

# Annual Safety and Security Report 2018



Academy for Five Element Acupuncture  
305 SE 2<sup>nd</sup> Avenue  
Gainesville, FL 32601

# Safety and Security It's a Shared Responsibility

This booklet is provided to you as part of the Academy's commitment to safety and security on campus and satisfies all of the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This act requires institutions of higher education to provide information annually on campus crime, safety and security policies. This document establishes policies and procedures for Academy for Five Element Acupuncture (the "Academy" or the "School".) Additional information about the Clery Act can be found at the U.S. Department of Education website:  
<http://ed.gov/admins/lead/safety/campus.html>.

The Academy is committed to maintaining a safe and secure environment for students and staff. The following are guidelines and advice that we hope will encourage trust and effective communication within our community.

## Risk Mitigation: Please Let Us Know!

If you see an unsafe condition, such as a burned-out light, or a pothole, or any other condition on campus that could jeopardize personal safety, please let the administration know. If you have any questions regarding the safety and security of campus facilities, please ask for the safety officer at 352.335.2332. For persons with print related disabilities, upon request, this publication is available in an alternate format. For more information, contact 352.335.2332 or email [info@acupuncturist.edu](mailto:info@acupuncturist.edu).

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# Consumer Information for Students

The Academy is committed to providing important information to its students, faculty, and staff. Consistent with this commitment, and pursuant to the Academy's notice and reporting obligations under various laws and regulations, information concerning the following topics may be found at the following websites:

Requirements for admission to or withdrawal from the Academy, available academic programs, and policies for payment and refund of tuition:

<http://acupuncturist.edu/academic-programs/>

The estimated cost of attending the Academy:

<http://acupuncturist.edu/information/tuition-fees/>

Federal financial assistance available to Academy students:

<http://acupuncturist.edu/information/financial-aid/>

The Academy's policies regarding confidential student records pursuant to the Family Educational Right and Privacy Act:

<http://acupuncturist.edu/applying-to-the-academy/ferpa/>

The Academy's accreditations:

<http://acupuncturist.edu/about-the-academy/accreditation/>

In the Academy's Campus Security Report, including campus safety provisions and statistics for certain reported crimes:

On-line voter registration forms from the State of Florida:

<http://acupuncturist.edu/about-the-academy/voter-registration/>

You may obtain copies of the Academy's information reports and the Florida's voter registration forms in the registrar office. Should you require assistance with obtaining any of this information, contact the registrar directly at 352.335.2332.

# Promoting Safety and Security

Crime awareness and prevention starts with effective communication. Students and staff are encouraged to report dangerous conditions, suspicious activity and criminal acts on or near campus to the appropriate authorities. This section provides general guidelines for reporting crimes and emergencies.

The Academy's VP of Administration is designated as the Title IX Coordinator and is the school official to whom all reports related to actual or potential criminal activity should be directed. In turn, other staff have been designated as Campus Security Authorities in her absence. These individuals comprise the campus Security team. The chart below provides the names and contact information for the Safety Officer and designated members of the Security team.

<b>Name</b>	<b>Job Title</b>	<b>Phone</b>	<b>E-mail</b>
Joanne Epstein	VP Admin	352.335.2332 ext. 04	joanne.epstein@acupuncturist.edu
Misti Oxford- Pickeral	President	352.335.2332 ext. 05	misti.oxford@acupuncturist.edu
Valerie Razutis	Academic Dean	352.335.2332 ext. 03	ruby.bienert@acupuncturist.edu
Patty Getford	Student Dean	352. 335.2332 ext. 07	patty.getford@acupuncturist.edu
Odalis Cruz	Finance Director	352.335.2332 ext. 06	odalis.cruz@acupuncturist.edu

Additionally, any faculty member teaching a course or supervising in the clinic before 9:00 am or after 5:00 pm, when the administrative office closes, is acting as the designated Campus Security authority for the students in class or clinic.

The VP of Administration is usually available on campus. However, even if she is not available, one of the above-named individuals is available during school hours. Also, emergency contact numbers for police, fire and medical emergencies can be located at the administrative Reception desk and Clinic Reception desk. The campus also relies on security precautions such as keycard access to both buildings, and adequate parking and lighting around the building. Additionally, local police typically maintain regular patrol routes near the school.

# Promoting Safety and Security

## HOURS OF OPERATION

During hours of operation the Academy is open to students, faculty, employees, patients, contractors, guests and invitees. No one is allowed to enter the school and its classrooms after closing or before opening except by keycard if issued, or by admittance via Academy staff. For the safety of all, students are not permitted to be in the classroom, clinic or any other campus building without a staff or faculty member present, or fewer than three people in that building. A member of the staff or faculty or the clinic supervisor must be the last person to leave the building at the end of the day, and make sure that the building is secured. This person will ensure that all students have exited the building, and, if it is dark, make sure that the students or interns leave as a group. In the case of periods of extended closing, the Academy will admit only those with prior written approval to enter the facilities.

The Academy does not employ security personnel to monitor activities inside the building or in the parking area. Each student and employee is encouraged to be vigilant of criminal activity and to report any such activity or other emergency to the local law enforcement agency, or call 9-1-1 immediately and to alert a member of the administration of the activity as soon as possible.

Generally, the follow are hours of operation:

315 Classrooms/Clinic: Monday through Thursday, 9:00 am to 8:00 pm and Friday 9:00 am to 6:00 pm.

305 Admin Office: Monday through Thursday, 9:00 am to 5:00 pm.

305 Classrooms: Monday through Sunday, 9:00 am to 6:00 pm *when in session*

## POLICIES

The Academy's policies exist for the purpose of establishing a basis for campus life and for setting a standard of conduct for all members of the school conducive to achieving the objectives of the Academy. Stated below are excerpts from Academy's policies as they relate to issues of safety and security. For your safety and the safety of others, please read and become familiar with these policies.

## STANDARDS OF CONDUCT

The Professional Conduct policies and other appropriately published rules of conduct play an important role in the Academy's commitment to provide for the safety and security of all its community members. Failure of students, staff or faculty to comply with duly established policies may subject the violators to appropriate action by the school or other appropriate civil authorities. Such action might include referral to disciplinary procedures for staff members, student conduct and conflict processes for students, and even the possibility of arrest of any community member committing a crime. The Academy will not attempt to shelter students or employees from federal, state, or local laws. To review the Professional Codes of Conduct visit <https://acupuncturist.populiweb.com/router/folders/30337/show> can be viewed on-line at: <https://acupuncturist.populiweb.com/router/folders/30337/show>.

# Promoting Safety and Security

## **POLICY ON SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING**

The Academy values the health and safety of every individual on campus and expects its students to treat other persons with respect and dignity. Any behavior that leads to the sexual abuse/assault, domestic violence, dating violence, or stalking of another person will not be tolerated, is a violation of the school's Professional Code of Conduct, and may result in sanctions ranging from probation to expulsion. Disciplinary action on the part of the school does not preclude the possibility of criminal charges against the individual.

### **SEXUAL ASSAULT**

The term "sexual assault" is used by the school if any sexual act or attempt to engage in any actual act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, disability, or alcohol/chemical or other impairment, to give consent. Sexual battery is a violation of state law and is defined as any "oral, anal, or vaginal penetration by or union with the sexual organ of another, but anal or vaginal penetration by another with any object performed without consent" (Chapter 794.011 Florida State Statute). Consent is defined as "intelligent, knowing, and voluntary" permission. Consent is not failure to physically resist, forced or coerced submission, inability to make decisions due to intoxication by any substance, or being unconscious, of sleep, or physically unable to communicate non-consent.

Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. It can occur any time of the day or night, at home, in the workplace, in social settings, and in public places. Men and women have been sexually assaulted by strangers, by people whom they have known and trusted, and by people whom they have dated.

- Rape is defined as the penetration 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. In the state of Florida, the term "Sexual Battery" is used in place of rape.
- Statutory Rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent. In the state of Florida, this is defined as "A person 24 years of age or older who engages in sexual activity with a person 16 or 17 years of age" and is a second degree felony.
- Fondling is defined as the touching of the private part of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her temporary or
- mental incapacity. The state of Florida does not recognize the term "fondling, but instead this would constitute battery.
- Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In the state of Florida, this is defined as "Whoever knowingly marries or has sexual intercourse with a person to whom he or she is related by lineal consanguinity, or a brother, sister, uncle, aunt, nephew, or niece."

# Promoting Safety and Security

## **DOMESTIC VIOLENCE**

The term “domestic violence” means 1) Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of that jurisdiction in which the crime of violence occurred; or by any other person against an adult or use victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. In the state of Florida, “Domestic Violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

## **DATING VIOLENCE**

The term “dating violence” means violence committed by a person 1) who is or has been in a social relationship of a romantic or intimate nature with the victim and 2) the existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

In the state of Florida, “Dating violence” means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. a dating relationship must have existed within the past six months;
2. the nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties;
3. and the frequency and type of interaction between the persons involved in the relationship must have included that the persons had been involved over time and on a continuous basis during the course of the relationship.

## **STALKING**

The term “stalking” means 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others or suffer substantial emotional distress.

The state of Florida defines stalking as when a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and make a credible threat to that person commits, commit offense of aggravated stalking.

# Promoting Safety and Security

## EDUCATION AND PREVENTION PROGRAMS

The Academy engages in intentional, and integrated programming, initiative, and strategies intended to and dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs; and informed by outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.,

## HUMAN RESOURCES SEXUAL HARASSMENT TRAINING

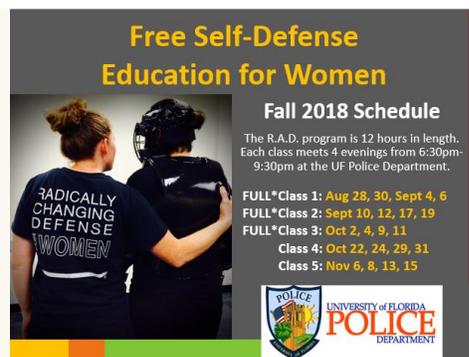
The Academy provides on-line access to several training videos, which are a compliance expectation for employment. Every employee is expected to complete this training, which provides information on the definition of sexual harassment, different types of sexual harassment, and how to combat sexual harassment in the workplace.

The Academy also identifies the following as helpful reference resources:

- **FACTS ABOUT SEXUAL HARASSMENT**, a simple and straightforward definition of harassment from the EEOC website. <http://www.eeoc.gov/facts/fs-sex.html>
- **EEOC HARASSMENT STATISTICS**, data showing charges filed with EEOC and the state and local Fair Employment Practices agencies in the US that work with the EEOC. [http://www.eeoc.gov/eeoc/statistics/enforcement/sexual\\_harassment.cfm](http://www.eeoc.gov/eeoc/statistics/enforcement/sexual_harassment.cfm)
- **TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**, text of the US law that prohibits employment discrimination based on race, color, religion, sex and national origin, and covers cases of sexual harassment. <http://www.eeoc.gov/policy/vii.html>

## RAPE AGGRESSION DEFENSE OR R.A.D.

The Alachua County Sheriff's Office offers a free self-defense course for women throughout the year. R.A.D. or Rape Aggression Defense is a four-day, 12-hour course designed to educate, enhance, and empower women to take action in reducing their risk of victimization. R.A.D. educates women on sexual battery and sexual offenses, risk reduction and prevention strategies, and basic self-defense techniques. The R.A.D. system believes that preparation through education and training is usually the best way to survive an assault."



**Free Self-Defense Education for Women**

**Fall 2018 Schedule**

The R.A.D. program is 12 hours in length. Each class meets 4 evenings from 6:30pm-9:30pm at the UF Police Department.

**FULL\* Class 1: Aug 28, 30, Sept 4, 6**  
**FULL\* Class 2: Sept 10, 12, 17, 19**  
**FULL\* Class 3: Oct 2, 4, 9, 11**  
**Class 4: Oct 22, 24, 29, 31**  
**Class 5: Nov 6, 8, 13, 15**

**UNIVERSITY OF FLORIDA POLICE DEPARTMENT**

**RADICALLY CHANGING DEFENSE WOMEN**

# Promoting Safety and Security

## **RAPE AGGRESSION DEFENSE OR R.A.D. FOR MEN**

R.A.D. for MEN is a self-defense program designed specifically for men. The R.A.D. approach to personal safety begins with awareness, prevention, risk reduction and risk avoidance, and progresses to hands-on physical defense techniques.

Participants will have the opportunity to: raise their awareness of aggressive behavior, recognize how aggressive behavior impacts their lives, learn steps to avoid aggressive behavior, consider how they can be part of reducing aggression and violence, and practice hands-on self-defense skills to resist and escape aggressive behavior directed toward them. This program is designed to empower participants to make safer choices when confronted with aggressive behavior.

The R.A.D. for MEN program is taught by nationally certified instructors who are dedicated to the growth and well-being of our campus community. The course is suitable for men of all ages and abilities.

Find out about the next available class or get additional information using our online [Inquiries & Registration](#) form or by calling the University of Florida Police Department's Community Services Division at (352) 392-1409. RAD systems web site: <http://www.rad-systems.com/index.html>

## **TAKE BACK THE NIGHT**

During Sexual Assault Awareness Month (April), STRIVE at GatorWell, the Alachua County Office of Victim Services, LGBT Affairs at UF, and the UF Rape Crisis Center join together to host Take Back the Night events that support and empower survivors, raise awareness of the prevalence of sexual violence, and give voice to their desire to end sexual violence.

# Promoting Safety and Security

## HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are individuals who observe violence or witness the conditions that perpetrate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow student/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## RISK REDUCTION

With no intent to blame the victim and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest Nation Network, [www. rainn.org](http://www.rainn.org)).

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around. Walk with purpose. Even if you don't know where you are going, act like you do.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
5. Make sure your cell phone is with you at all times and charged.
6. Have cash available for emergency situations or transportation needs.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, trust that feeling. If you see something suspicious, contact law enforcement immediately (call 9-1-1).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

# Promoting Safety and Security

13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (call 9-1-1). Be explicit with doctors so they can you give the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, or having somewhere else that you need to be.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

# Promoting Safety and Security

## PROCEDURES FOR REPORTING A COMPLAINT

The Academy has policies, procedures and disciplinary sanctions in place that are sensitive to those who report sexual assault, domestic violence, dating violence and stalking, including informing individuals about their right to file criminal charges as well as availability for counseling, health, legal assistance and other services on or off campus. This handbook covers the general policies. The employee and faculty handbooks discuss the topic as an aspect of the terms and conditions of employment for faculty and administrative staff. If reasonably available, the Academy will provide additional remedies to prevent contact between a complainant and an accused party, such as academic or working accommodations, if reasonably available. The Academy will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Often times, the first person a victim will turn to is a friend or trusted member of the staff. If an individual tells a staff member about an offense, the staff member must tell the President. The President will consult with the individual to determine his/her wishes for support services.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, and you do not wish to report to law enforcement, you are encouraged to report the incident promptly to the Academy's Title IX Coordinator, Joanne Epstein, [joanne.epstein@acupuncturist.edu](mailto:joanne.epstein@acupuncturist.edu), 305 SE 2<sup>nd</sup> Avenue, Gainesville FL 3260, 352.335.2332. The school will provide resources, on campus, off campus, or both, to persons who have been the victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate school policies pertaining to these crimes. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with law enforcement to preserve evidence in the event that the victim changes his/her mind at a later date.

If a report of sexual assault, stalking, dating violence or domestic violence is reported to the Academy, the school will follow the procedures below.

## SEXUAL ASSAULT

Procedures for reporting criminal sex offenses are the same as for campus crime in general. A report should be immediately filed with the President or his/her designee. The school will then:

1. Depending on when reported (immediate vs. delayed report), provide complainant with access to medical care.
2. Assess immediate safety needs of complainant and the Academy community.
3. Assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.
4. Provide complainant with referrals to mental health providers.

# Promoting Safety and Security

5. Assess need to implement interim or long term protective measures, such as change in class schedule, or a “No Contact” directive between both parties.
6. Provide a “No Trespass” (PNG) directive to accused party if deemed appropriate.
7. Provide written instructions on how to apply for a Protective Order.
8. Provide a copy of Sexual Misconduct policy to complainant regarding timeframes for inquiry, investigation and resolution.
9. Inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged, and what outcome of the hearing.
10. Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex based discrimination or for assisting in the investigation.

## STALKING

1. Assess immediate safety needs of complainant.
2. Assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.
3. Provide written instructions on how to apply for a Protective Order.
4. Provide written information to complainant on how to preserve evidence.
5. Assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.
6. Provide a “No Trespass” (PNG) directive to accused party if deemed appropriate.
7. Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex based discrimination or for assisting in the investigation.

## DATING VIOLENCE

1. Assess immediate safety needs of complainant.
2. Assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.
3. Provide written instructions on how to apply for a Protective Order.
4. Provide written information to complainant on how to preserve evidence.
5. Assess need to implement interim or long- term protective measures to protect the complainant, if appropriate.
6. Provide a “No Trespass” (PNG) directive to accused party if deemed appropriate.
7. Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex based discrimination or for assisting in the investigation.

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## DOMESTIC VIOLENCE

1. Assess safety needs of complainant.
2. Assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.
3. Provide written instructions on how to apply for a Protective Order.
4. Provide written information to complainant on how to preserve evidence.
5. Assess need to implement interim or long- term protective measures to protect the complainant, if appropriate.
6. Provide a “No Trespass” (PNG) directive to accused party if deemed appropriate.
7. Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex based discrimination or for assisting in the investigation.

## RECOMMENDATIONS ON WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT OR DOMESTIC VIOLENCE

- Get to a safe place. For your protection, call the police immediately, especially if the assailant is still nearby: **352.955.1818**. The police will help you whether or not you choose to prosecute the assailant. Call a friend or family member for support.
- Get medical attention immediately. The primary purpose of a medical examination is to check for physical injury, the presence of sexually transmitted diseases, or pregnancy as a result of the assault. The secondary purpose of a medical examination is to aid in the police investigation and legal proceedings.
- Don't bathe or douche. Though bathing or douching might be the first thing you want to do, it is highly recommended that you don't. If you wish to pursue criminal charges in the future as a result of this incident, you might literally be washing away valuable evidence. Please keep in mind that this could be the evidence needed that could lead to the apprehension and conviction of the suspect.
- Save your clothing. It is all right to change clothes, but save the clothing you were wearing at the time of the battery. Place each item of clothing in a separate paper bag and save for the police. Your clothing could also be used as evidence for prosecution.
- Report the incident to police. While this choice is personal, the reporting of a sexual assault is essential to taking that first step to stop the perpetrator from victimizing others. Please note, however, reporting this crime is not the same thing as prosecution. Prosecution can be determined later and will involve your active participation. In order to notify police as quickly as possible, call 9-1-1. By calling 9-1-1, you will have access to the most immediately available law enforcement agency.

# Promoting Safety and Security

- Seek further assistance. The Academy will assist you in both dealing with and reporting a sexual assault, and through the entire legal process regardless of how long that process may take. While the choice is clearly yours, the Academy encourages anyone who becomes a victim of sexual assault to report this incident to law enforcement or other proper authorities. If you are a victim of a sexual assault and decide not to notify law enforcement, please obtain medical attention immediately and contact any of the victim support resources listed in this guide for assistance as your needs and level of comfort dictate.

## WHERE TO GO FOR HELP

### VICTIM ASSISTANCE AGENCIES

If you or someone you know is the victim of the crime or a violation of the Professional Code of Conduct, it is important that you contact agencies that can provide the resources to help resolve the matter. Listed below are some of the agencies that may be able to assist you.

#### SHANDS HOSPITAL EMERGENCY DEPT

1515 S W Archer Road  
352.265.8000

<https://ufhealth.org>

#### NORTH FLORIDA REGIONAL MEDICAL CENTER EMERGENCY CENTER

Newberry Road at I-75  
352.374.3670

<http://nfrmc.com/>

#### GAINESVILLE POLICE DEPT

545 NW 8<sup>TH</sup> Ave  
352.955.1818 <http://gainesvillepd.org/>

#### ALACHUA COUNTY SHERIFF'S OFFICE

2621 Hawthorne Road  
352.367.4000

<http://www.alachuasheriff.org>

#### ALACHUA COUNTY SHERIFF'S OFFICE VICTIM SERVICES

2621 Hawthorne Road  
352.384.3317

[https://www.alachuasheriff.org/victim\\_services/overview.html](https://www.alachuasheriff.org/victim_services/overview.html)

#### ALACHUA COUNTY VICTIM SERVICES AND RAPE CRISIS CENTER

218 S E 24th Street  
352.264.6760

[http://acso.us/victim\\_services/overview.html](http://acso.us/victim_services/overview.html)

#### PEACEFUL PATHS DOMESTIC ABUSE NETWORK

352.TALK (8255) (24-hour hot line)  
1.800.393-SAFE (7233)

<http://www.peacefulpaths.org>

#### THE ALACHUA COUNTY CRISIS CENTER

218 SE 24<sup>TH</sup> Street  
352.264.6789

<http://www.alachuacounty.us/depts/css/crisiscenter/pages/services.aspx>

#### THE STATE ATTORNEY'S OFFICE OF VICTIM SERVICES

State Attorney's Office – 8 Circuit  
120 West University Avenue  
352.374.3670

<http://www.sao8.org/Victim%20Rights2.htm> make

# Promoting Safety and Security

Many sexual assault cases go unreported because the victim fears retaliation or possible humiliation if word gets out s/he has been the victim of a sex offense. It is a violation of Florida State Statute for any agency or media outlet to release the identity of a victim of sexual assault. Often victims tend to feel guilty, as though they did something to cause the attack, and many times keep the incident to themselves, or only share some of the incident with a close friend. While this may be helpful in the immediate sense, we encourage you to talk to a knowledgeable professional about your reactions to being victimized.

The various community services available to all victims of violent acts are designed to assist the victim in overcoming the trauma of the attack and proceeding with their lives. If you were sexually assaulted sometime in the past, you may still need to talk with someone about it. It was a traumatic experience and may still be affecting your life. Talking about being sexually assaulted may help you resolve your feelings.

## **VICTIM ASSISTANCE AGENCIES**

If you or someone you know is the victim of a crime or a violation of the Professional Code of Conduct, it is important that you contact agencies that can provide the resources to help you resolve the matter. Listed below are some agencies that may be able to assist you.

### **SHANDS HOSPITAL EMERGENCY DEPARTMENT**

Shands at the University of Florida Hospital Emergency Room is available to anyone who is injured or assaulted and requires immediate medical assistance. Shands at UF ER is open 24 hours daily. Shands at UF is one of the most comprehensive hospitals and one of the leading referral medical centers in the Southeast.

### **NORTH FLORIDA REGIONAL MEDICAL CENTER EMERGENCY CENTER**

The North Florida Regional Medical Center Emergency Center is designed for faster, more patient friendly medical care. The physicians and nurses working in the emergency department have specialized training in emergency medicine. At present, the facility contains 23 patient beds that provide specialized care for a variety of critical care needs.

### **GAINESVILLE POLICE DEPARTMENT**

The Gainesville Police Department (GPD) is a full-service policing law enforcement agency dedicated to partnering with the citizens of Gainesville for problem resolution. In 2007, GPD continued its mission to serve and protect the City through enhanced programs and citizen interaction. The goals of the agency are to reduce the number of calls for service, decrease crime through prevention, and enforcement and enhance the quality of life for the citizens of Gainesville.

### **ALACHUA COUNTY SHERIFF'S OFFICE**

The Alachua County Sheriff's Office (ACSO) is a full-service law enforcement agency. Over 800 sworn and civilian employees strive to keep the streets and communities safe for Alachua County's citizens. ACSO works in cooperation with the nine local municipalities (Alachua, Archer, Gainesville, Hawthorne, High Springs, LaCrosse, Micanopy, Newberry, Waldo) that make up Alachua County to ensure that the services they provide are supported by the countywide jurisdiction and authority vested in the Sheriff. In addition, ACSO maintains a strong and active working relationship with both Santa Fe College and the University of Florida Police Departments.

# Promoting Safety and Security

## ALACHUA COUNTY SHERIFF'S OFFICE VICTIM SERVICES

The Victim Advocate Unit at the Alachua County Sheriff's Office has four full-time victim advocates. The program offers advocacy and services to victims who report their crimes to the Alachua County Sheriff's Office. Those served include victims of child physical abuse, child sexual abuse, DUI crashes, domestic violence, elder abuse, survivors of homicide victims, stalking victims, robbery victims and assault victims.

### Services offered to victims include:

- Information on case status
- Information regarding the judicial process and victim's rights throughout this process
- Community resource information and referral services
- Accompaniment and support through criminal proceedings
- Ongoing emotional support to victims and their families
- Assistance filing for an Injunction for Protection
- Assistance filing for Crime Victim Compensation

All services are free and available whether or not an arrest has been made.

## ALACHUA COUNTY VICTIM SERVICES AND RAPE CRISIS CENTER

The Alachua County Victim Services and Rape Crisis Center provides primarily traditional core services to victims such as criminal justice accompaniment, crisis intervention and assistance with victim compensation. The Center is the cornerstone of victim services in the Gainesville/Alachua County community. The program has received statewide and national recognition for providing creative and non- traditional services for victims of violence.

## PEACEFUL PATHS

The Peaceful Paths Domestic Abuse Network is designed to provide solutions for those who are victims of domestic violence. Domestic violence can take many forms. It may involve physical aggression, verbal abuse, emotional manipulation, forced sexual activity, or financial control. Often abuse is not physical, but any abuse is still part of an indication of power and control and could lead to more aggressive actions in the future. Violence in a relationship is not an isolated incident, but a pattern of behaviors designed to control another person. **The staff at Peaceful Paths can help those in need understand five basic things to know:**

1. You are not alone.
2. The abuse is not your fault.
3. You deserve to live in a safe environment.
4. There are resources to help.
5. Hope can happen here.

The staff also wants you to know that you are not responsible for, nor do you deserve, any abuse that you receive, no matter what the circumstances. If you are experiencing abuse in any form, you deserve the help and support of people who understand the reality of physical and emotional abuse.

# Promoting Safety and Security

## THE ALACHUA COUNTY CRISIS CENTER

The Alachua County Crisis Center offers 24-hours a day phone crisis and suicide intervention counseling to all residents of Alachua County.

## THE STATE ATTORNEY'S OFFICE OF VICTIM SERVICES

The Alachua County Victim Witness Advocate program is designed to ensure victims will work with an Assistant State Attorney and a Victim/ Witness Advocate during the investigation and prosecution phases of a criminal case. Advocates provide victims with information and guidance concerning their case. The State Attorney's Office Victim/Witness Program provides the following services:

- Information on case status
- Emotional support to victims and witnesses of crime
- Information and referral to community agencies
- Assistance filing for Crime Victim Compensation
- Courtroom orientation and accompaniment
- Help with preparing a Victim Impact Statement

Whether or not an arrest has been made in your case, the Victim/Witness Program is available to assist you.

## **OFF-CAMPUS CONDUCT AND THE PROFESSIONAL CONDUCT PROCESS**

When a student violates city, state, or federal law by an offense committed off-campus that is not associated with a school activity, the disciplinary authority of the school will not be used merely to duplicate the penalty awarded for such an act under applicable ordinances and laws.

The school will take disciplinary action against a student for such an off-campus offense only when it is required by law to do so, or when the nature of the offense is such that in the judgment of the President and/or the campus safety officers, the continued presence of the student on campus is likely to interfere with the educational process or the orderly operation of the school, or that the continued presence of the student on campus is likely to endanger the health, safety, or welfare of the school community. If the President determines that disciplinary action is warranted, the President shall so notify the student. The action of the Academy with respect to any such off-campus conduct shall be made independently of any off-campus authority.

If you or someone you know is the victim of the crime or a violation of the school's conduct policies, it is important that you contact agencies that can provide the resources to help resolve the matter.

# Promoting Safety and Security

## **WHAT YOU CAN DO IF SOMEONE YOU KNOW HAS BEEN SEXUALLY ASSAULTED**

If you know someone who has been sexually assaulted, you can be of help. In the aftermath of a sexual assault, the victim may experience fear, insecurity, and/or frustration and need care and support from others. You, as a friend (or spouse or family member), can play an important role by providing reassurance, support, and guidance in that time of need.

Allow your friend to reflect upon what has happened and the feelings experienced, but do not press for details. Let her/him set the pace. Listening is one of the best things you can do at this time. In short, be a trusted friend. The decision to report this crime and perhaps move forward in the criminal justice system is a difficult one that is extremely personal for the victim. As a trusted friend, your advice can play a key role in helping her/him make that decision.

If your friend has not received medical attention, encourage her/him to do so immediately. However, it is up to your friend to make the final decision as to whether a formal police report will be initiated.

You can be a valuable resource to your friend by seeking out and providing information that will assist in understanding available options. For example, you can let your friend know that reporting the rape and collecting evidence does not automatically lock her/him into pursuing prosecution of the offender. What it does do is assist the police in identifying the method and possible identity of the assailant. Since those that commit sexual assault tend to do so more than once, any information that can be provided may prevent the sexual assault of someone else. You may be asked to testify in conduct proceedings regarding your friend's remarks, actions, and state of mind, especially if you were one of the first people she/he approached. Please take some time to write down or record a few notes that may prove to be of benefit later.

Making the decision to report a sexual assault to the police and to undergo the subsequent processes of evidence collection and possible legal and conduct proceedings will be very difficult for your friend. Although it is only natural that you will want to give advice, you must avoid trying to control the situation. A victim of sexual assault must be allowed to make her/his own decisions.

Whatever decisions are made, your friend needs to know that you will not judge, disapprove of, or reject her/him. The victim of sexual assault can suffer a significant degree of physical and emotional trauma, both during and immediately following the incident, that may remain for a long period of time. By being patient, supportive, and non-judgmental, you can provide a safe, accepting climate in to which your friend can release painful feelings.

Sometimes friends or family members take the sexual assault of a loved one very personally, almost as if the assault happened to them. They may feel resentment or anger and unleash this anger on the victim and/or others. Sometimes their sense of frustration and helplessness is pitted against a powerful urge for revenge.

Do not make the mistake of discounting or ignoring your emotional responses. It is very important to realize that you too are responding to an unwanted crisis. You are trying to understand what has happened and adjust to unfamiliar realities. Therefore, do not hesitate to take advantage of the many support services found in our community which offer counseling for victims of sexual assault and their significant others.

# Promoting Safety and Security

## CRIMES OF VIOLENCE AND THE CONDUCT PROCESS

The Academy is committed to educating students about their rights and responsibilities. Acts of violence include:

- Physical Assault
- Sexual Assault
- Relationship Violence
- Stalking and harassment
- Threatening to commit acts of violence against another

Victims are given options concerning how or whether to proceed with an alleged incident of violence within the student conduct process. However, the resolution process may proceed with conduct action without the victim's consent in order to protect the safety and well-being of the school community. There are three options within the school's student conduct process:

1. The victim files a formal Incident Report with the President and asks for an investigation to be undertaken. This report will include the name of the person filing the report and the name of the alleged offender, if known. Members of the campus Security team, as designated by the President, will conduct an investigation. Upon a finding of responsibility, the School will take disciplinary action against the offender. After the filing of an Incident Report, the person filing the report has the option to take no further action with respect to the investigation. In that instance, the individual will be advised that the School may still take action regarding the alleged offender as the School has responsibility to protect its students.
2. The victim files a Confidential Crime Report with the Title IX Coordinator and requests that a discussion take place with the accused offender about the alleged incident. Information identifying the victim will not be released during the discussion.
3. The victim files a report with the Title IX Coordinator or another member of the Security team and affidavits are obtained to preserve the testimony of witnesses in the event that the victim and the school may want to pursue an action in the future. This option is provided to the victim with the understanding that in crimes of violence, especially sexual assault, timeliness is very important for the preservation of physical evidence as well as oral testimony. The report will be kept on file with the President and recorded with the Title IX Coordinator for purposes of Clery Act reporting disclosure requirements. This report allows the school to track reported incidents of sexual assault. Completing this report does NOT constitute an incident report, a police report, or a student conduct report and the school will NOT initiate investigatory or student conduct proceedings. The victim will NOT be contacted by the school unless the victim indicates a desire to be contacted.

In all cases handled by the school's conduct process, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both the accuser and the accused shall be informed of the outcome of the disciplinary proceeding if requested. These procedures are also required to be followed as outlined in federal law and do not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).

# Promoting Safety and Security

## POTENTIAL SANCTIONS FOR VIOLATION OF PROFESSIONAL CONDUCT INVOLVING SEXUAL ASSAULT OR OTHER CRIMES OF VIOLENCE

A student found responsible for violations of the Professional Conduct Code, specifically including but not limited to sexual assault, shall be subject to sanctions commensurate with the offenses and any aggravating and mitigating circumstances, which may include one or more of the following:

- Reprimand
- Academic probation
- Suspension
- Expulsion
- Restitution for school property
- Repair of Harm through community/school service work hours
- Educational Requirements
- No Contact order
- Employment dismissal

## POLICY REGARDING POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES

The use of alcoholic beverages by members of the Academy community while on campus is at all times subject to the alcohol beverage laws and ordinances of the City of Gainesville, County of Alachua, and State of Florida. The consumption of alcohol on campus is allowed only under certain circumstances and in designated locations. Violators are subject to Academy disciplinary action, criminal prosecution, fine, and/or imprisonment.

## DRINKING AGE LAWS

Florida State Statute 562.111 (which can be viewed in more detail on-line at [http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0500-0599/0562/Sections/0562.111.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0500-0599/0562/Sections/0562.111.html)) makes it unlawful for any person:

- Under the age of 21 years to have in his or her possession alcoholic beverages;
- To sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume said beverages on licensed premises;
- To misrepresent or misstate his or her age or any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person under 21 years of age.

## OPEN CONTAINER LAWS

City Ordinance Section 4-4(b)(1) states that it is unlawful for any person to consume or have in his or her possession any alcoholic beverage in any open container on any public street, thoroughfare, sidewalk, or on the premises of any publicly owned parking facility in the city of Gainesville. Nor shall any person consume or have in his/her possession any alcoholic beverages in an open container on any private property, except as a lawful guest and with the consent of the owner or person in charge of such private property.

# Promoting Safety and Security

## CONTROLLED SUBSTANCES

The possession and use of controlled drugs by members of the school community must at all times be in accordance with the provisions of Florida Law. Under Florida law, no person may possess substances regulated under the provisions of Florida State Statute Chapter 893 which can be viewed on-line at Chapter 893 which can be viewed on-line at

[http://www.leg.state.fl.us/STATUTES/index.cfm?App\\_mode=Display\\_Statute&URL=0800-0899/0893/0893.html](http://www.leg.state.fl.us/STATUTES/index.cfm?App_mode=Display_Statute&URL=0800-0899/0893/0893.html).

The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to the physical and mental well being of Academy students, faculty, staff, visitors, and guests of the school. The school is committed to providing accurate information and educational programs to prevent such use of drugs.

The Academy complies with all provisions of the Federal Drug-Free Work Place Act requirements. In conjunction with this Act, the Academy is committed to providing a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. The school has adopted and implemented programs that seek to prevent the illicit use of drugs and the abuse of alcohol by school community members.

# Reporting Emergencies or Crime

## ALL EMERGENCY SITUATIONS INVOLVING:

- A crime in progress
- A medical emergency
- A fire

All emergencies should be immediately reported to 9-1-1. The timely reporting of criminal or suspicious activity is essential in helping detect, deter, prevent, and perhaps apprehend those that engage in any activity that may pose a safety threat to all of our community members.

All telephones on and off campus, including cellular and pay phones, may be used to dial 9-1-1 at no charge. Please become familiar with any phone system you might use prior to use in an actual emergency situation.

## WHEN CALLING FOR EITHER EMERGENCY OR NON-EMERGENCY SERVICE, BE PREPARED TO:

1. Clearly identify yourself.
2. Give your location if known or provide visible landmarks/buildings if you are unfamiliar to campus.
3. Explain the nature of your call with as much detail as you can provide. Please note, if this is an emergency call, notify the dispatcher immediately.

If possible, stay on the line unless otherwise advised by the dispatcher. The dispatcher will coordinate the appropriate law enforcement, fire rescue, and/or medical service response necessary for your call for service.

Members of the school community are strongly encouraged to report all crimes and suspicious activity to the appropriate law enforcement agency. No one knows your daily work environment like you do, so be aware of your environment and report any suspicious packages or persons promptly.

Because police reports in the state of Florida are open to public records review under Chapter 119 of the Florida State Statutes, the school cannot and will not hold reports of crime in confidence unless a specific legal exemption exists for the criminal incident indicated.

## Emergency & Support Services Numbers

**ALL EMERGENCIES.....9-1-1 (V/TDD)**

**Alachua County Crisis Center..... 352.264.6789**

**Alachua County Victim Services and Rape Crisis Center..... 352.264.6760**

**Peaceful Paths Domestic Abuse Network..... 352.377.8255**

**Office of the State Attorney Victim/Witness Program ..... 352.374.3627**

**Persons with hearing disabilities: When trying to contact an office that does not list a TDD, please use the Florida Relay Service (FRS) by calling 7-1-1.**

# Reporting Emergencies or Crime

## Emergency Notification and Timely Warning

### EMERGENCY NOTIFICATIONS

In conjunction with the associated requirements of the Jeanne Clery Act, the Academy employs a multi-modal approach to emergency notifications, using several different methods to inform the campus community of an "Alert." Given the variability of class and event scheduling, it is important to understand no single approach has the ability to reach 100 percent of the population. Therefore, the school uses the Academy's website homepage, text messaging system via Populi, and e-mail for mass notification.

Confirmation there is a significant emergency or dangerous situation and authorization to send messages is time dependent and determined by the incident. Confirmation of significant emergencies will require direct investigation by appropriate staff. Taking into account the safety of the community, school personnel will determine the content of the notification and initiate the appropriate elements of the emergency notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. School personnel will contact the Gainesville Police Department to confirm a significant emergency or dangerous public safety situation on campus through victim, witness or officer observation. Upon confirmation, school officials have the primary responsibility to prepare and issue emergency notifications to ensure they are sent out as expeditiously as possible.

For non-law enforcement emergencies, including but not limited to hazardous materials releases, utility failures, computer systems/ telecommunications failures, hazardous weather, etc. affecting the any segment of the school community, the President or his/her designees may also confirm that a significant emergency exists.

### EXAMPLES OF SITUATIONS THAT MAY REQUIRE IMMEDIATE EMERGENCY NOTIFICATIONS COULD INCLUDE:

- A dangerous suspect at-large for aggravated assault, robbery, arson, sexual battery, murder (even if the suspect is in custody), etc.
- An occurring or impending natural disaster, or
- An occurring or impending man-made disaster.
- An outbreak of a serious disease
- A gas leak, terrorist incident, bomb threat, civil unrest or rioting, explosion, or nearby chemical or hazardous waste spill.

The emergency notifications will include information that will enable members of the school community to take actions to protect themselves, including information about the type of incident, location and instructions on what actions to take and other safety tips.

Should a situation exist due to actual or potential criminal activity, school officials will provide timely notice to students, employees and faculty. This includes situations involving the commission of a crime on or near campus such as robbery, theft from vehicles, sexual assault, threats of violence and similar activities. It can also include awareness of the possibility of students or outsiders carrying weapons or of drug sale or drug use on or near campus.

# Reporting Emergencies or Crime

The Academy's homepage ([www.acupuncturist.edu](http://www.acupuncturist.edu)) serves as the official source of emergency information for the school. The page will be updated as necessary during an incident requiring emergency notifications. When school officials are notified of such a potentially dangerous situation from students, staff, police or nearby merchants or offices, notices will be promptly and visibly displayed at the entrances to the school and on all bulletin boards around the campus. Furthermore, an e-mail notice will be sent to all members of the school community: students, faculty, and staff. These notices will provide relevant information and encourage vigilance and common sense precautions. Students in school at the time will also be notified by staff members who will visit classrooms, the clinic and the student lounge.

Depending on the nature of the situation, a decision by school authorities will be made regarding the use of other methods of notification, including email blasts, social media, school website, Populi, text messages and phone tree.

## **EXAMPLES OF SITUATIONS THAT MAY REQUIRE IMMEDIATE EMERGENCY NOTIFICATIONS COULD INCLUDE:**

Should a significant emergency or dangerous situation arise involving an immediate threat to the health or safety of students or staff occurring on the campus, school officials will initiate the emergency response and evacuation procedure. An "immediate" threat as used here encompasses an imminent or impending threat, such as an approaching wildfire or a fire currently in the building. Some other examples of significant emergencies or dangerous situations are:

Examples of situations that would *not* necessitate an emergency response under the Clery Act:

- Power outage
- Storm closure
- String of larcenies

Whether the emergency is a law enforcement or non-law enforcement issue, those authorized to issue emergency notifications will be responsible for determining the appropriate segment or segments of the campus community to notify. Incident circumstances may require only a floor, building, area, etc. to be notified, as compared to the entire campus (for example, the emergency may only affect the students on campus on a Friday or only the students taking classes in the 315 building). The Academy will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

# Emergency Notification and Timely Warning

## NOTIFICATION SYSTEM

The first respondents to an emergency situation will be the President and/or any or all campus Security team members that are on campus at the time of the imminent threat. The first responders will work to appoint other designated administrators, staff and faculty, to verbally inform everyone in class and clinic, as well as other staff and faculty members. Information dissemination will additionally occur by broadcasting the emergency on the Academy's phone intercom system, through e-mail, social media phone trees and an alert on the front page of the Academy's website. Students should take responsibility for regularly checking their e-mail. Students must have an e-mail account, and upon enrollment are confirmed in a group communication e-mail such as yahoo groups.

## INDIVIDUALS OUTSIDE THE ACADEMY

Anyone who is not a student or employee, such as family members of students, faculty and local community members, can access emergency notifications through several resources. Most notably, the Academy website homepage is available to anyone with internet access and will post emergency notifications. Information is also provided on the official Academy Facebook page (<https://www.facebook.com/Academy-for-Five-Element-Acupuncture-109582422402821/>)

## TEST AND EXERCISES

The Clery Act requires that the school conduct at least one test of its emergency notification system each year. This test will be conducted in October of each year, whereby the school will send a coordinated test message through the campus-wide systems— Academy homepage, e-mail and phone tree. These tests will evaluate emergency notification procedures and performance of the various systems. In connection with these tests, the school will publicize the emergency response and evacuation procedures to the campus community. Records of each test will be maintained by Title IX Coordinator and include a description of the test, date and time of the test, and whether the test was announced or unannounced.

## TIMELY WARNINGS

In compliance with the Clery Act, the Academy also provides “timely warnings” to students, staff, and faculty in an effort to communicate prevention strategies or basic safety information about crimes or activities reported to campus security authorities or local police agencies that are considered to be a threat to public safety but do not require emergency notifications. In serious situations where imminent threat exists, an emergency notification will be issued and a timely warning may not be necessary. A timely warning may, however, serve as a follow-up to an emergency notification. Though timely warnings are not intended to be emergency notifications, they will be issued in a timely manner. Staff are encouraged to advise victims of crime to report potential issues that may lead to a timely warning, however, there is no requirement that they do so. Consequently, if information that could lead to a timely warning is provided to a staff member, it may not be information shared with law enforcement and a timely warning may not be issued.

# Emergency Notification and Timely Warning

Timely warnings are intended to promote safety and enable members of the campus community to protect themselves. Timely warnings will include information about the crime or incident that led to the necessity of the warning and also related prevention information. Timely warnings are issued to the campus community in a manner designed to get the word out quickly. At present, timely warnings are issued through the same blast e-mail system described previously in discussing emergency notifications, as well as posted on the Academy website and, when feasible, notifications sent to local media outlets.

As indicated in the Clery Act, timely warnings must be issued for specific crimes, if (1) the crime is reported to campus security authorities, (2) the crime is determined to pose a serious or continuing threat to Academy students, staff, faculty, or visitors, and (3) the crime occurred on campus or on public property that is within the campus or immediately adjacent to campus.

## **CRIMES THAT MAY NECESSITATE THE ISSUANCE OF TIMELY WARNING INCLUDE:**

- Criminal homicide (includes murder, non-negligent manslaughter, and negligent manslaughter)
- Sex offenses (includes forcible sex offenses and non-forcible sex offenses)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests or referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate crimes, including the following listed below, if such crime manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, gender, gender identity, ethnicity, or disability
- Crimes of larceny-theft, simple assault, intimidation, and destruction/ damage/ vandalism of property, or
- Any other crime involving bodily injury.
- Investigations of a series of car thefts in a certain area
- Unsolved burglaries
- A pattern of drug dealings or activities that puts students, staff, or faculty at risk
- Prevention notices, etc.

# Crime Statistics

Crime statistics, provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are for your information. These statistics are compiled and released annually by the Academy. The totals you see below represent the compilation of all designated Clery Act crimes reported to school security team members.

To ensure that all designated security team members are knowledgeable of Clery Act reporting requirements, they are sent an email advisory each fall detailing the requirement that they provide to the President or Title IX Coordinator any information brought to their attention regarding any Clery Act reportable crime. Please note that under the guidelines of the Clery Act, this information can be brought to the attention of security team members by a victim, witness, other third party or even the offender, regardless of whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If the security team member receives the crime information and believes it was provided in good faith, the member is required to report that information as described above. In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

In order to comply with this portion of the statistical reporting requirement, the Academy requests Clery Act crime statistics from appropriate law enforcement agencies, and follow-up contact to ensure a reasonable, good-faith effort is completed in the collection of required statistics.

## Crime Statistics Location Definitions

The crime statistics reported include the following geographic categories:

**CAMPUS:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, 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 other retail vendor).

**NON-CAMPUS BUILDING OR PROPERTY:** 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.

**PUBLIC PROPERTY:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

# Definitions of Crimes

## for Use in Classifying Criminal Offenses

### 2017 CLERY CRIMES AND DEFINITIONS:

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

**Manslaughter** - The killing of another person through negligence.

**Rape** - The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary permanent mental or physical incapacity (or because of his/her youth).

**Forcible Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the 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 permanent mental or physical incapacity.

**Incest** - Non-forcible sexual intercourse between person 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.

**Robbery**- The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person 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 where either the offender displays a weapon, or 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.

**Burglary** - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

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

**Arson** - To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**Liquor Law Violations** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possessing or use of intoxicating alcoholic beverages.

**Drug Related Violations (Sale and Possessional)** - The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance. Or, the unlawful manufacture, sale, purchase, possession or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).

**Weapon Law Violations** -The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

# Definitions of Crimes

## for Use in Classifying Criminal Offenses

**Hate Crime Reporting** – All hate crimes associated with any of the following crimes: homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, any other crime involving bodily injury, larceny-theft, simple assault, intimidation, and destruction/damage/ vandalism of property reported to law enforcement need to be reported. Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias toward race, gender, religion, sexual orientation, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. If a hate crime is reported, the type of prejudice and the type of crime need to be listed.

**Domestic Violence** – The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** - The term “dating violence” means violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

**Stalking** - The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to — (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

# Definitions of Crimes

## for Use in Classifying Criminal Offenses

### HATE CRIMES

A hate crime is considered a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. Although there are many possible categories of bias, under the Clery Act, only the following six categories are reported:

- **RACE.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **GENDER.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **RELIGION.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **SEXUAL ORIENTATION.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **ETHNICITY/NATIONAL ORIGIN.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **DISABILITY.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

In conjunction with the Clery Act, hate crimes include any of the following offenses that are motivated by bias:

- Murder and Non-Negligent Manslaughter
- Forcible Sex Offenses
- Non-Forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

# Crimes Reported

*All statistical information provided below is designed to assist those viewing the information in making an assessment of the level of Clery Act crime occurring within/on Academy for Five Element Acupuncture geographical areas.*

<b>Offense Type*</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Murder	0	0	0
Manslaughter by Negligence	0	0	0
Rape (including statutory)	0	0	0
Fondling	0	0	0
Incest	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Motor Vehicle Theft	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons law violations	0	0	0
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
	0	0	0

There were no reported Hate Crimes for the years 2014, 2015 or 2016.

+ Information in the category of unfounded Clery Act Crimes was not required until 2015.

++ Disciplinary Referrals

# Crime Log

**The Academy maintains a daily Crime Log that records, by the date reported, all crime that occurs:**

- On the campus
- In or on non-campus buildings or property
- On public property within the campus or immediately adjacent to and accessible from the campus

The Crime Log details the crime, type of crime, the date/time of the crime, the location of the crime, and the disposition of the crime. Crime Log information is posted within two business days of receiving the initial report or additional information of a crime. For the purpose of the Crime Log, a business day is any day Monday through Friday, except for days when the institution is closed.

Crime information can only be withheld from the Crime Log if, in the opinion of the Academy, it would jeopardize an ongoing criminal investigation, cause a suspect to flee or evade detection, or result in destruction of evidence. The Academy must however disclose and update the crime log information once those issues are no longer a concern.

The Crime Log, which contains mandated information dating back to January 1, 2004, including the most recent 60-day period, is open to public inspection anytime by contacting the Title IX Officer at 352.335.2332 during normal business hours.

# Crime Prevention Programs

Resources in the areas of crime prevention and personal safety education are available from a variety of sources, including the Office of the Registrar. Special emphasis is placed on personal safety and every student, staff, faculty member, or visitor is encouraged to take a responsible and proactive approach to personal safety and security. The ultimate goal is to make the school environment as safe and crime-free as possible by raising the level of awareness of individuals and promoting willingness to assume individual responsibility in reducing opportunities for crime to occur.

A description of the various programs and services is provided below.

## **ORIENTATION PROGRAMS**

The Academic Dean provides a new student orientation day during which an overview of safety and safety policies is provided. During orientation the importance of personal responsibility in the control of crime is emphasized.

## **ALCOHOL AND DRUG ABUSE PREVENTION**

The school offers resources available to everyone in the camp community. This includes information and literature promoting responsible decision-making concerning the use of alcohol and drugs.

The Academy distributes literature promoting responsible decision-making and education on the legal consequences of alcohol and drug use. Students should take time to familiarize themselves with the Academy's Illegal Drugs and Alcohol which is available on-line in the Student Handbook.

## **PERSONAL SAFETY AND RAPE PREVENTION PROGRAMS**

Personal safety is a top priority at the Academy. Informational programs on the issues of date/acquaintance rape, relationship violence, workplace violence, and personal safety are provided annually. Students are informed about the RAD (Rape Aggression Defense) self-defense training for women at the school. RAD training focuses on personal safety skills and threat assessment to empower women with the ability to protect themselves in violent situations. For more information call Alachua County Sheriff's office, 352.367.4000 or <http://www.alachuasheriff.org>. Another resource is the Alachua County Victim Services and Rape Crisis Center.

## **SEXUAL OFFENDER/PREDATOR REGISTRATION IN FLORIDA**

The federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders/predators may be obtained. The act also requires registered sex offenders/predators to contact the appropriate state officials and provide notice of each higher education institution in that state at which the offender/predator is employed, carries on a vocation, or is a student.

# Crime Prevention Programs

In accordance with Florida State Statute 775.21 (“The Florida Sexual Predators Act”) and Florida State Statute 943.0435, convicted sex offenders in Florida must register with the Florida Department of Law Enforcement (FDLE) within 48 hours of establishing permanent or temporary residence. The FDLE makes information concerning the presence of registered sexual offenders/predators available to local law enforcement officials and the public. It is then the responsibility of the county sheriff or the municipal police chief to make required notification to all community members of the presence of predators only (not offenders) in a manner deemed appropriate by the sheriff or police chief. It is the responsibility of the county sheriff to notify the school if an offender or predator is enrolled, employed, or carrying on a vocation at the school. The Academy is required to inform members of the campus community where to obtain information about such offenders/predators.

Any member of the school community who wishes to obtain further information regarding sexual offender/predators in our area may refer to the FDLE website at <http://www.fdle.state.fl.us/Content/home.aspx>, call 1-888-FL-PREDATOR (1-888-357- 7332), or utilize the FDLE website searchable database at <http://offender.fdle.state.fl.us/offender/Search.jsp>. The FDLE searchable database may be used to find all registered sex offenders in any city, county, or zip code in the state.

## PERSONAL SAFETY TIPS

- Be aware of your surroundings and of the behavior of the people around you. Follow your intuition; trust your feelings about suspicious situations. Report all suspicious persons or activity to law enforcement.
- Practice the buddy system.
- Be aware of your feelings when you are faced with situations in which you do not feel relaxed or in charge. If you feel uncomfortable, act on it.
- In general, the more information you have about a person, a situation, and your own feelings and reactions, the safer you will feel.
- Be aware that alcohol and drugs compromise your awareness and your ability to identify and act on your feelings. They also increase the opportunity for victimization.
- Be able to identify your sexual limits; it’s your body and no one has the right to force or pressure you to do anything you do not want to do.
- Stay alert and tuned in to your environment. Remember that cell phones, iPods, and other electronic devices divert your attention from your surroundings and block out environmental sound, which increases your vulnerability.
- Travel in well-lit and high-traffic areas at night. Always avoid shortcuts through wooded areas, parking lots, or alleys.
- Try to never jog or bike alone. If you must go alone, avoid isolated and poorly lit areas. Do not use headphones while biking, jogging, walking, or exercising outdoors.

# Crime Prevention Tips

## PERSONAL SAFETY AND THE INTERNET

The internet is very much like our society. The majority of people only have the best intentions and behave responsibly. However, there are always potential offenders mixed in the population. Observe the same precautions online that you would in everyday life. Be aware of the possibilities and take the appropriate steps to avoid situations you know or suspect could be dangerous. Below are some basic personal safety tips that you should consider whenever participating in internet communication.

- Always practice personal safety when using social networking sites. Use the additional privacy settings available on the sites to restrict access to your posted information. Regularly check the settings and make updates as necessary.
  - Avoid giving out personal information, such as your home address or telephone number, to people you meet online.
  - Avoid posting your personal information, such as your telephone number, the name of your apartment complex, or your class schedule, on social networking sites. Not everyone is who he or she may seem, and posting your personal information online can increase your risk of victimization.
  - Before you agree to meet in person with anyone you meet online, try to verify the person's identity, possibly through a third person whom you know and trust, and verify other information the person provided, such as place of employment or classes said person attends. Online predators thrive on the anonymity of the medium. If the person's identity or other provided information is proven to be false, STOP COMMUNICATION WITH THAT PERSON IMMEDIATELY.
- Exercise caution if you decide to arrange such a meeting and make it on YOUR terms. Choose a public location that you know well, and tell a friend about the meeting. Arrange your own transportation to and from the meeting. Bring a friend along for security or consider a "double date" the first time. Set your conditions for the encounter and don't let the person you are meeting change them. Stay near other people and in well-lit areas throughout the meeting. Keep a cell phone available to you at all times. Note the person's physical description (gender, race, age, height, weight, hair color, clothing, facial hair, scars/marks/tattoos, etc.) in case something goes awry and you need to describe the individual to the police.

## REDUCE YOUR RISK OF DRUG- FACILITATED SEXUAL BATTERY

- Never leave your drink unattended. Drugs used in drug-facilitated sexual battery (rape) can be slipped into any type of beverage and you will never know because such drugs are colorless, odorless, and tasteless.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.
- If you think your drink has been tampered with, seek medical attention immediately, and request the hospital conduct toxicology testing.

# Crime Prevention Tips

## STUDY/WORKPLACE SAFETY

- Practice the buddy system. When working or studying late, let others know where you are, what time you plan to return, how to reach you, and what route you will take on the way home. Do not list such information on any social networking sites.
- When working late, make sure doors are locked.
- Never prop doors open, especially fire doors, even for a short time.
- Keep purses and backpacks out of plain site when in public areas, such as the clinical reception area, the admin reception area, or student study computers.
- Never allow unknown persons to enter secured facilities.
- Report all suspicious persons or activity to law enforcement.
- Out late studying or working? Call a friend to request a ride.

## RESIDENCE SECURITY TIPS

- Keep your doors locked at all times.
- Never allow unknown persons to enter your apartment or house.
- Lock your door when you are at the pool, laundry room, game room, or a neighbor's residence, even if just for a few minutes.
- Do not leave your personal belongings unattended in the common areas, even for a brief period of time.
- If you return to your residence and find signs of forced entry, leave immediately, seek safety, and notify the police by calling 9-1-1.
- Have keys in hand to unlock doors when returning home, especially at night.
- Know your plan of escape from your residence in case of fire or other emergency.
- Be familiar with the security services available to your community.
- Report all suspicious persons or activity to law enforcement.

## HANDLING OBSCENE OR HARASSING PHONE CALLS

A telephone call is considered obscene or harassing if it is received at a location where you have a reasonable expectation of privacy and the caller makes repeated calls or makes any comment, request, suggestion, or proposal which is obscene, lewd, lascivious, filthy, vulgar, or indecent.

If you receive harassing or obscene phone calls:

- Report obscene or harassing phone calls to the Alachua County Combined Communications Center by calling (352) 955-1818. They will connect you with an officer from the appropriate law enforcement agency.
- Pay attention to any background noises, the caller's sex, accent, speech pattern, or anything else to aid in identification.
- Keep a log of calls received, including dates, times, and details of the calls
- If calls are received on your voicemail or answering machine, save the message(s).
- Use the \*69 service on your telephone. By pressing \*69 the telephone number of the last caller is identified. There is a charge of \$1.25 per use. When you receive an unwanted telephone call, use this service, document the number in your call log, and provide the number to the police.

# Traffic Safety

## PREVENTING AUTO, MOTORCYCLE, AND SCOOTER THEFT

Don't make your car an easy target for a thief. On average, it takes less than 30 seconds to steal a car. Give a thief an inch and he or she will take your car for miles. Here are some tips to make it harder for the thieves:

- Always lock your car, close the windows, and take the keys. A Gallup poll found that thirty- one percent of us don't always lock our car doors. Twelve percent leave a window cracked open, usually for ventilation, and fourteen percent of us don't always remove our keys.
- Never leave valuables in sight. Thieves are attracted not only by your car, but also by its contents.
- If at all possible, invest in an alarm system or theft deterrent device.
- Use a high visibility theft deterrent such as a steering wheel lock or security alarm.
- Never leave your car running and unoccupied, even for just a minute.
- Have your vehicle identification number etched on the car windows. Drop a business card into your door panels. This may make your car more easily identifiable to law enforcement in the event that it is stolen and subsequently recovered.
- Secure your motorcycle or scooter properly by following the recommended security measures indicated by your manufacturer. These vehicles are often taken simply because of their light weight and availability.

## SAFETY TIPS FOR VEHICLE OPERATORS

- Always yield to pedestrians in the roadway.
- Watch your "blind spot" for other traffic, such as bicycles and pedestrians, overtaking you when making right turns.
- Always stop for pedestrians in crosswalks.
- Always behave in a predictable manner and use turn signals. Other traffic may not always see you or recognize your intentions.
- Oversized vehicles must watch for bicycles, pedestrians, and other traffic when turning.

## BIKES

In Florida, a bicycle is considered a vehicle when operated on the roadway. As a result, bicycles are subject to the same responsibilities and regulations as motorists. The same fines apply to motorists and bicyclists for traffic violations, such as failing to yield to a pedestrian, running a stop sign or red light, going the wrong way on a one way street, or riding on the wrong side of the road. Additionally, there are laws specific to bicycle operators, such as a mandatory white front light and red rear light if the bicycle is being ridden between sunset and sunrise, an allowance for only one person per permanently affixed seat, a requirement to keep at least one hand upon the handle bars at all times, and a restriction against wearing more than one ear bud at a time.

## BIKE HELMETS

Florida law requires all people 16 years of age or younger to wear a helmet when riding a bicycle. All cyclists are encouraged to wear a bike helmet for their safety. Serious head injuries can be avoided when bicyclists wear this important piece of safety gear.

# Traffic Safety

## **MOPEDS AND MOTOR SCOOTERS**

Mopeds are considered motor vehicles unless they are being operated solely by human power. When they are under engine power, they cannot be ridden on sidewalks. Motor scooters also are considered motor vehicles and cannot be driven on sidewalks or in bike lanes. Both mopeds and motor scooters are subject to violations of the same laws as all other motor vehicles, such as running stop signs, failing to yield to pedestrians, and speeding. Florida also has traffic laws specific to the operation of motorcycles and mopeds. For example, no person shall operate a motorcycle or moped while carrying anything which prevents the driver from keeping both hands on the handlebars.

## **MOTORCYCLES ON CAMPUS**

Any person operating a motorcycle on campus is subject to the same laws and responsibilities as the driver of any other vehicle. Motorcycle operators are required to have proper driver license endorsements and wear proper protective head gear and eye protection as provided by Florida State Statute 316.211. Any rider choosing not to wear a helmet must be over 21 years of age and carry \$10,000 or more of personal injury protection insurance. Furthermore, the operator of a motorcycle shall not overtake and pass in the same lane occupied by the vehicle being overtaken, and no person shall operate a motorcycle between lanes of traffic or between adjacent lines or rows of vehicles.

## **PEDESTRIAN RIGHT OF WAY**

Walking is a primary mode of transportation for some students, so it is important for pedestrians to remember that they are also subject to traffic control signals. While vehicles must yield to pedestrians in a clearly marked crosswalk or intersection, pedestrians must yield to vehicles when crossing anywhere else. Even though vehicles are required to yield, always remember to make eye contact with the driver before proceeding into the path of an oncoming vehicle.

## **INTERNET BASED INFORMATION REGARDING TRAFFIC SAFETY**

Information pertaining to Florida traffic laws can be viewed on-line at <http://www.flsenate.gov/Laws/Statutes/2011/Chapter316>.

Information detailing the cost of fines for traffic violations, including bicycle/ pedestrian violations and motor vehicle violations in Alachua County, can be found on-line at the Alachua County Clerk of the Court website at <http://www.alachuacounty.us/depts/clerk/traffic%20citations/pages/traffic-fines.aspx>.

# Traffic Safety

## **BICYCLE SECURITY INFORMATION**

- Park and lock your bicycle in well-lit areas.
- Secure your bicycle to a bicycle rack with a quality, hardened steel “U” type lock. Always lock your bicycle by putting the U-lock through the bike’s frame, a wheel, and the rack. This is especially important if your bicycle has quick-release wheels.
- If you have quick-release wheels, remove the front wheel and place it next to the rear wheel. Then put the U-lock through both of the wheels, the frame, and the bicycle rack.
- Avoid putting a U-lock through only one wheel. The wheel can be removed and the frame and remaining wheel can easily be stolen.
- Place the lock on your bicycle with the key mechanism facing the ground. This will make it harder for a thief to tamper with it and less likely that the mechanism will fail as a result of exposure to the weather.
- Avoid using cable locks, not locking your bicycle to fixed object such as a bicycle rack, or leaving it parked in the same place for a long period of time.
- Never lock your bicycle to another bicycle. Your bicycle lock may be cut to release the other bicycle, leaving your bicycle unsecured.
- Never block building entrances, ramps, or handicap areas with your bicycle. These areas must remain clear at all times and can’t be used as a location to secure your bicycle.

# Building Security

Access to academic and administrative facilities on campus is generally limited to students, staff, and visitors for the purpose of study, work, teaching, and conducting other school business. All buildings are locked and opened by designated personnel based upon predetermined scheduling required to meet the needs of the Academy. While most academic and support buildings are accessible during the normal business day, this schedule may change based on academic schedules.

**By accepting a key/keycard, you agree to the following:**

- You agree not to prop or leave an entrance door open at any time.
- You agree not to knowingly receive, borrow, or possess any key/keycard for any space without receiving permission from a person duly authorized to give such permission.
- You agree not to alter, duplicate, copy, or make a facsimile of any key to a lock of the buildings or property without receiving duly authorized permission.
- You agree not to loan your keys/keycard.
- You agree not to use your key/keycard to grant access to non-authorized individuals.
- You agree to report any lost, missing, stolen or damaged keys. You will be charged \$10 for a replacement card.
- You agree to re-secure doors after entering.

*Violations of any of these enforcement policies may result in disciplinary action up to and including dismissal.*

## GENERAL INSTRUCTIONS FOR KEYCARD ACCESS

The Academy has a key card entry system for both the 305 and 315 buildings. Keycard access hours are generally 8:30 am to 5:30 pm on any day there is scheduled class or clinic. Students may enter the buildings *earlier* than 8:30 am once a staff/faculty member is present in the building and/or three or more students have arrived for class. An Admin staff person must be notified in order to provide early access.

In the 305 building, the ADMIN DOOR is open during administrative hours, 8:30 am to 4:00 pm, Monday through Thursday, and Friday by appointment. The door from the classroom to the parking lot should remain locked so the building is safe and uninvited guests cannot enter, especially during lunchtimes when the classroom may be empty. During class times in the 305 building, please use keycards to enter/exit through the clinic lobby door.

Doors are unlocked during patient appointment hours. The doors unlock 15 minutes prior to the first scheduled appointment of the shift, and 15 minutes after the start of the last appointment of the shift.

The library is open during Admin hours and on weekend days when class is in session in the building. The Library is not open to students during weekends unless class is scheduled in the 305 Building.

Access hours in the 315 Building are as above. Access begins at 8:30 am, or 30 minutes prior to the start of the clinic shift when 9 am is not the first shift. On clinic days with evening shifts, the door automatically locks at 6:15 pm. To enter after the door is locked, press the intercom button outside of the door, identify yourself, and you will be “buzzed in.”

# Building Security

WEEKEND USE OF BUILDING. *Only students who are attending weekend classes should be in the buildings during weekend hours.*

HERB DISPENSARIES. Use of the dispensary should be during Admin hours and Herbal Studies class and clinic hours. The bulk dispensary is not open to students during weekends unless Herbal Studies class/clinic is in session.

The Academy does not employ security personnel to monitor activities inside the building or in the parking area. Each student and employee is encouraged to be vigilant of criminal activity and to report any such activity or other EMERGENCY to the local law enforcement agency, or call 9-1-1 immediately and to alert a member of the administration of the activity as soon as possible.

## SECURITY at Your Residence

Off-campus apartment complexes, townhome/condominium communities, and other multi-family dwellings pose unique problems. Because of the temporary nature of many residents of rent/lease properties, you need to make an extra effort to be aware of your environment. This includes knowledge of what measures your landlord has taken on behalf of your safety.

The Voluntary Inspection Program (VIP) is intended to provide prospective renters with information on residential rental properties and units that have voluntarily agreed to be inspected on the basis of the Community Safety Guidelines. These guidelines were developed through the combined efforts of the Gainesville Apartment Association, Alachua County Sheriff's Office, and the Gainesville Police Department. Residential rental property owners voluntarily request inspections under this program, and only a limited number of rental units are inspected at any one site. Apartment inspections are conducted by specially trained law enforcement officers from one of the following agencies: the Gainesville Police Department, the Alachua County Sheriff's Office, or the Santa Fe College Police Department.

A list of the guidelines used by the inspectors as well as properties inspected and certified according to these guidelines is available on-line at <http://www.police.ufl.edu/community-services/voluntary-inspection-program/>. This list is subject to change as properties are certified and decertified. Given that certifications are valid for two years, please check the list whenever you are considering that information.

The Academy accepts no responsibility for the safety or any other condition of the properties listed. The Academy expressly disclaims giving any guarantees, warranties, or any other representations that any of the properties it lists as possible housing sites are safe or recommended. The school does not approve or recommend to students or others any off-campus rental properties listed. Students must make their own individual and personal choices with regard to the selection of living accommodations.

# Fire Safety

## FIRE LOG INFORMATION

The Academy maintains a daily Fire Log that records, by the date reported, any fire that occurs on campus. The fires reported and included on the Fire Log include those that were already extinguished as well as those discovered while still burning. They include emergency situations involving fires that necessitated a call to 9-1-1 for fire department assistance, as well as minor fires, such as a small trash can fire that was easily extinguished without assistance. Fires can be reported by anyone, regardless of the individual's association with the Academy.

The Fire Log is open to public inspection anytime by contacting the Title IX Coordinator at 352.335.2332. Information mandated in the Fire Log includes the agency that responded to the fire, the report date/time, type of fire, cause of fire, date/time of fire, location, number of injuries/deaths, and estimated cost of property damage. The Fire Log is updated with an entry or addition within two business days of receiving the information. For the purpose of the Fire Log, a business day is any day Monday through Friday, except for days when the institution is closed. Anyone wishing to view Fire Log information, in person, should contact the Academy's Title IX Coordinator and it will be provided within two business days of a request for public inspection. Anyone can access the Fire Log, regardless of their association with the Academy.

## Fire Safety Information

### CONDUCTING A FIRE DRILL

You may or may not choose to alert your staff of the fact that you will be conducting a drill, but the drill should take place at a time when all staff will be present, as this should be an educational experience.

After a fire drill, all participants **should return to the building for debriefing:**

- What went well?
- Any questions or suggestions related to how we can improve next time?
- Are you feeling comfortable with the procedures?
- Any disciplinary problems during or after the drill?
- File incident reports as needed.
- Instruct staff members on how to fill out a fire alarm/drill/report.
- Log the drill in the fire alarm log binder.
- Make sure all staff and students understand the designated areas.
- Designated areas are physical locations outside of the school building, where participants should proceed during a fire, fire drill, or fire alarm. The location of your designated area should be away from the building, as this will decrease the likelihood of objects harming residents.

# Fire Safety

## **FIRE SAFETY community standards**

**A. EVACUATION** – Immediate evacuation when an alarm sounds, and/or when instructed to do so by appropriate hall staff is mandatory. Re-entry into a building before receiving confirmation from appropriate staff, the fire department, or other emergency personnel is prohibited. Re-entry is not permitted while the alarm is sounding.

**B. COOKING** - Persons should not leave items unattended on a burner at any time. Persons are responsible for the proper use of approved cooking appliances and attention items while using the appliances and will be responsible for any damages that may occur.

**C. COOKING APPLIANCES** - Persons are allowed to use the following items in the kitchen areas: electric crock pots, coffee pots, drip coffee makers, toasters, toaster ovens, ceramic sealed hot plates or hot plates with exposed coil. These items are permitted so long as they are single units with sealed heating elements. Convenience items such as blenders, mixers, can openers and juicers are also permitted.

**D. MICROWAVE OVENS** - Microwaves must be UL approved; each unit and/ or units combined must not exceed 1500 watts (only one microwave oven is permitted if the unit(s) exceeds .75 cubic feet and/ or 1500 watts).

**E. CANDLES AND INCENSE** – Possession or use of all candles any purpose is prohibited. Incense is allowed only in the clinic treatment rooms.

**F. EXTENSION CORDS/MULTI-PLUG ADAPTORS** – Extension cords should be:

1. Only UL (Underwriters Laboratories) certified three-prong grounded extension cords that are 14 gauge or heavier are permitted to be possessed and/or used inside the residence halls.
2. The extension cord must be equipped to plug in one item only. An extension cord that meets all other requirements and is designed for more than one item to be plugged into it is not allowed because this type of extension cord is considered a multi-plug device without a circuit breaker. NOTE: The lower the gauge number, the heavier/ thicker the cord is. Cords cannot exceed 10 feet in length. Only one appliance/item may be plugged into an extension cord; only one extension cord may be used per double outlet.
3. Only UL (Underwriters Laboratories) certified multi-plug adapters with circuit breakers are permitted.
4. Up to three appliances/items may be plugged into one multi-plug adapter per double outlet. The maximum wattage for a double outlet is 1500 watts.
5. Extension cords and multi-plug adapters may not be connected. Items may not be plugged into outlets/plugs contained in other items. *NOTE: Regulations concerning extension cords and multi-plug adapters are written in compliance with State Fire.*

**G. AIR CONDITIONERS/HEATERS** –Open coil space heaters are not permitted.

**H. DECORATIONS** -

1. “Live cut” trees (such as Christmas Trees) are prohibited.
2. Strands of lights (Holiday Lights) may be used but may not be plugged into each other to create a string of lights.
3. No flags, banners or other cloth/flammable decorations are to be hung on and/or from the ceiling.

**I. PERSONAL CARE ELECTRICAL DEVICES** – Hair/blow dryers, irons, curling irons, straightening irons, and other personal care electric devices must be plugged directly into the outlets.

**J. SMOKING** – Smoking and tobacco use are prohibited in all facilities and areas of the campus with no exception. This includes but is not limited to indoor and outdoor areas and properties. This policy applies to all faculty, staff, students, consultants, contractors, and visitors.

# Fire Safety

## FIRE RESPONSE PLAN

When evacuation is necessary, students, faculty, staff (and possibly patients) should leave the building quickly, in a calm and orderly fashion, to a safe area. Individuals who are able to should offer assistance to any person with a disability in need of help. Those exiting should not turn off lights or equipment or lock doors to a room or building. If community members observe something unusual or suspicious, they should not touch it and notify a Security team member. Those evacuating should remain in an area safely away from the building until receiving notification to return to the building.

If the emergency occurs on a day and time prior to the start of classes, notification to all students, faculty and staff will occur by phone tree or text message.

Evacuation will be performed by personal vehicles if possible and necessary, and all those evacuating shall be directed to their homes or other safe havens.

A test, and subsequent evaluation, of the Academy's emergency response and evacuation procedure, including its notification system, will be conducted once a year and documentation of the test will be kept in the Campus Crime and Safety notebook (administrative office).

Confirmation there is a significant emergency or dangerous situation and authorization to send messages is time dependent and determined by the incident. Confirmation of significant emergencies will require direct investigation by appropriate Academy personnel. Taking into account the safety of the community, Academy personnel will determine the content of the notification and initiate the appropriate elements of the emergency notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

For all campus law enforcement issues, the Gainesville Police Department will be asked to confirm a significant emergency or dangerous public safety situation on campus through victim, witness or officer observations.

The emergency notifications will include information that will enable members of the school community to take actions to protect themselves, including information about the type of incident, location and instructions on what actions to take and other safety tips.

*Report Prepared by Joanne Epstein  
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