
SOUTHERN TECHNICAL COLLEGE
CAMPUS SAFETY POLICIES,
PROCEDURES & CLERY ACT REPORT

CONTENTS

ANNUAL DISCLOSURE OF CRIME STATISTICS.....	4
SOUTHERN TECHNICAL COLLEGE OFFICE OF CAMPUS SAFETY.....	4
DRUG & ALCOHOL POLICY AND EDUCATIONAL PROGRAMS	4
POSSESSION, SALE AND/OR CONSUMPTION OF NON-PRESCRIPTION AND ILLEGAL DRUGS	4
DRUG FREE COMPLIANCE.....	4
PARENT NOTIFICATION FOR DRUG AND ALCOHOL VIOLATIONS	5
CAMPUS SECURITY AUTHORITIES	5
REPORTING A CRIME	6
CONFIDENTIAL REPORTING PROCEDURES.....	6
TIMELY WARNINGS.....	6
SEX OFFENDER REGISTRIES	6
FACILITIES	7
POSSESSION OF FIREARMS, FIREWORKS, EXPLOSIVES, OR WEAPONS	7
PERSONAL SAFETY	7
DISCLOSURE OF CRIME STATISTICS	8
CRIME DEFINITIONS	9
VAWA Prohibited acts and DEFINITIONS	10
SOUTHERN TECHNICAL COLLEGE NON – DISCRIMINATION AND ANTI-HARASSMENT POLICY AND PROCEDURES	12
FORMS OF HARASSMENT	13
SOUTHERN TECHNICAL COLLEGE Sexual assault POLICY AND PROCEDURES.....	14
SOUTHERN TECHNICAL COLLEGE VAWA Policy	14
PURPOSE AND SUMMARY	14
EMPLOYEE DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY	17
SOUTHERN TECHNICAL COLLEGE Sex Offense Prevention	18
SOUTHERN TECHNICAL COLLEGE CRIME STATISTICS	18
NETWORK USAGE POLICIES	18
FILE SHARING AND COPYRIGHT INFRINGEMENT	19
EMERGENCY PERSONNEL NAMES	23

EVACUATION ROUTES.....	23
EMERGENCY REPORTING AND EVACUATION PROCEDURES	23
MEDICAL EMERGENCY	23
FIRE EMERGENCY.....	24
TELEPHONE BOMB THREAT CHECKLIST	24
SEVERE WEATHER & NATURAL DISASTERS.....	25
Hurricane.....	25
SCHOOL CLOSURE DUE TO WEATHER EMERGENCY.....	27
SUSPICIOUS PERSON.....	28
OTHER EMERGENCIES	28
YEARLY TESTING	28
NOTIFICATION	29
CRITICAL OPERATIONS.....	30
APPENDIX	31
Southern Technical College (STC).....	31
<i>Community Resources For Victims of Violence in Compliance with</i>	31
<i>Violence Against Women Act Reauthorization of 2013</i>	31

An institutional report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

ANNUAL DISCLOSURE OF CRIME STATISTICS

The Clery Act requires all institutions of higher education to publish an annual report of security policies and crime statistics. Information contained in this report was also solicited from the local city police forces for the purpose of identifying crimes that occurred on city streets and property adjacent to Southern Technical College. This report is made available to all current and prospective students and employees; for a printed copy, visit the campus LRC. The report is due by October 1st of each year and must contain certain crime statistics for the most recent three year reporting period. In addition to this report Southern Technical College reports its crime statistics to the Department of Education, which posts the information to their web site at <http://www.ope.ed.gov/security/InstList.aspx>

SOUTHERN TECHNICAL COLLEGE OFFICE OF CAMPUS SAFETY

The Office of Campus Safety at Southern Technical College is charged with the responsibilities of providing life safety and property protection. The department strives to contribute to the academic environment by performing assigned duties with a positive, service-oriented educational approach.

DRUG & ALCOHOL POLICY AND EDUCATIONAL PROGRAMS

POSSESSION, SALE AND/OR CONSUMPTION OF NON-PRESCRIPTION AND ILLEGAL DRUGS

No student may be in illegal possession of, deliver, dispense, distribute, administer, manufacture or wholesale any controlled substance, including marijuana, narcotics, hallucinogens, and other chemical analog or drug-related paraphernalia prohibited by State or Federal Drug Laws. (Federal law requires that students be informed that federal and state laws prohibit possession and/or use of illicit drugs. Southern Technical College complies with Federal and State laws regarding illicit drugs.)

The college reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs. Investigation may include but is not limited to classroom and/or vehicle inspection, canine drug scan or drug screening in cases of strong suspicion of drug use. (Refusal to submit to these measures at time of request may be viewed as strong evidence which may result in suspension.)

DRUG FREE COMPLIANCE

The Drug Free Schools and Communities Act Amendment of 1989 mandates that all employees of an institution be informed that possession, use, or sale of illicit drugs is prohibited by state and federal laws. Furthermore, standards of conduct must be established by the institution which prohibits the possession, sale, or use of illicit drugs or alcohol on college property or as part of any

of its activities. Failure to comply with this law will result in loss of eligibility to receive funds through any federal programs, including federally funded or guaranteed student loan programs. In compliance with the Drug-Free Workplace Act of 1988, the College property consists of the following: *All College of Southern Technical College, consisting of all administrative offices, on-site and off-site classrooms, common areas, storerooms, stairwells, student and staff lounges, classes, hallways, restrooms, and the parking lot areas.*

Non-compliance with the terms in the paragraph above will result in the following action:

- Notification of law enforcement agency;
- Recommendation of drug rehabilitation;
- Dismissal of offender

DRUG FREE AWARENESS PROGRAM

All employees and students are informed that the college has established a drug-free awareness program informing students and employees about:

- Our policy of maintaining a drug-free school;
- Any available drug counseling, rehabilitation, and student assistance programs; and
- The penalties that may be imposed upon students for drug above violations occurring on College property, as defined above.
- The dangers of drug abuse.

Available referral to drug counseling and rehabilitation for employees can be obtained through our Employee Assistance Program or United Way:

- EAP Consultants, LLC at 800-869-0276 or visit the Member Access page of our web site at www.eapconsultants.com.
- United Way Help Number: 2-1-1 or www.211.org

PARENT NOTIFICATION FOR DRUG AND ALCOHOL VIOLATIONS

In accordance with the Higher Education Amendments of 1998 to the Family Educational Rights and Privacy Act (FERPA) of 1974, Southern Technical College will notify a parent or legal guardian of a student who is under 21 years of age when the student has been found guilty through disciplinary channels of violating any Southern Technical College rule regarding alcohol or illegal drugs. Southern Technical College also reserves the right to notify parents at any time regarding matters of student discipline.

CAMPUS SECURITY AUTHORITIES

The Department of Education in 34CFR Part 668 also defines “campus security authorities” as someone with “significant responsibility for student and campus activities”. Southern Technical College further defines the following as “campus security authorities”:

- Executive Director
- Director of Education
- Vice President of Operations

REPORTING A CRIME

In the event of an actual crime or emergency in progress, get to a safe place and call 911 immediately. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Office of Campus Safety in a timely manner. Any suspicious activity or person seen in the parking lots or loitering around vehicles, and inside building should be reported. Do not hesitate to request maximum and immediate help by calling 911 especially if a crime or emergency is in progress. Campus Personnel will assist students that request help in notifying authorities.

CONFIDENTIAL REPORTING PROCEDURES

If you are a victim of a crime and do not want to pursue action within the College or criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Security Authority can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of the campus community. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics of the institution.

TIMELY WARNINGS

Information on criminal incidents and other campus emergencies that occur, either on or off campus, that, in the judgment of the Southern Technical College Administration or Office of Campus Safety constitutes an ongoing or continuing threat to the campus community, a campus wide “timely warning” will be issued. The information included in the warning may include but is not limited to the type of incident, the location of the incident, the date and time of the incident, and how the campus community should respond. Distribution will be made through e-mail and written notifications placed strategically throughout campus. The warning will only be issued after it is determined that it will not compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

SEX OFFENDER REGISTRIES

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends *The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act*, and the Family Educational Rights and Privacy Act of 1974, the Southern Technical College Office of Campus Safety is providing the following links: <http://www.nsopr.gov> and <http://offender.fdle.state.fl.us/offender/homepage.do>.

The “Campus Sex Crimes Prevention Act” requires sex offenders who are enrolled in or work at institutions of higher education to register with the state’s sex offender registration program. The state in turn is obligated to notify the school’s law enforcement unit as soon as possible.

FACILITIES

Most buildings are opened and closed by housekeeping or by the maintenance. Hours of operation are effected by needs of faculty, special events and other scheduled activities. After hours use of a building requires the approval of the Campus Executive Director or Designee. Persons using buildings after hours should do so with a partner or let someone know where they will be and for how long. All facilities have fire alarm systems that report locally with an audible/strobe alarm and the Fire Department.

POSSESSION OF FIREARMS, FIREWORKS, EXPLOSIVES, OR WEAPONS

Southern Technical College conforms to Florida statutes which address the possession of weapons on or within 1,000 feet of a school safety zone. Violation of this policy will result in appropriate action, including but not limited to expulsion, dismissal, and/or criminal prosecution, if a student or visitor to campus engages in any of the following:

1. Using, possessing, distributing manufacturing, maintaining, transporting or receiving, within any location on College property or at any College sponsored event, any of the following weapons as defined below:

- a. Firearm or weapon whether operable or inoperable as defined in or any object of like character, including but not limited to paintball guns, BB/pellet guns, potato guns, air soft guns or nay device which propels a projectile of any kind;
- b. Knife having a blade of two or more inches
- c. Straight edge razor or razor blade
- d. Spring stick
- e. Bat, club, or other bludgeon type weapon
- f. Nun Chahka, nun chuck, nunchaku, or shuirken
- g. Throwing star or oriental dart
- h. Stun gun or taser
- i. Any destructive device, detonator, explosive, incendiary, over-pressure device or any explosive materials

The possession of a valid firearms permit, or a valid license to carry a concealed weapon, does not exempt students from the provisions of this policy.

PERSONAL SAFETY

IN THE EVENT OF SUSPICIOUS OR CRIMINAL ACTIVITY, GET TO A SAFE PLACE AND PROMPTLY CALL 911.

Personal safety and property security at Southern Technical College is everyone's responsibility. The Office of Campus Safety urges all members of the campus community to participate in making the campus as safe as possible. If members of the community develop good security habits, they can assist the college in safeguarding personal property and college property.

TO DEVELOP GOOD SAFETY HABITS, FOLLOW THESE SECURITY TIPS:

IF YOU SENSE A POTENTIAL THREAT

- Assess the situation and then take action.
- Move away from the potential threat. You will have to decide how immediate the threat is and how drastic your action should be.
- Join any group of people nearby. Cross the street and increase your pace to move away from danger.
- Go to a well-lighted public place and call the police immediately.
- If you believe a threat is imminent and you see people nearby to help, yell, scream, or make a commotion in any way you can.
- If you see someone else in trouble, call the police immediately.
- After you have avoided a potential threat of crime, notify the police.

POSSIBLE SITUATION THAT COULD INDICATE A POTENTIAL THREAT.

- Unusual noises, such as gunshots, screaming, and anything suggestive of foul play, danger, or illegal activity. In such situations, call 911 immediately.
- Open or broken doors/windows, which could signify a possible burglary in progress or scene of a completed crime.
- Person(s) sitting in parked vehicles for an extended period.
- A vehicle driving slowly in the parking lot at night with its lights out.

WALKING ALONE ON CAMPUS

- Walk purposefully, briskly, and keep moving.
- Never work alone in an office or classroom on campus at night.
- Avoid traveling the same route every day.
- Have keys ready when approaching a locked door.
- If dropped off by a taxi or automobile, ask the driver to wait until safely inside.
- Stay in well-lighted areas as much as possible.
- Arrange a buddy system with someone you know.
- Stay alert to surroundings and trust personal instincts.
- When in danger, attract attention any way you can.

SAFETY IN YOUR CAR

- Have the car key ready when approaching a vehicle and check to make sure no one is hiding inside.
- Park in well-lit designated parking areas.
- Keep all valuables out of sight in the trunk of the vehicle.
- Always lock the car.

DISCLOSURE OF CRIME STATISTICS

A crime is reported when it is brought to the attention of a campus security authority or the local police by a victim, witness, other third party, or even the offender. Disclosure of crime reports must occur regardless of whether any of the individuals involved in either the crime itself, or in the reporting of the crime are associated with the institution. Alleged criminal incidents will be

reported even if no investigation by the police or campus security authority occurs that could result in a finding of guilt or responsibility.

CRIME DEFINITIONS

The following are reportable crimes and their definitions. The definitions are taken from the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook* (UCR).

- a. *Murder/ Non-Negligent Manslaughter*: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicide, accidental deaths, and justifiable homicides are excluded.
- b. *Negligent Manslaughter*: the killing of another person through gross negligence.
- c. *Sex Offenses–Forcible*: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- d. *Forcible Rape* -is 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 or permanent mental or physical incapacity (or because of his/her youth).
- e. *Forcible Sodomy* -is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- f. *Sexual Assault With An Object* -is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
- g. *Forcible Fondling* -is the touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- h. *Sex Offenses–Non-Forcible*: unlawful, non-forcible sexual intercourse (limited to incest and statutory rape)
- i. *Incest* -is the non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- j. *Statutory Rape* -is the non-forcible sexual intercourse with a person who is under the statutory age of consent.
- k. *Robbery*: the taking or attempting to take anything of value of the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- l. *Aggravated Assault*: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury resulted from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

- m. *Burglary*: the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- n. *Motor Vehicle Theft*: the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding).
- o. *Arson*: the willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.
- p. Along with the above listed crimes it is a requirement to report arrests and campus disciplinary referrals for the following offenses:
- q. *Liquor Law Violations*: the violation of laws or ordinances prohibiting the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- r. *Drug Abuse Violations*: violations of state and local laws relating to the unlawful possession, sale, use, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives; morphine, heroin, codeine; marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).
- s. *Weapon Law Violations*: the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as; manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minor; alien possessing weapons and all attempts of the aforementioned.

VAWA PROHIBITED ACTS AND DEFINITIONS

PROHIBITED ACTS AND DEFINITIONS

In compliance with the Violence Against Women Act (VAWA), the VAWA Policy prohibits sexual harassment, domestic violence, dating violence, sexual assault, stalking and other acts that as defined below:

- a. *Sexual Harassment* is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). STC will respond to reports of any such conduct in accordance with the VAWA, or other applicable, Policy. Sexual harassment may include incidents between any members of the STC community, including faculty, staff or other employees, students or third parties such as, but not limited to: vendors, contractors, and visitors. Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances,

- including the context in which the conduct occurred.
- b. *Sexual Violence* is defined as physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.
 - c. *Domestic Violence* is defined as any felony or misdemeanor crime committed by a current or former spouse of the victim; person the victim has a child with; an individual who lives, or has lived, with the victim as a spouse, or a person similarly situated to a spouse; and any other person committing an act “against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
 - d. *Dating Violence* is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - e. *Sexual Assault* occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication).
 - f. *Forcible Sexual Offense* is defined as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.
 - g. *Non-Forcible Sexual Offense* is defined as unlawful, non-forcible sexual intercourse. There are two types of Non-forcible Sex Offenses:
 - a. Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - b. Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of freewill. Consent is *revocable*. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment. For purposes of this *Policy*, the age of consent is the age consistent with Florida Law.

- h. *Incapacitation* is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one’s responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was

incapacitated.

- i. *Stalking* is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

SOUTHERN TECHNICAL COLLEGE NON – DISCRIMINATION AND ANTI-HARASSMENT POLICY AND PROCEDURES

Southern Technical College (the College) is committed to providing prompt and effective resolution of allegations of discrimination and harassment. The College's grievance procedures are to be used for complaints of discrimination on the basis of sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. §106.8(b)). These grievance procedures are also to be used for complaints of discrimination on the basis of disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. §104.7(b)), and on the basis of age filed under the Age Discrimination Act of 1975 (34 C.F.R. §110.25(b)).

To file a complaint please refer to the grievance procedures provided in the student and employee handbooks.

As a student of the College you have the right to file complaints of discrimination and harassment. Complaint investigations will be conducted in a fair, respectful, and consistent manner.

All students of Southern Technical College are expected to comply with the terms and conditions of this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Disciplinary action, up to and including, expulsion from the College with no opportunity for re-entry will be taken against any student who violates this policy.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment refers to behavior that is unwelcome, whether those involved stand in a subordinate-supervisory relationship, faculty-student relationship, employee-student relationship, student-student relationship, employee-employee relationship or vendors doing business with the College. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to the conduct is made either implicitly or explicitly as a condition to receiving a passing grade or favoritism in class or the student's continued attendance in class or enrollment in the College,
- The harassment has the purpose or effect of interfering with the student's school performance or creating an environment which is intimidating, hostile, or offensive to the student.

No employee or student shall threaten or suggest, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's grades, progress, evaluation, advancement, or any other aspect of academics.

The College remains watchful for inappropriate behavior or conduct; however the nature of harassment or discrimination is such that it is often difficult for the College to detect. Therefore, if you believe that you are being subjected to, or witness any form of harassment or discrimination, it is your responsibility to immediately bring this to the attention of your Instructor, Program Manager (if applicable) or the Director of Education. If a faculty member is the person who is responsible for the harassment or discrimination or if you have reported such conduct to your

Program Manager and no action appears to have been taken, then you are to report this situation to the Campus Executive Director or Director of Education.

FORMS OF HARASSMENT

Forms of harassment may include but are not limited to:

- Verbal: sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
- Visual/Non-Verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering or absence gestures;
- Physical: unwanted physical contact including touching, interference with an individual work movement, or assault; and
- Other: making or threatening reprisals as a result of negative response to harassment.

What you should do if you are believe you are a victim of harassment or discrimination.

- Do not remain silent. Tell the harasser that you find such conduct offensive and unwelcome and that you want the conduct to stop immediately.
- You may find it helpful to keep a detailed log of all incidents noting the date, time, place, and persons involved and any witnesses to the event.

Harassment of any type will not be tolerated by the College. If an employee or student becomes aware of any behavior that may constitute harassment, it is the responsibility of that person to report such conduct.

- Employees should notify their immediate supervisor and/or the Title IX Coordinator at 407-671-9922.
- Students should notify the Director of Education of their campus and/or the Campus Executive Director

Filing a Complaint

To file a complaint please refer to the grievance procedures provided in the student and employee handbooks.

Investigation

- The Human Resource Department will respond to the initial complaint within three (3) days of notification of the alleged act(s).
- If the allegations prove to have merit, the Human Resource Department will conduct a formal investigation into the charges which will include interviewing witnesses, obtaining written and/or verbal testimony, other types of documentation or evidence, as well as other investigative techniques deemed appropriate. The investigation will be completed within thirty (30) days unless extenuating circumstances demand that an extension be granted by the Chief Operating Officer.

Response and Decision

- The Human Resource Department will issue a written statement of the findings of the investigation within fourteen (14) days of the completion of the investigation. The Findings Statement will be sent to the Complainant and Respondent via certified return receipt through the U.S. Postal System.
- The Findings Statement will include a determination as to whether or not discrimination or harassment took place and any appropriate remedy or disciplinary actions up to and

including termination of employment or expulsion from the College. Disciplinary actions shall be determined on a case-by-case basis. Discipline decisions that affect a student or students shall be made in accordance with the terms of the Student Code of Conduct found in the College's Catalog.

Retaliation

The College strictly prohibits, and will not tolerate, reprisals against any individual due to the participation in this process. A claim of retaliation shall be treated as a separate allegation of Discrimination.

SOUTHERN TECHNICAL COLLEGE SEXUAL ASSAULT POLICY AND PROCEDURES

- In the event of a sexual offense students should contact the police authorities immediately by dialing 911 and/or contact the Executive Director or other available campus authority. It is extremely important the evidence is preserved for the proof of a criminal offense
- The student has the option to notify appropriate law enforcement authorities, as well as on-campus security when on duty, Executive Director and other available campus authorities. Campus personnel are available for assistance of notification of the authorities if requested.
- In the event a student wishes to find counseling services for victims of sexual assault, visit the Executive Director. Additionally, links are provided below for outside assistance.
<http://www.rainn.org/>
<http://www.fcasy.org/information/find-your-local-center>
- If the victim is in need of a change in class due to the assault, a request should be made by the victim to the Executive Director and VP of Operations. This request will be reviewed, and if it's reasonable and can be accommodated, the student will be notified.
- In the event of campus disciplinary action in cases of an alleged sex offense—
(A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
(B) Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused; and
(C) Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

SOUTHERN TECHNICAL COLLEGE VAWA POLICY

PURPOSE AND SUMMARY

Southern Technical College (STC) is committed to creating and maintaining a community where all individuals who participate in STC programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation.

STC prohibits sexual harassment and sexual violence. Such behavior violates both law and STC policy. The STC will respond promptly and effectively to reports of sexual harassment and sexual

violence and will take appropriate action to prevent, to correct, and when necessary, discipline behavior that constitutes sexual harassment and / or sexual Violence, or otherwise violates the Violence against Women Act (herein referred to as “VAWA Policy”).

SCOPE OF POLICY

The VAWA Policy applies to all STC employees and students.

CONSENSUAL RELATIONSHIPS

The VAWA Policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the STC community are subject to other STC policies outlined in the Employee and/or Student Handbooks. While a consensual romantic relationship between members of the STC community may begin or continue for some time without issue, as relationships change they may evolve into situations that lead to charges of sexual harassment or sexual violence.

GENDER IDENTITY, GENDER EXPRESSION, OR SEXUAL ORIENTATION DISCRIMINATION

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation also is prohibited by STC, as part of its nondiscrimination policy, if it denies or limits a person’s ability to participate in or benefit from STC educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, the STC may take into account acts of discrimination based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation.

RETALIATION

The VAWA Policy prohibits retaliation against a person who reports sexual harassment, sexual violence or other types of harassment, or someone who assists another person with a VAWA complaint, or a person who participates in any manner in an investigation or resolution of a complain under the VAWA Policy. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

REPORTING SEXUAL HARASSMENT OR SEXUAL VIOLENCE

Any member of the STC community may report conduct that may constitute a violation of VAWA, including sexual harassment or sexual violence, to any supervisor, manager, or the Title IX Officer. An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedures as outlined in the Employee and/or Student Handbooks. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Officer. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to any manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Officer or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Any manager, supervisor, or designated employee responsible for reporting or responding to

sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. Prompt reporting will better enable STC to respond, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede STC's ability to conduct an investigation and/or to take appropriate remedial actions.

An individual who has made a report of sexual harassment or sexual violence also may file a separate complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow the VAWA Policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed within EEOC time limits for filing a charge. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to the VAWA Policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

RESPONSE TO REPORTS OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE

STC will provide a written explanation of available rights and options, including procedures to follow, when the STC receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any STC program.

Upon a finding of sexual harassment or sexual violence, STC may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Both the complainant and the alleged perpetrator will be notified, in writing, about the outcome of the complaint and any appeal.

PRIVACY

STC shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and STC policies. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the STC community. While such information is considered confidential, STC policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether the STC concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

REQUESTS FOR CONFIDENTIALITY

Confidential resources, outside/third party counseling sources are available for individuals who may be interested in bringing a report of sexual harassment or sexual violence with a safe place to discuss their concerns and are posted on the STC website.

Individuals who consult with confidential resources shall be advised that their discussions in these settings are not considered reports of sexual harassment or sexual violence and that without additional action by the individual, the discussions will not result in any action by the STC to resolve their concerns.

An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the STC's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the STC will comply with requests for confidentiality to the extent possible.

EMPLOYEE DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY

STC reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any STC employee.

Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: unpaid suspension from work, altered work schedule, training or education specific to the offense, and termination of employment without the opportunity to re-apply for future employment. STC, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding.

The final decision for any disciplinary action taken will be made at the sole discretion of the STC responsible officers and communicated by the Title IX Coordinator. This decision may not be appealed.

STUDENT DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY

STC reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any STC student.

Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: suspension from school, altered class schedule, training or education specific to the offense, community service requirements at a location determined by the school, and withdrawal from the school without the opportunity to re-enroll. STC, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding.

The final decision for any disciplinary action taken will be made at the sole discretion of the STC Responsible Officers and communicated by the Title IX Coordinator. This decision may not be appealed.

ADDITIONAL ENFORCEMENT INFORMATION

The Federal Equal Employment Opportunity Commission (EEOC) investigates complaints of unlawful harassment, including sexual violence, in employment. The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful harassment and sexual violence by

students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC or OCR.

RESPONSIBLE OFFICERS

President/CEO, Pedro De Guzman
Title IX Administrator/Vice President of Operations, Lori Moran
11883 High Tech Avenue
Orlando, FL 32817
(407) 671-9922

SOUTHERN TECHNICAL COLLEGE SEX OFFENSE PREVENTION

Southern Technical College is dedicated to the prevention of sexual assault, and promotes the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Annually the College holds informational sessions available to both the students and the employees. These sessions are meant to educate both students and employees on what is considered a sexual offense and what resources are available to victims. To help promote awareness to the issues victims face, during a week in October the College will display purple colored ribbons across campus as a reminder.

For additional resources please visit the following website to learn what's considered abuse, what to do if one finds themselves in an abusive relationship and how to create a personalized safety plan: <http://www.loveisrespect.org/>

Please see the appendix for local area resources, or visit your campus Academic department.

SOUTHERN TECHNICAL COLLEGE CRIME STATISTICS

The following statistical information is provided by local law enforcement agencies and individuals at Southern Technical College with significant responsibility for student and campus activities. These individuals include, for example, the Director of Education, Program Managers, Department Heads, and other personnel who have been instructed to contact the security department Visit the Learning Resource Center for a printed copy.

NETWORK USAGE POLICIES

The network is to be used in accordance with the mission of Southern Technical College as a tool to enhance education and is not available for unrestricted use for other purposes. The following policies address the proper use of Southern Technical College's network. These policies are a supplement to the Southern Technical College Technology Systems Usage Policy. These policies are subject to change.

1. Unauthorized networking equipment (such as routers and wireless access points, etc.) is prohibited from use on the network. Network services and wiring may not be modified or extended beyond their intended use. This policy applies to all College network infrastructure and services.

2. Users may not manually assign an IP address to any network device. Doing so may disrupt connectivity for other users.
3. Users of the STC (Southern Technical College) network may not provide access to resources on the local network to anyone outside of the STC community for any purpose unless accomplished by means approved by Information Technology Services (ITS).
4. Computer names, computer descriptions, and messages broadcast across the network should not be defamatory, lewd, or obscene.
5. Federal law prohibits the transmission (sharing) of copyrighted materials without express written permission from the copyright holder. Copyrighted works (including but not limited to original writings, software, movies and music) may not be shared on the local network without written permission of the copyright holder. Per Title 17 and Title 18 of US Code, penalties may include up to \$150,000 in civil liability and up to five years in prison for a first offense.
6. STC prohibits the installation of peer-to-peer software such as but not limited to *KaZaA*, *Napster*, *Gnutella*, *FreeNet*, *WinMX*, *Morpheus*, *AOL Messenger-AIM*, *MSN Messenger*, *ICQ*, on any computing device connected to the College network. Southern Technical College reserves the right to restrict access to any service detrimental to the STC's technology resources. Attempts to bypass these restrictions will be considered a violation of this policy.
7. Southern Technical College does not allow network users to run unauthorized SMTP, DHCP, or directory services on any networks.
8. Defective, malfunctioning, compromised or misconfigured equipment on the network will be disabled without prior notification.
9. Unauthorized registration of a domain to a STC IP address is prohibited. This includes but is not limited to direct DNS resolution and DNS aliasing.
10. Unauthorized hardware and/or software used to detect and/or exploit network vulnerabilities are forbidden on Southern Technical College networks.
11. Forgery or other misrepresentation of one's identity via electronic or any other form of communication is prohibited regardless of intent.
12. Violation of these policies will result in penalties up to and including expulsion.

DISCLAIMER From time to time this Technology Systems Usage Policy and related policies may be revised. The latest official copy of this policy is available from the Information Technology Services.

FILE SHARING AND COPYRIGHT INFRINGEMENT

As most students know by now, record and motion picture companies are suing college students across the country for downloading and sharing music and movie files without the copyright holder's permission.

So what does this mean, exactly?

It means that when you download music and movie files from the internet, unless you know for sure that the file isn't copyrighted, or receive permission from the copyright holder, you are taking a big chance, and can safely assume you are committing copyright infringement.

Downloading or distributing copyrighted material without the express permission of the copyright owner is copyright infringement, and is against the law. Unless you receive actual express permission from the copyright owner, assume you do not have permission to download or share the file.

If you illegally download or share copyrighted material such as music or movie files, you could face legal action from the owner of the copyright for the work, which could mean many thousands of dollars in fines, as well as college disciplinary action.

Does it matter that you didn't know you were "sharing" the file?

No, it doesn't. Copyright infringement under federal law does not require intent, or even knowledge, on the part of the alleged infringer. Also, keep in mind that simply downloading a music or movie file without permission, whether it's shared, or not, is illegal. And again, if you share such a file without permission, whether you knew or intended to share it, or not, you can be held liable for copyright infringement under federal copyright law.

Because programs such as Limewire, BitTorrent and Grokster are designed to allow for the sharing of files pretty much automatically-that's why they're called "peer-to-peer" programs-whenver you download a file using their software, it's probably going to be stored so that it can be accessed by anyone else having that software.

Many of the files found on such sites are made available for downloading and sharing without the copyright holder's permission. To protect themselves from liability, Limewire and other such peer-to-peer programs include a disclaimer stating that they do not condone copyright infringement, and disclaiming any liability for downloading and sharing of files in violation of copyright law. In other words, they are making such files available to their users, but disclaim any copyright infringement liability which might result from files being downloaded and shared without the copyright holder's permission.

Again, by downloading and sharing a file you should assume you are committing copyright infringement, unless you have clear and express permission from the copyright holder.

How do people get caught, and why are colleges being targeted?

The Recording Industry of America (RIAA), a trade group made up of record labels such as Sony and RCA, is leading the charge in targeting university and college students in an attempt to curb what it deems to be illegal file sharing.

The RIAA and other copyright holders use automated methods to identify infringements, and even small amounts of sharing can be detected and tracked to students' IP addresses.

The IP (Internet Protocol) address is assigned to each user by the ISP (Internet Service Provider).

STC and other colleges and universities across the country are easy targets for the detection of illegal file sharing. Why? For a couple of reasons. First, university and college ISP's tend to provide internet access at very high speeds, which facilitates quick and easy downloading and sharing of files. Second, college students are the demographic most likely to take advantage of free downloading and sharing of files.

The bottom line is that if you download music and movie files, you're probably breaking the law and setting yourself up for, at best, a costly settlement and, at worst, a very costly civil lawsuit.

How costly will it be if you're caught committing copyright infringement?

Varies. Currently, the RIAA is seeking \$750.00 per illegally downloaded file in cases that don't settle before a complaint is filed in federal court. Thus, if you download only ten songs, you may be responsible for \$7,500.00.

EMERGENCY ACTION PLAN (EAP)

EMERGENCY PERSONNEL NAMES

Designated Responsible Officials are as follows:

Lori Moran
Tracey C. Petrone

EVACUATION ROUTES

Evacuation route maps have been posted in all classrooms, common areas, and outside of each stairwell. All campus personnel should be familiar with the evacuation routes and assembly points. The following information is posted on each evacuation map:

- Emergency Exits
- Primary and secondary evacuation routes
- Location of fire extinguishers
- Fire Alarm pull stations
- Assembly points

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- Medical
- Fire
- Severe Weather
- Bomb Threat
- Suspicious Individual/s

MEDICAL EMERGENCY

Call medical emergency phone number (911) – Paramedics, Ambulance, Fire Department

Provide the following information:

- a) Nature of medical emergency
- b) Location of the emergency (address, building, floor, room number etc.)
- c) Your name and phone number from where you are calling.

Do not move victim unless absolutely necessary.

Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: _____ Phone: _____

Name: _____ Phone: _____

FIRE EMERGENCY

WHEN FIRE IS DISCOVERED

- Activate the nearest fire alarm pull station
- Notify the local Fire Department by calling 911
- If the fire alarm is not available, notify everyone about the fire emergency by the following means:
 - Voice Communication or Cell phones

FIGHT THE FIRE ONLY IF

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and you have read the instruction located on the extinguisher.

UPON BEING NOTIFIED ABOUT THE FIRE EMERGENCY, OCCUPANTS MUST

- Leave the building using the designated escape routes.
- Assemble in the designated area (in the furthest point of the parking lot)
- Remain outside until the competent authority announces that it is safe to reenter.

DESIGNATED OFFICIAL, EMERGENCY COORDINATOR OR SUPERVISORS MUST

- Provide the Fire Department personnel with the necessary information about the facility.
- Assist all physically challenged employees and/or students in emergency evacuation
- Ensure that all employees have evacuated the area/floor.

TELEPHONE BOMB THREAT CHECKLIST

BE CALM, BE COURTEOUS, LISTEN, and DO NOT INTERRUPT THE CALLER.

Your Name: _____ Time: _____ Date: _____ Caller's Identity Sex: Male ___
Female ___ Adult ___ Juvenile ___ Approximate age: ___ Origin of Call: Local ___ Long Distance ___
Telephone Booth ___

Voice Characteristics

Speech

Language

Loud ___ Soft ___ Fast ___
High Pitch ___ Deep ___
Raspy ___ Pleasant ___
Intoxicated ___

Slow ___
Distinct ___
Stutter ___
Slurred ___

Excellent ___ Good ___
Distorted ___ Fair ___ Poor ___
Nasal ___ Foul ___
Other ___

Accent

Local ___ Not Local ___
Foreign ___ Region ___
Race ___

Manner

Calm ___ Angry ___
Rational ___ Irrational ___
Coherent ___ Incoherent ___
Deliberate ___ Emotional ___
Righteous ___ Laughing ___

Background Noises

Factory ___ Trains ___
Machines ___ Animals ___
Music ___ Quiet ___
Office ___ Voices ___
Street ___ Airplanes ___
Traffic ___ Party ___ Atmosphere___

BOMB FACTS

Pretend difficulty hearing-keep caller talking - If caller seems agreeable to further conversation, ask questions like:

- When will it go off?
- Where is it located?
- What kind of package?
- How do you know so much about the bomb?
- What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death. Call 911 and relay information about call. Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately.

SEVERE WEATHER & NATURAL DISASTERS

HURRICANE

Hurricanes are powerful and dangerous storms, and proper precautions and preparation should be taken. Here are some things you can do at the beginning of the season, to help make your home and family "hurricane resistant". To do list:

- Prepare your survival kit with enough supplies to last you, your family, and pets for at least three days.

- As you purchase items on the list, check them off until your kit is complete. Next to the list, write down where the kit and any separate items are stored. Even if you plan to evacuate, you need to have these supplies with you.
- Update your homeowners insurance; make sure you are covered for wind and flood damage. If you rent, purchase renter's insurance. Find out the elevation of your home and how the surrounding area would flood in a hurricane.
- Videotape or take a written inventory of all your belongings.
- Keep your yard free of debris. Cut down any dead tree limbs. Remove weak, damaged or diseased trees.
- If you do not have pre-installed shutters, measure all windows and doors for plywood covers. Pre-cut the plywood and install anchors.
- Purchase a kit to brace your garage door, especially if your home was built before 1993.
- Drive through your designated hurricane evacuation route. Consider alternative routes as you go.
- Locate the nearest public shelters. Not all shelters will be opened during a hurricane. Be aware of several alternatives.
- Purchase a battery operated weather radio with the tone alert.
- Make sure your street address is clearly marked on your home.

BEFORE, DURING AND AFTER THE STORM

BEFORE THE STORM

When a Hurricane Watch is Issued:

- A hurricane watch means that hurricane conditions are possible within the next 36 hours.
- Clear your yard of potential flying debris, including lawn furniture, toys, trash cans, etc.
- Prepare your swimming pool, by lowering the water level by one foot, to accommodate heavy rains.
- Board up windows and other openings of your home with at least 5/8" thick plywood.
- Gas up your car and check the tires and fluids.
- Get extra cash. Banks and ATM's will not function if power is lost.
- Anchor small boats or move them to a safe place.
- Locate utility cut-off valves. If you are evacuating, turn them off.
- Store plenty of water.
- Turn your refrigerator to the coldest settings. Freeze plastic soda bottles with water.

When a Hurricane Warning is Issued:

- A hurricane warning means hurricane conditions are expected in less than 24 hours.
- Shutter and brace windows and doors immediately.
- Secure boats.
- Gather important documents, including insurance papers, phone numbers and ID.
- If you are ordered to evacuate, do so quickly.

If You Stay Home:

- Designate a safe room in your home. It should be an interior room with no windows on the lowest level. Often a bathroom or large closet will be the best place to stay.
- Make sure you have your supply kit stocked ready and stored in your designated safe area.
- Keep your family in one location.
- Turn off your water at the main valve leading into your home. If public water or wells become contaminated, the water in your pipes and water heater will still be safe to drink.

If You Evacuate:

- Take all of your family's important documents with you.
- Take your hurricane survival kit with you.
- Notify friends and relatives of your plans.
- Turn off your utilities and seal your home as tightly as possible.
- Leave as quickly as possible.
- If you are headed for a shelter, make sure it is open before leaving your home.

DURING THE STORM

- Stay indoors at all times.
- Stay away from windows, even if they are shuttered.
- Listen to your local media source for the latest information on the storm.
- If the eye of the hurricane passes right over you, it will become relatively calm. Stay inside! The other half of the storm will return at any minute. Do not go out until the "all clear" is given.

AFTER THE STORM

- Stay informed by listening to your local media source or your NOAA Weather Radio. Begin to move about very carefully and survey your situation. More people are killed and injured during the clean up after a hurricane than during the storm itself.
- If you have evacuated, do not attempt to return home until officials announce that it is safe.
- Do not eat any food in damaged containers or in containers that have come in contact with flood waters.
- Do not use public water for cooking or drinking until you are notified it is safe.
- Avoid traveling if at all possible. Roads may be damaged, washed out, or littered with debris.
- If phones are working, use them only for emergencies.
- Do not stay in structures that are severely damaged or in danger of collapsing.
- Notify your insurance agent. Things will go more smoothly if you have documentation, pictures and/or video to support your claims.

SCHOOL CLOSURE DUE TO WEATHER EMERGENCY

In the event of a weather emergency such as a hurricane the College will constantly evaluate the storm's progress. When evaluating whether to close, the College will typically follow the actions

taken by the public schools. In the event of a closing, students and staff will be notified via the website, area news stations and the Student Portal Alert System, if applicable.

SUSPICIOUS PERSON

If you see a suspicious person on campus, contact the campus security officer and in extreme cases call 911. Report as much information as possible including:

1. What the person(s) is/are doing
2. The location
3. Physical and clothing description of those involved
4. Vehicle description and license plate number, if appropriate
5. Direction of travel when last seen, etc.
6. Assist Safety Officer or Police when they arrive by providing all information that may be of use.
7. If there is gunfire or an explosion, you should take cover immediately using all available concealment. If you are in an office, lock the door and take cover in an area where you will not be visible. Avoid all communications until it is safe to do so. After the disturbance, seek emergency first aid if necessary.

DO NOT:

- Approach the suspicious person
- Allow them access into a locked or secured area
- Block their access to an exit

OTHER EMERGENCIES

Other emergencies will be designated as a potential health or safety risk by the Campus Security Authorities will be handled based on the emergency. The Campus Security Authorities will determine such a situation exists by accessing the potential immediate risk to students, faculty and staff of the college. If notification of the students is required and there is no situation where notification would in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency, a list of names for that location will be pulled via the Campus Management Software and an email will be sent.

YEARLY TESTING

The emergency response and evacuation procedures will be tested yearly. On even years the testing will be conducted during Spring term and on odd years the testing will be completed during Fall term so that the majority of students might benefit from the testing and information distribution. Tests may be announced or unannounced based on the test done for that year. Publication of the emergency plan will be posted via an email within a month of the test procedure. The test will be documented and evaluated after the test by the Campus Security Authorities.

NOTIFICATION

In the event that a situation arises, either on or off the STC campus, that, in the judgment of the Campus Security Authorities, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning may be issued through several forms of communication, such as: The Student Portal System Alert, an email to students, and a Text Message for those students that have opted in.

Text Messages will only be used in emergency situations not for testing purposes. Emails and alerts on the Portal System will be used in testing.

Anyone with information warranting a timely warning should report the circumstances to Campus Security or their Instructor.

1) Sample emergency email:

Dear << Student >>,

There is currently a situation that exists at the <<Location>> Campus. For your safety please follow the following procedure outlined in Southern Technical College's Clery Act:

<<Procedure for specific emergency>>

The full emergency document can be found at <<website>>.

Thank you,

<< Campus Security Authority>>

<<Title>>

2) Sample test email:

Dear << Student >>,

We are currently conducting a test of the emergency plan at Southern Technical College. Had this been an actual emergency this email would contain the procedure to follow depending on the emergency situation present at the College.

The full emergency document can be found at <<website>>.

Thank you,

<< Campus Security Authority>>

<<Title>>

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

APPENDIX

Southern Technical College (STC) *Community Resources For Victims of Violence in Compliance with Violence Against Women Act Reauthorization of 2013*

UNITED WAY 2-1-1

<http://www.referweb.net/211CommunityResources/>

United way helps people assess their needs and links them directly to the resources that will help. This hotline can be used in any area.

ADDITIONAL RESOURCES BY COUNTY:

Lee County

Abuse Counseling and Treatment (ACT)

P.O. Box 60401

Fort Myers, FL 33906

Phone: (239) 939-2553 24-Hour Hotline: (239) 939-3112

Website: www.actabuse.com

Provides assistance to victims of domestic violence and sexual assault through shelter, advocacy, counseling, support groups, education on teen dating violence, information and referrals.

Florida Coalition Against Domestic Violence

Phone: 1-800-500-1119

Website: www.fcadv.org

A 24-hour, toll-free domestic violence hotline that links callers to the nearest domestic violence center. Provides translation services, legal assistance and assistance to immigrant victims of domestic violence.

Charlotte County

C.A.R.E. Inc.

24 Hour Crisis Hotline: 941-627-6000 Englewood Area: 941-475-6465

Hearing/Speech: Impaired Dial 7-1-1 Florida Relay: 1-800-500-1119

The [Center for Abuse and Rape Emergencies](#) of Charlotte County, Inc. helps Victims/Survivors of Domestic Violence Sexual Assault and other Violent Crimes in Charlotte County, Florida. The Goal of C.A.R.E. is to create safety in our community by helping victims/survivors and to promote non-violent relationships by example and education. Certified advocates provide crisis intervention, information and referral.

Tampa/Brandon

This link provides a comprehensive list for Domestic Violence and Sexual Abuse resources

<http://www.safetampabay.org/resourceguide/domesticviolresources.html>

Domestic Violence

Alpha House of Tampa, Inc.

201 S Tampania Ave

Tampa, FL 33609

Tel. (813) 875-2024

Tel. (813) 875-3307
For pregnant women in crisis situations

Center Against Spouse Abuse (CASA)
P.O. Box 414
St. Petersburg, Fl. 33731
Tel. (727) 895-4912
Fax (727) 821-7101
Crisis Line (727) 898-3671
<http://www.webcoast.com/CASA/>

Child Net
839 W Dr MLK Jr Blvd
Tampa, FL 33613
(813) 232-1343
(813) 752-1335
For mothers of children less than 5 Y/O and pregnant women

Clerk of Circuit Court, Hillsborough County
[Domestic Violence Contacts](#)

Hillsborough County Domestic Violence
Victim Assistance
Tel. (813) 272-6423

Hillsborough County Sheriffs Office
[Domestic Violence Page](#)

Intervention Services
PO Box 4772
Tampa, FL 33677
Tel. (813) 247-5433
Tel. (813) 247-7233
Intervention program for domestic violence assailants

Prevention Projects, Inc.
13701 Bruce B Downs Blvd Ste 110
Tampa, FL 33613
Tel. (813) 978-3960
Tel. (813) 866-7355
Anger management and domestic violence intervention

Project Dove
405 N Reo Ste 260
Tampa, FL 33609
Tel. (813) 287-2210
Psychological rehabilitation program for children who have witnessed domestic violence

Spring of Tampa Bay
Outreach Services/Consumer Counseling
5118 N 56th St Ste 131
Tampa, FL 33610
Tel. (813) 621-7233
Domestic violence support groups, counseling, and case management

Spring of Tampa Bay
Confidential Emergency Shelter
PO Box 4772
Tampa, FL 33677
Tel. (813) 247-7233
Tel. (813) 247-5433

Tampa Police Department
[Domestic Violence Page](#)

Victim Assistance Program
700 E Twiggs St Rm 711
Tampa, FL 33602
Tel. (813) 272-6472
Tel. (813) 272-6472

Sexual Abuse, Child or Adult

2-1-1 and Hotline Services 2-1-1

Abuse Reporting Hotline
1-800-96-ABUSE

Crisis Center of Tampa Bay (APPLE)
Sexual Abuse Treatment Program
209 S. Morgan St
Tampa, FL 33602
Tel. (813) 228-0011
Tel. (813) 264-9955
<http://www.crisiscenter.com/>

Sexual Abuse / Hotline Services
Te. (813) 234-1234

Adult Protective Services, FL Dept Of
Children & Families
Tel. (813) 233-2360

Child Abuse Council
Tel. (813) 673-4646

Child Protection Team
Tel. (813) 251-8007

Hillsborough Co. Crisis Ctr.
2214 E. Henry Ave
Tampa, FL 33610
813-238-7273 (RAPE)
Office 813-238-8411

Family Emergency Ctr.
2960 Roosevelt Blvd.
Clearwater, FL 34620
(727) 530-7233

Family Service Center – Clearwater
<http://www.fsc1.com/my/shared/home.jsp>

Florida Council Against Sexual Violence
<http://www.fcasv.org/>

Joshua House
Childrens Home Society
Tel. (813) 949-8946
<http://www.joshuahouse.com/>
Emergency shelter and counseling center for abused children

Mary & Martha House
Tel. (727) 645-7874

Sexual Abuse Intervention Program
Tel. (813) 272-KIDS

Sexual Abuse Services
934 11th St. N.
St Petersburg , FL. 33705-1205
(727) 898-5414

Orlando Campus (Orange County)

Domestic Violence
Counseling (Salvation Army Brevard)
Domestic Violence shelter, support groups, children's support, adolescent and anger management, supervised visitation and monitored visitation exchange.
321.631.2764 (24 hr hotline)

SAVS-Sexual Assault Victims Services
24 hour crisis counseling available to sexual assault victims throughout the county. Volunteers assist victims at the hospital during the rape exam and follow the case through the criminal justice system, providing emotional support, information and referrals.
321.784.4357

Lifeline of Central Florida
crisis hotline, any kind of crisis may call 407.425.2624
www.lifelinecentralflorida.org

Help Now
24 hour domestic violence crisis line, shelter information
www.givekidssafeshelter.com
407.847.8562

Victims Assistance
Osceola County Court, victims assistance program
www.ninja9.org/courtadmin/VOCA/VOCA.htm
407.343.2462

Mount Dora Area

For more information, call THE CONNECTION HELPLINE at 352-483-2800 or 1-800-884-0585
RAPE & SEXUAL ASSAULT

FLORIDA COUNCIL AGAINST
SEXUAL VIOLENCE

Education & Support

PHONE:

1-888-956-RAPE or 1-888-956-7273

WEB:

<http://www.fcasv.org/>

SERVICES:

Provides technical assistance to agencies seeking to improve their services for rape victims.

Provides up-to-date information assistance and leadership on all aspects of sexual violence, including rape, child abuse, stalking and sexual harassment. Has a resource library from a network of national resources.

AGE GROUPS: All

HOURS: 24/7

FEES: None

LANGUAGES: English, Spanish

Auburndale Area

Women's Resource Center Winter Haven 294-5318

Sanford Area

THE CHRYSALIS CENTER, INC.

1033 North Pine Hills Suite 200

Orlando, FL 32808

(407) 295-0123 Main

(407) 295-0811 Fax

<http://www.chrysalishealth.com>

sgallagher@chrysalishealth.com

BREAKTHROUGH COUNSELING SERVICES

823 West Central Boulevard

Orlando, FL 32805

(407) 342-4956 Main
(407) 641-8005 Fax
tbcproductions@earthlink.net