crime or threat involved.

For instances in which a timely warning is not required, Florida Tech Department of Security may choose to issue a "Community Notice" notifying the university community of the issue. The content of a community notice may vary depending on the type of incident reported and the location in which it occurred.

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 [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-site location(s) will be announced at time of evacuation and be dependent upon type of emergency.)

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.
- Students with disabilities, who need assistance in an emergency, should register with the Office of Accessibility Resources to let them know of any needs, such as ambulatory, vision, hearing, etc.

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 in 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 their designee and the Director of Security will order the lockdown if deemed necessary. Notification of a lockdown will be made via Rave Alert Mass Notification System, Florida Tech Safe App, 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.

Severe Weather Emergencies

National Weather Service Accreditation

Florida Tech is accredited as a Storm Ready University and was recently recertified through 2027. Storm Ready is a National Weather Service program created to ensure American communities have advance warning systems and methodologies to alert their residents of hazardous weather.

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.

Tornado Guidelines

Tornadoes 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.

Hurricane Guidelines

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, and the Hurricane Emergency Implementation Team 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 RAVE Alert mass notification system will be utilized only under extreme circumstances when information needs to be sent and received immediately. For additional information go to [2024 Hurricane Guide](#).

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 room.
- Stay inside during the height of any storm.
- Have prepackaged snacks and water in your room in case the weather does not permit you to go to the dining hall for a meal.
- Stay away from windows and glass doors during high winds or lightning.
- Check your email at least every few hours.
- Place plastic coverings over your computer or other electronic equipment if you leave your residence hall room for an extended period.
- If you go outdoors immediately after a severe storm, watch for fallen power lines or hazardous debris.

Security Awareness Programs

During orientation programs in the fall and spring semesters, 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, Student Affairs and the Department of 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 Affairs staff presents safety awareness programs to students each semester. These programs include such topics as “acquaintance rape” and “sexual assault.”

During the 2023-2024 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 – 7 classes
- Situational Awareness Training – 7 classes
- Rape Aggressive Defense training – 1 class
- Front Desk Safety – 2 classes
- AED/CPR training – 1 class
- Fire Extinguisher training – 2 classes
- Fire Safety Awareness Presentation – 2 classes
- 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 Department’s Training Officer at 321-674-8112 to schedule a program. For more information on Safety and Security Tips visit the Department of Security webpage at [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, they 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.

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 had determined the student was missing) and the Vice President for Student Affairs will notify 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 Department of Security will contact the police department. Contact will be made no later than 24 hours after the student is determined to be missing. If the student is over the age of 18 and has not provided a missing person's confidential contact, the student's parent or legal guardian will be contacted under the emergency exception to the Family Education Rights and Privacy Act.

If the missing student is under the age of 18 and is not an emancipated individual, the Vice President for Student Affairs 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.

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 Florida Tech Security, Vice President for Student Affairs or designee and law enforcement in the case of a missing person investigation.

Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.

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, county and state law enforcement agencies with jurisdiction on/or surrounding any of the university's properties. 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 <http://ope.ed.gov/security>.

Clery Act Crime Definitions

Murder/Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are **excluded**.

Manslaughter by Negligence

The killing of another person through gross negligence.

Robbery

The taking or attempting to take anything from value of 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 means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential 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 larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding)

Arson

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

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's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

NOTE: The above listed crime definitions from the Uniform Crime Reporting Handbook

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape

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, including instances in which the victim is incapable of giving consent.

Fondling

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

Incest

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

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

NOTE: The above listed crime definitions from the Uniform Crime Reporting Handbook, 2013 Revised UCR definition of Rape, as prescribed by 2014 VAWA Negotiated Rulemaking Final Consensus Language.

Hate Crimes

The university is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, manslaughter by negligence, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

Larceny

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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.

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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc... the assault is then also classified as a hate/bias crime.

Other Offenses (VAWA)**Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim:

1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

Domestic Violence

A felony or misdemeanor crime of violence committed:

1. By a current or former spouse or intimate partner of the victim.
2. By a person with whom the victim shares a child in common.
3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's safety or the safety of others; or
2. Suffer substantial emotional distress.
3. For the purpose of this definition, Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
4. Report the location as where a perpetrator engaged in the stalking course of conduct or where a victim first became aware of the stalking.

5. Report any additional behaviors that meet the above definition of Stalking if they occur or continue to occur after an official intervention has been put in place, including, but not limited to, an institutional disciplinary action or the issuance of a no contact order, restraining order or any warning by the institution or a court.

NOTE: Additions from 2014 VAWA Negotiated Rulemaking Final Consensus Language

Geography Definitions from the Clery Act

On-Campus

On-Campus defined as: (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).

Non-Campus Building or Property

Non-Campus Building or Property defined as: (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 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 Non-Campus 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

Public Property defined as: 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

On-Campus Student Housing Facility defined as: 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 is 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 Non-campus 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 determine a crime is 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: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>

Their toll-free number is: 1-888-357-7332

CRIME STATISTICS

MAIN CAMPUS

BUEHLER AVIATION CAMPUS

SPACEPORT EDUCATION CENTER CAMPUS

ORLANDO EDUCATION CENTER CAMPUS

CRIME STATISTICS 2021, 2022 & 2023

FLORIDA TECH MAIN CAMPUS

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

Offense Type	Calendar Year	On Campus (including Residential)	Non-Campus	Public Property	Totals	On Campus (Residential Only)
Murder & Non-Negligent Manslaughter	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Rape	2023	8	0	0	8	7
	2022	6	1	0	7	6
	2021	1	6	0	7	1
Fondling	2023	124*	2	2	128*	124*
	2022	1	1	0	2	1
	2021	0	0	0	0	0
Incest	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Statutory Rape	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Robbery	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Aggravated Assault	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	3	1	0	4	3
Burglary	2023	7	0	0	7	4
	2022	12	2	0	14	12
	2021	8	1	0	9	8
Motor Vehicle Theft	2023	11	0	0	11	1
	2022	1	0	0	1	0
	2021	2	0	0	2	0
Arson	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	2	0	0	2	0
VAWA Offences						
Domestic Violence	2023	1	0	0	1	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Dating Violence	2023	5	0	0	5	4
	2022	3	0	0	3	3
	2021	1	6	0	7	1
Stalking	2023	6	1	0	7	3
	2022	5	0	0	5	0
	2021	5	0	0	5	1

*122 Fondling: 47 – Reported by one victim with one suspect between July 5 and August 22, 2022, in Student Housing.
75 – Reported by one victim with one suspect between June 30 and October 15, 2022, in Student Housing.

For reporting purposes, “Residential Only” statistics are included in On Campus statistics.

CRIME STATISTICS 2021, 2022 & 2023

FLORIDA TECH MAIN CAMPUS

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

Offense Type	Calendar Year	On Campus (including Residential)	Non-Campus	Public Property	Totals	On Campus (Residential Only)
Arrests						
Liquor Law Violations	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Drug Law Violations	2023	1	0	0	1	0
	2022	4	0	0	4	0
	2021	1	0	0	1	0
Weapons Law Violations	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Referred for Disciplinary Action						
Liquor Law Violations	2023	76	16	0	92	76
	2022	99	19	0	118	95
	2021	94	9	0	103	92
Drug Law Violations	2023	20	8	0	28	20
	2022	30	0	0	30	22
	2021	28	0	0	28	28
Weapons Law Violations	2023	9	3	0	12	8
	2022	3	1	0	4	3
	2021	3	0	0	3	2
Hate Crime Statistics						
2023	One (1) case of intimidation motivated by race occurring on campus/student housing for 2023.					
2022	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2022.					
2021	One (1) case of Intimidation motivated by bias occurring on-campus for 2021.					
Unfounded Crimes						
2023	Zero (0) unfounded crimes for 2023.					
2022	Zero (0) unfounded crimes for 2022.					
2021	Zero (0) unfounded crimes for 2021.					

For reporting purposes, "Residential Only" statistics are included in On Campus statistics.

CRIME STATISTICS 2021, 2022 & 2023

FLORIDA TECH 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.

Offense Type	Calendar Year	On Campus	Non-Campus	Public Property	Totals
Murder & Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Fondling	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

No residential housing at this location.

No reported crimes for the years 2021, 2022 & 2023.

CRIME STATISTICS 2021, 2022 & 2023

FLORIDA TECH 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.

Offense Type	Calendar Year	On Campus	Non-Campus	Public Property	Totals
Arrests					
Liquor Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Referred for Disciplinary Action					
Liquor Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Hate Crime Statistics					
2023	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2023.				
2022	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2022.				
2021	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2021.				
Unfounded Crimes					
2023	Zero (0) unfounded crimes for 2023.				
2022	Zero (0) unfounded crimes for 2022.				
2021	Zero (0) unfounded crimes for 2021.				

CRIME STATISTICS 2021, 2022 & 2023

FLORIDA TECH SPACEPORT EDUCATION CENTER CAMPUS

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

Offense Type	Calendar Year	On Campus	Non-Campus	Public Property	Totals
Murder & Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Fondling	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

No residential housing at this location.

No reported crimes for the years 2021, 2022 & 2023.

CRIME STATISTICS 2021, 2022 & 2023

FLORIDA TECH SPACEPORT EDUCATION CENTER CAMPUS

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

Offense Type	Calendar Year	On Campus	Non-Campus	Public Property	Totals
Arrests					
Liquor Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Referred for Disciplinary Action					
Liquor Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Hate Crime Statistics					
2023	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2023.				
2022	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2022.				
2021	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2021.				
Unfounded Crimes					
2023	Zero (0) unfounded crimes for 2023.				
2022	Zero (0) unfounded crimes for 2022.				
2021	Zero (0) unfounded crimes for 2021.				

CRIME STATISTICS 2021, 2022 & 2023

FLORIDA TECH ORLANDO EDUCATION CENTER CAMPUS

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

Offense Type	Calendar Year	On Campus	Non-Campus	Public Property	Totals
Murder & Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Fondling	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

No residential housing at this location.

No reported crimes for the years 2021, 2022 & 2023.

CRIME STATISTICS 2021, 2022 & 2023

FLORIDA TECH ORLANDO EDUCATION CENTER CAMPUS

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

Offense Type	Calendar Year	On Campus	Non-Campus	Public Property	Totals
Arrests					
Liquor Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Referred for Disciplinary Action					
Liquor Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons Law Violations	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Hate Crime Statistics					
2023	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2023.				
2022	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2022.				
2021	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2021.				
Unfounded Crimes					
2023	Zero (0) unfounded crimes for 2023.				
2022	Zero (0) unfounded crimes for 2022.				
2021	Zero (0) unfounded crimes for 2021.				

FIRE SAFETY AND FIRE STATISTICS

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 the Department of Security in person, located in the Security Welcome Center at 3126 Panther Place.

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 requires 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.

Procedures for Students and Employees in the Event of a Fire

- Evacuate the building immediately when an alarm is activated or there is evidence of a fire.
- Manually activate the nearest fire alarm system if the 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 and 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 at the beginning of each Fall and Spring 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 person's 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, wax melt systems, kerosene lamps, space heaters, lighter fluid, charcoal, gasoline or other combustible fuels (e.g. propane, sterno, etc.) halogen lamps, containers for storing combustible fluids (including any apparatus fueled by combustible fluids, whether filled with fuel or not [e.g. gas-powered tools], any device with an open coil (e.g. hotplates), toaster ovens, any device with a flame, decorations, affixed to doors, walls, and ceilings that are not made of non-combustible material or properly treated with fire retardant material, extension cords without a surge protector, 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
- Director of Housing
- 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.
- 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.

Fire Safety Education and Training

During the first week of school, students living in university housing meet with their residence hall assistants or professional staff personnel. During that initial meeting, they are told what actions to take during a fire, where the exits are located, and where the reunification areas are for each area. Fire safety is a topic covered for employees during the New Employee Orientation. Fire safety training is also available for all members of the Florida Tech community through the classes offered by the Department of Security or upon request by contacting the department.

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 the Security Welcome Center at 3126 Panther Place 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 hard-wired addressable fire alarm systems, which are monitored twenty-four hours a day, seven days a week by Campus Security and American Total Protection (ATP). All of our residence halls are equipped with smoke detectors, signage, and emergency lighting. Individual smoke detectors are in all the student's rooms. Smoke detector batteries are checked monthly by the residential housing staff in those 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 below are the names of the residence halls with a description of the fire alarm systems at each location.



Residence Halls Fire Alarm Systems

Florida Tech – Location (Fire)	Building	Monitored	Fire Alarm Control Panel	Annunciator	Pull Stations	Smoke Detectors	Duct Smoke Detectors	Heat Sensors	Water Flow Sensors	Horn/Bell	Strobe	Horn/Strobe	Photo Detectors	Fire Drills
Commons - Columbia Village 50 Babbling Brook Place Melbourne, FL	100	Yes	Fire-lite ES-50x	1	3	2	0	2	0	0	2	5	0	2
Chawla Hall -Columbia Village 40 Babbling Brook Place Melbourne, FL	101	Yes	Fire-lite ES-50x	1	6	1	0	1	1	25	0	6	0	2
Husband Hall -Columbia Village 30 Babbling Brook Place Melbourne, FL	102	Yes	Fire-lite ES-50x	1	6	1	0	2	1	25	0	6	0	2
Ramon Hall – Columbia Village 20 Babbling Brook Place Melbourne, FL	103	Yes	Fire-lite ES-50x	1	6	1	0	0	1	25	0	6	0	2
McCool Hall – Columbia Village 10 Babbling Brook Place Melbourne, FL	104	Yes	Fire-lite ES-50x	1	6	1	0	2	1	25	0	6	0	2
Anderson Hall – Columbia Village 15 Babbling Brook Place Melbourne, FL	105	Yes	Fire-lite ES-50x	1	6	1	0	2	1	25	0	6	0	2
Brown Hall – Columbia Village 25 Babbling Brook Place Melbourne, FL	106	Yes	Fire-lite ES-50x	1	6	1	0	2	1	25	0	6	0	2
Clark Hall – Columbia Village 60 Babbling Brook Place Melbourne, FL	107	Yes	Fire-lite ES-50x	1	6	1	0	2	1	25	7	6	0	2
Shaw Hall 2785 S. Country Club Rd. Melbourne, FL	114	Yes	NFS-320	1	11	109	0	5	0	0	17	48	0	2
Grissom Hall 2765 S. Country Club Rd. Melbourne, FL	115	Yes	NFS-320	1	11	105	0	4	0	0	12	53	0	2
Campbell Hall 2725 S. Country Club Rd. Melbourne, FL	116	Yes	NFS-320	1	10	108	0	0	0	0	18	25	0	2
Wood Hall 2705 S. Country Club Rd. Melbourne, FL	117	Yes	NFS-320	1	7	102	0	0	0	0	16	31	0	2
Roberts Hall 2625 S. Country Club Rd. Melbourne, FL	118	Yes	GV4	1	29	210	14	0	15	0	0	91	0	2
Evans Hall 2745 S. Country Club Rd. Melbourne, FL	119	Yes	NFS-320	0	16	120	4	0	0	0	16	88	0	2
Brownlie Hall 2780 S. Country Club Rd. Melbourne, FL	376	Yes	NFS-320	1	6	37	0	1	0	0	4	12	0	2
Southgate A, 2 Story 50 E. Southgate Blvd. Melbourne, FL	375	Yes	SK5209	0	6	1	0	1	0	12	0	6	0	2
Southgate B, 2 Story 57 E. Southgate Blvd. Melbourne, FL	377	Yes	ESL1500	0	6	12	0	1	0	0	0	9	0	2

Florida Tech – Location (Fire)	Building	Monitored	Fire Alarm Control Panel	Annunciator	Pull Stations	Smoke Detectors	Duct Smoke Detectors	Heat Sensors	Water Flow Sensors	Horn/Bell	Strobe	Horn/Strobe	Photo Detectors	Fire Drills
Southgate C, 2 Story 2810 Albemarle St. Blvd. Melbourne, FL	378	Yes	ESL1503	0	6	8	0	1	0	0	1	6	0	2
Southgate D, 2 Story 2826 Albemarle St. Melbourne, FL	379	Yes	ESL1500	0	6	12	0	1	0	0	0	10	0	2
Southgate E, 2 Story 47 E. Southgate Blvd. Melbourne, FL	380	Yes	MS-5UD	0	5	12	0	1	0	0	0	10	0	2
Southgate H, 2 Story 2846 Albemarle St. Melbourne, FL	381	Yes	ESL1500	0	6	20	0	1	0	0	0	10	0	2
Southgate K, 3 Story 2856 Albemarle St. Melbourne, FL	382	Yes	SK5204	1	9	0	0	1	0	0	2	24	0	2
Southgate L, 3 Story 2876 Albemarle St. Melbourne, FL	383	Yes	Bosh D7024	1	9	0	0	1	0	0	0	24	0	2
Southgate M, 3 Story 2866 Albemarle St. Melbourne, FL	385	Yes	SK5204	1	9	0	0	1	0	0	0	24	0	2
Harris Village - Hartley 3306 Engineering St. Melbourne, FL	650	Yes	Fire Lite MS 9600 UDLS	1	15	2	0	41	6	200	10	35	0	2
Harris Village - Farmer 3316 Engineering St. Melbourne, FL	651	Yes	Fire Lite ES 200X	1	15	2	1	40	6	0	8	55	0	2
Harris Village - C 3326 Engineering St. Melbourne, FL	652	Yes	Fire Lite ES 200X	1	15	2	1	40	6	140	8	35	0	2
Mary Star of the Sea 3311 S. Babcock St. Melbourne, FL	750MSS	Yes	Silent Knight 5820XL	1	9	15	2	1	2	0	3	33	15	2

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.

2023 Fire Statistics for On-campus Student Housing Facilities

Residence Halls	Total # of Fires	Fire #	Cause of Fire	Injuries	Deaths	Property Damage Value
Commons - Columbia Village 50 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Chawla Hall -Columbia Village 40 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Husband Hall -Columbia Village 30 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Ramon Hall – Columbia Village 20 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
McCool Hall – Columbia Village 10 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Anderson Hall – Columbia Village 15 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Brown Hall – Columbia Village 25 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Clark Hall – Columbia Village 60 Babbling Brook Place Melbourne, FL	1	1	Unintentional: Cooking-Food	0	0	\$100-\$199
Shaw Hall 2785 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Grissom Hall 2765 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Campbell Hall 2725 S. Country Club Rd. Melbourne, FL	1	1	Unintentional: Air Handler Malfunction	0	0	\$100-\$199
Wood Hall 2705 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Roberts Hall 2625 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Evans Hall 2745 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Brownlie Hall 2780 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Southgate A, 2 Story 50 E. Southgate Blvd. Melbourne, FL	0	0	N/A	0	0	0

Residence Halls	Total # of Fires	Fire #	Cause of Fire	Injuries	Deaths	Property Damage Value
Southgate B, 2 Story 57 E. Southgate Blvd. Melbourne, FL	0	0	N/A	0	0	0
Southgate C, 2 Story 2810 Albemarle St. Blvd. Melbourne, FL	0	0	N/A	0	0	0
Southgate D, 2 Story 2826 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate E, 2 Story 47 E. Southgate Blvd. Melbourne, FL	0	0	N/A	0	0	0
Southgate H, 2 Story 2846 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate K, 3 Story 2856 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate L, 3 Story 2876 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate M, 3 Story 2866 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Harris Village - Hartley 3306 Engineering St. Melbourne, FL	0	0	N/A	0	0	0
Harris Village - Farmer 3316 Engineering St. Melbourne, FL	0	0	N/A	0	0	0
Harris Village - C 3326 Engineering St. Melbourne, FL	0	0	N/A	0	0	0
Mary Star of the Sea 3311 S. Babcock St. Melbourne, FL	0	0	N/A	0	0	0

2022 Fire Statistics for On-campus Student Housing Facilities

Residence Halls	Total # of Fires	Fire #	Cause of Fire	Injuries	Deaths	Property Damage Value
Commons - Columbia Village 50 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Chawla Hall -Columbia Village 40 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Husband Hall -Columbia Village 30 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Ramon Hall – Columbia Village 20 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
McCool Hall – Columbia Village 10 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Anderson Hall – Columbia Village 15 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Brown Hall – Columbia Village 25 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Clark Hall – Columbia Village 60 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Shaw Hall 2785 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Grissom Hall 2765 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Campbell Hall 2725 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Wood Hall 2705 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Roberts Hall 2625 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Evans Hall 2745 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Brownlie Hall 2780 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Southgate A, 2 Story 50 E. Southgate Blvd. Melbourne, FL	0	0	N/A	0	0	0
Southgate B, 2 Story 57 E. Southgate Blvd. Melbourne, FL	0	0	N/A	0	0	0
Southgate C, 2 Story 2810 Albemarle St. Blvd. Melbourne, FL	0	0	N/A	0	0	0

Residence Halls	Total # of Fires	Fire #	Cause of Fire	Injuries	Deaths	Property Damage Value
Southgate D, 2 Story 2826 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate E, 2 Story 47 E. Southgate Blvd. Melbourne, FL	0	0	N/A	0	0	0
Southgate H, 2 Story 2846 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate K, 3 Story 2856 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate L, 3 Story 2876 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate M, 3 Story 2866 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Harris Village - Hartley 3306 Engineering St. Melbourne, FL	0	0	N/A	0	0	0
Harris Village - Farmer 3316 Engineering St. Melbourne, FL	0	0	N/A	0	0	0
Harris Village - C 3326 Engineering St. Melbourne, FL	1	1	Unintentional: Cooking Food	0	0	\$0-99
Mary Star of the Sea 3311 S. Babcock St. Melbourne, FL	1	1	Unintentional: Cooking Food	0	0	\$0-99
Melbourne Commons 3207 S. Babcock Street, Melbourne, FL 32901	0	0	N/A	0	0	0
Melbourne Commons 3217 S. Babcock Street, Melbourne, FL 32901	0	0	N/A	0	0	0
Melbourne Commons 3227 S. Babcock Street, Melbourne, FL 32901	0	0	N/A	0	0	0
Melbourne Commons 3237 S. Babcock Street, Melbourne, FL 32901	0	0	N/A	0	0	0
Melbourne Commons 3247 S. Babcock Street, Melbourne, FL 32901	0	0	N/A	0	0	0
Melbourne Commons 3257 S. Babcock Street, Melbourne, FL 32901	0	0	N/A	0	0	0
University Commons 159 E. University Blvd. Melbourne, FL 32901	0	0	N/A	0	0	0
University Commons 163 E. University Blvd. Melbourne, FL 32901	0	0	N/A	0	0	0
University Commons 169 E. University Blvd. Melbourne, FL 32901	0	0	N/A	0	0	0

Residence Halls	Total # of Fires	Fire #	Cause of Fire	Injuries	Deaths	Property Damage Value
University Commons 173 E. University Blvd. Melbourne, FL 32901	0	0	N/A	0	0	0
University Commons 179 E. University Blvd. Melbourne, FL 32901	0	0	N/A	0	0	0

2021 Fire Statistics for On-campus Student Housing Facilities

Residence Halls	Total # of Fires	Fire #	Cause of Fire	Injuries	Deaths	Property Damage Value
Commons - Columbia Village 50 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Chawla Hall -Columbia Village 40 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Husband Hall -Columbia Village 30 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Ramon Hall – Columbia Village 20 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
McCool Hall – Columbia Village 10 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Anderson Hall – Columbia Village 15 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Brown Hall – Columbia Village 25 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Clark Hall – Columbia Village 60 Babbling Brook Place Melbourne, FL	0	0	N/A	0	0	0
Shaw Hall 2785 S. Country Club Rd. Melbourne, FL	1	1	Unintentional: Electrical – Fuse blew	0	0	\$0-\$99
Grissom Hall 2765 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Campbell Hall 2725 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Wood Hall 2705 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Roberts Hall 2625 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Evans Hall 2745 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Brownlie Hall 2780 S. Country Club Rd. Melbourne, FL	0	0	N/A	0	0	0
Southgate A, 2 Story 50 E. Southgate Blvd. Melbourne, FL	0	0	N/A	0	0	0
Southgate B, 2 Story 57 E. Southgate Blvd. Melbourne, FL	0	0	N/A	0	0	0
Southgate C, 2 Story 2810 Albemarle St. Blvd. Melbourne, FL	0	0	N/A	0	0	0

Residence Halls	Total # of Fires	Fire #	Cause of Fire	Injuries	Deaths	Property Damage Value
Southgate D, 2 Story 2826 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate E, 2 Story 47 E. Southgate Blvd. Melbourne, FL	0	0	N/A	0	0	0
Southgate H, 2 Story 2846 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate K, 3 Story 2856 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate L, 3 Story 2876 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Southgate M, 3 Story 2866 Albemarle St. Melbourne, FL	0	0	N/A	0	0	0
Harris Village - Hartley 3306 Engineering St. Melbourne, FL	0	0	N/A	0	0	0
Harris Village - Farmer 3316 Engineering St. Melbourne, FL	0	0	N/A	0	0	0
Harris Village - C 3326 Engineering St. Melbourne, FL	1	1	Unintentional: Cooking - Cooking Oil	0	0	\$0-\$99
Mary Star of the Sea 3311 S. Babcock St. Melbourne, FL	0	0	N/A	0	0	0

SECTION 2:

VAWA POLICY STATEMENTS

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 [Nondiscrimination Policy and Complaint Procedures](#).

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 Assault" includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.¹ The University's definition of "Sexual Assault" is mandated by federal regulations implementing Title IX of the Education Amendments of 1972. Those regulations require the University to adopt a definition of "Sexual Assault" that incorporates various forcible and non-forcible sex crimes as defined by the FBI's Uniform Crime Reporting System. See 34 C.F.R. § 106.30(a).

Rape

"Rape" is the carnal knowledge of a person, 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 or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the vagina or penis by the sexual organ of the other person. Attempted Rape is included.

Sodomy

"Sodomy" is oral or anal sexual intercourse with another person, 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 or physical incapacity.

Sexual Assault with an Object

"Sexual Assault with an Object" is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

Fondling

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

Incest

"Incest" is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Florida law.

Statutory Rape

“Statutory Rape” is sexual intercourse with a person who is under the statutory age of consent as defined by Florida law.

Domestic Violence

Domestic violence.

- i. A felony or misdemeanor crime of violence committed—
 - a. By a current or former spouse or intimate partner of the victim;
 - b. By a person with whom the victim shares a child in common;
 - c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
 - e. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii. For the purposes of this definition—
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.

Stalking

Stalking.

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - a. Fear for the person’s safety or the safety of others; or
 - b. Suffer substantial emotional distress.
- ii. For the purposes of this definition—
 - a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
 - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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.

“Incapacitated” refers to the state where a person is incapable of giving consent. A person is incapacitated if that person is in a physical or mental state that causes the person to be unable to make a knowing and voluntary choice to engage in sexual activity or contact. A person may also become incapacitated due to many factors, including the use of alcohol and/or drugs, or when the person is asleep or unconscious, or due to intellectual or other disability. When determining incapacitation, the inquiry is whether a sober, reasonable person in the Respondent’s position should have known that the Complainant was incapacitated and could not provide consent. Evidence of incapacitation may include, but is not limited to, slurred speech, bloodshot eyes, the smell of alcohol on breath, unsteadiness when walking, vomiting, unusual behavior, etc.

“Coercion” is conduct, which can be verbal and/or physical, that includes intimidation, manipulation, or threats (either express or implied) that would reasonably cause a person to be in fear of immediate or future harm and that is undertaken to compel a person to engage in sexual activity or contact.

“Force” is the use of or threat of physical violence or intimidation, which prevents an individual from making a knowing and voluntary choice to engage in sexual conduct.

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.

Realize that it is important to intervene to help others.

- Look out for those around you.
- 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.

- New students receive education on the prevention of dating violence, domestic violence, sexual assault and stalking through a presentation by the Office of Student Life and the Department of Security during orientation. All new employees are required to complete an online training module on these topics upon hire and are required to retake the online training each year.
- As part of its ongoing campaign, the university uses a variety of strategies, such as in-person presentations by sexual assault organizations. While programming occurs throughout the year, the university also offers educational sessions and literature in coordination with nationally recognized observances such as Sexual Assault Awareness Month and Domestic Violence Awareness Month.

Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

Florida Tech Main Campus

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 321-309-3068 or titleixcoordinator@fit.edu.

Florida Tech Spaceport Education Center Campus

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Titusville Police Department at 321-264-7800. You may also contact the University's Title IX Coordinator at 321-309-3068 or titleixcoordinator@fit.edu.

Florida Tech Orlando Education Center Campus

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Orlando Police Department at 321-235-5300. You may also contact the University's Title IX Coordinator at 321-309-3068 or titleixcoordinator@fit.edu.

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 **Melbourne Campus** - Holmes Regional Medical Center, 1350 Hickory St. Melbourne, FL. 32901; 321-434-7000, **Spaceport Education Center Campus** - Parrish Medical Center 951 North Washington Ave. Titusville, FL. 32796; 321-268-6111, **Orlando Education Center Campus** - Advent Health Winter Park, 200 N. Lakemont Ave. Winter Park, FL. 32792; 407-646-7000.

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
- Titusville Police Department: 321-264-7800 (Spaceport Education Center Campus)
- Orlando Police Department: 321-235-5300 (Orlando Education Center Campus)
- 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 Department of Security is available to assist victims with filing police reports with the appropriate law enforcement agency. (Florida Tech Department of 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 <http://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. Any person who is the victim of stalking may file for a stalking injunction.

Florida Tech Main Campus

Melbourne Main 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 PM.

Florida Tech Spaceport Education Center Campus

Spaceport Education Center Campus students and staff should file petitions for injunctions with the Office of the Clerk of Court, 400 South Street, Titusville, Florida, 32780. The petition filing cutoff time is 4 PM.

Florida Tech Orlando Education Center Campus

Orlando Education Center Campus students and staff should file petitions for injunctions with the Orange County Campus students and staff should file petitions for injunctions with the Office of the Clerk of Court. The Clerk's Offices are located at 450 N. Lakemont Ave. Winter Park, Florida; 425 N Orange Ave. Orlando, Florida; 684 S. Goldenrod Rd Orlando, Florida and 2500 Discovery Dr. Orlando, Florida. The Petition filing cutoff time is 4 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 is located out of state, you are required to provide the Clerk's office with the law enforcement agency address and payment for service of process associated with the out of state service on the Respondent.

If a hearing is scheduled, **YOU MUST APPEAR AT THE HEARING**. The Respondent will be directed to appear at the hearing also. The Judge will take testimony from you and from the Respondent. If the Respondent commits another act of violence against you or returns to your property after being restrained from doing so, you should call 911. If the Respondent violates any other provisions of the Injunction for Protection, you should go to the Clerk of Court's Office during regular business hours to file a Motion for Contempt.

The university will also assist in enforcing any injunction or restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the university will take all reasonable and legal action to implement the order.

The university does not issue legal orders of protection. However, as a matter of institutional policy, the university may impose a no-contact order between individuals in appropriate circumstances. The university may also request a "no trespass warning" be issued by the appropriate local law enforcement authority if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

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
- Counseling and Psychological Services: 321-674-8050; [Student Counseling Center](#)
- Campus Chaplain-Catholic: 321-674-8045; fit.edu/ccm
- Employee Assistance Program (Staff and Faculty): 877-398-5816; 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.

State/Local Resources

Florida Tech Main Campus

- Holmes Regional Medical Center: 321-434-7000 1350 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

Florida Tech Spaceport Education Center Campus

- Parrish Medical Center 951 North Washington Ave., Titusville, FL. 32780. 321-268-6111
- Brevard County Mental Health Department, 400 South Street, Titusville, FL. 32780. 321-264-5350
- SAVS 400 Julia St. Titusville, FL. 32796

Florida Tech Orlando Education Center Campus

- Advent Health Winter Park 200 N. Lakemont Ave. Winter Park, FL. 32792. 407-646-7000
- Victim Service Center of Central Florida 2111 E. Michigan Street, Ste. 210 Orlando, FL. 32806. 407-254-9415
- Harbor House of Central Florida 708 E. Colonial Dr. #201 Orlando, FL. 32803. 407-886-2856
- Central Florida Behavioral Hospital 6601 Central Florida Pkwy Orlando, FL. 32821. 407-370-0111

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
- US Dept. of Justice Office on Violence Against Women: justice.gov/ovw
- National Coalition Against Domestic Violence: ncadv.org
- National Sexual Violence Resource Center: nsvrc.org
- U.S. Citizenship and Immigration Services: uscis.gov
- Immigration Advocates Network: 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 the Department of Security or local law enforcement.

Requests for accommodations or protective measures should be made to the Title IX Coordinator at Miller Building, Room 109, 321-309-3068 or titleixcoordinator@fit.edu 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 related 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

- Dennis Kwarteng: 321-309-3068, Miller Building, (401QAD); dkwarteng@fit.edu

Deputy Title IX Coordinators

- Kelsey Garrett, EO Investigator and Deputy Title IX Coordinator, 321-674-7153; kgarrett@fit.edu
- Jennifer Mercurio, Associate Director of Student Athletic Services, 321-674-8931; jmercurio@fit.edu
- Pat Francois, Director of Human Resources, 321-674-8100 pfrancois@fit.edu

An electronic form available on the Title IX webpage at <https://www.fit.edu/title-ix/reporting/> can also be used to file a report.

Pursuant to the Title IX Policy, once a complaint is made, the Title IX Coordinator conducts a preliminary assessment to determine whether the Title IX Policy applies. If so, the Title IX Coordinator 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 may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. 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 of 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 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 Title IX Policy, the allegation will be examined under 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 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 investigation report and meet separately with the parties to provide them with an opportunity to discuss whether any of the allegations are supported 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:
 - a. 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.
 - b. 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.
 - c. 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.
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 regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties. However, the right of the parties' advisor to engage in relevant cross-examination of parties and witnesses shall not be denied.
4. Have the outcome determined using the preponderance of the evidence standard.
5. Simultaneous, written notification of the results of the hearing, any procedures for either party to appeal the result, any change to the result and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

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 3:

**DRUG, ALCOHOL, AND
SUBSTANCE ABUSE POLICY STATEMENT**

Drug, Alcohol, and Substance Abuse Policy Statement

The link to the university's Drug and Alcohol Policy is [Drug and Alcohol Policy](#).

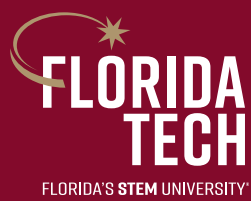
In compliance with the Drug Free Schools and Communities Act (DFSCA), the university has a drug and alcohol abuse and prevention program, which includes an annual notification to students and employees regarding certain drug/alcohol-related information (such as legal sanctions for violations of applicable 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 [Drug Free Schools and Community Act Report](#).

The annual notification can be found at [Consumer Information Disclosures](#).

Student Conduct uses the following education based, programs to comply with the Drug-Free Schools and Communities Act (DFSCA):

- 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.



Department of Security

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