



**Commercial Training Solutions**

---

AIRLINE ACADEMY

# **Annual Security and Fire Safety Report:**

## **Campus Policies and Statements**

2700 Flightline Avenue  
Sanford, FL 32773

September, 2017

*This page intentionally left blank*

## OVERVIEW

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990*, which amended the Higher Education Act of 1965. In 1998, the act was renamed the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act*. L3 Commercial Training Solutions Airline Academy (L3 Airline Academy) is strongly committed to enforcing the provisions of the Act requiring a school to compile and distribute an annual campus security and fire safety report and to disclose its security and safety policy statements by October 1 of each year.

## PREPARING THE ANNUAL REPORT

The Annual Campus Security and Fire Safety report is prepared each year by the Director of Campus Safety. Academy campus and housing safety policies and procedures are reviewed annually to ensure they meet or exceed best business practices for the safety and security of all employees, students, and visitors; as well as all applicable regulatory requirements. Updates and/or changes to any policy or procedure are then published in the annual report.

Academy administrative and supervisory personnel shall be responsible for the incorporation of safety and security policies and procedures in their respective areas of operations. Each member of the faculty, staff, and student body is responsible for carrying out campus policy, procedures, and regulatory compliance.

Crimes statistics are collected from the Orlando/Sanford Airport Police Department, City of Sanford Police Department, and online at [crimemapping.com](http://crimemapping.com).

## CAMPUS SAFETY DEPARTMENT

L3 Airline Academy Campus Safety Officers, as well as other Academy staff members, have the authority to ask persons for identification and to determine whether individuals have lawful business at the Academy. The L3 Airline Academy Campus Safety Department does not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.

L3 Airline Academy employs dedicated safety and security officers who patrol the campus and dormitory overnight seven days a week. The Academy also utilizes CCTV monitoring, access control points, and security alarm systems.

Students and employees of L3 Airline Academy are directed to report criminal actions or emergency situations to **911** for immediate resolution. Subsequent to initial public safety reporting for emergencies, students and employees should contact the Department of Campus Safety, who will, depending on the type of incident, complete an Incident Report.

Access to all Academy facilities and events are limited to currently enrolled students, currently employed flight instructors, and management and staff members. Visitors are required to sign in at the Academy Welcome Center or Operations Center dispatch desk. All visitors, employees, and students are required to have identification badges displayed while on Academy premises.

L3 Airline Academy is located at the Orlando/Sanford International Airport and is governed by safety and security policies and procedures established and enforced by L3 Airline Academy, the Orlando/Sanford Airport Authority, and the U.S. Department of Homeland Security.

## Law Enforcement Working Relationship

The Academy's Campus Safety Department maintains a close working relationship with the Orlando/Sanford Airport Police Department and the City of Sanford Police Department. The Airport Police Department occasionally works with other law enforcement agencies including: Seminole County Sheriff's Office, Federal Bureau of Investigation (FBI), Transportation Security Administration (TSA), Department of Homeland Security (DHS), and U.S. Department of State. Meetings are held between the leaders of these agencies on both a formal and informal basis.

The Director of Campus Safety works closely with all investigative staff when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There are no written memorandums of understanding between L3 Airline Academy and any law enforcement agency.

## Security Awareness and Crime Prevention Programs

During new student orientations, students participate in a prevention and awareness presentation and are also informed of the content and availability of the Academy's Annual Security Report.

Each year, every Academy staff member receives training on specific subjects required to be covered by the Transportation Security Administration (TSA). Included in that training are the following subjects:

- Any new security measures or procedures implemented by the Academy;
- Any security incidents at the Academy and any lessons learned as a result of such incidents;
- Any new threats posed by or incidents involving general aviation aircraft contained on the TSA web site; and
- Any new TSA guidelines or recommendations concerning the security of general aviation aircraft, airports, or flight training providers.

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

Due to the secure nature of the airport environment in which the L3 Airline Academy operates, no additional programs covering personal safety and theft prevention are offered outside of the initial security awareness training provided during new student orientation and annual TSA training for all employees.

## Campus Security Authorities

The function of a Campus Security Authority is to report those allegations of Clery Act crimes that he or she concludes were made in good faith to the Director of Campus Safety. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. Designated CSA's are listed below:

- |                              |                             |
|------------------------------|-----------------------------|
| • Director of Campus Safety  | 407-430-4154 / 407-408-7872 |
| • Campus Safety Officers     | 407-430-4222 / 407-276-6371 |
| • Director of People         | 407-430-4141 / 407-625-0551 |
| • Manager of Student Affairs | 407-430-4199 / 407-625-6196 |

## **HOW TO REPORT CRIMINAL OFFENSES**

**Dial 911 for all emergencies.** Any suspicious activity or person(s) seen inside buildings, in the parking lots or loitering around vehicles, aircraft, or the dormitory, should be reported to L3 Airline Academy Campus Safety at:

- 407-430-4154 Director
- 407-430-4248 Campus Office
- 407-430-4222 Dormitory Office
- 407-276-6371 Duty Phone

and/or the Orlando/Sanford Airport Control Center at 407-585-4101.

All crime victims and witnesses are strongly encouraged to immediately report crime to the Campus Safety Department or to Campus Security Authority personnel; and the appropriate law enforcement agency.

### **Voluntary Confidential Reporting**

If a victim of a crime does not want to pursue action within the Academy system or the criminal justice system, the victim may still want to consider making a confidential report. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the Academy community. With such information, the Academy can keep an accurate record 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 crime statistics report for the Academy.

Please refer to the Academy's Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy Handbook regarding confidentiality reporting under Title IX regulations.

### **Pastoral and Professional Counselling**

The Academy does not have on staff Pastoral Counsellors as defined by an employee of the Academy who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counselling and who is functioning within the scope of that recognition as a pastoral counsellor. Nor does the Academy have on staff Professional Counsellors as defined by an employee of the Academy whose official responsibilities include providing psychological counselling to members of the Academy's community and who is functioning within the scope of his or her license or certification. The Academy recommends that any member of the Academy community that is seeking counselling see the Director of People for the contact information for the professional counselling service being utilized.

## **DISCIPLINARY PROCEEDINGS DISCLOSURE FOR CRIME AND SEX OFFENSES**

L3 Airline Academy shall disclosure, upon written request, to the alleged victim of a crime the results of a student disciplinary proceeding for any violent crime or non-forcible sex offense (Incest or Statutory Rape). L3 Airline Academy will disclose results upon written request to a victim's next of kin in cases where the crime resulted in the victim's death.

L3 Airline Academy will provide both the accused and the accuser with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation

of dating violence, domestic violence, sexual assault or stalking. In these cases, it is not necessary for a victim to make a written request.

## **DRUGS AND ALCOHOL**

### **Federal law:**

It is a crime to possess, manufacture, sell, or distribute illegal drugs.

The Drug Enforcement Administration of the U.S. Department of Justice, is the federal enforcer of drug laws in the United States. "The Controlled Substances Act (CSA), Title II and Title III of the Comprehensive Drug Abuse Prevention and Control Act of 1970, is the legal foundation of the U.S. Government's fight against the abuse of drugs and other substances. This law is a consolidation of numerous laws regulating the manufacture and distribution of narcotics, stimulants, depressants, hallucinogens, anabolic steroids, and chemicals used in the illicit production of controlled substances." (Source: Drugs of Abuse, Drug Enforcement Administration, 2005).

Federal law sanctions the illegal possession of drugs. Sanctions may include imprisonment; civil fines; forfeiture of real and personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm. Federal sentencing guidelines provide for minimum sentences and fines.

### **Florida law Statute 893:**

Makes all drug trafficking illegal and considers such activity to constitute a felony. Felony level penalties include substantial terms of imprisonment, civil fines, and civil forfeiture of all real or personal property used in the illegal activity or obtained with the proceeds of the illegal activity.

Florida law also prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Florida law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

## **Drug and Alcohol Abuse Prevention**

Federal regulations require each postsecondary institution, which participates in Federal student financial aid programs, to certify to the Secretary of Education that it has a program in effect to prevent the use of illicit drugs and the abuse of alcohol by employees and students. It also requires a distribution of drug- and alcohol-related information to employees and students on an annual basis.

## **WEAPONS**

Possession or use of firearms or weapons, by the student, any person present with the student, or any person present on campus with the permission of the student during the student's absence, are strictly prohibited on the L3 Airline Academy campus, including any resident housing facility. Prohibited items include, but are not limited to: firearms, BB guns, pellet guns, air soft guns, paint ball guns, stun guns, bow and arrows, swords, switch blades, knives, nun-chucks, sling shots,

martial arts or medieval weapons. Also prohibited under this paragraph are toy weapons and/or replicas that mimic the appearance of real weapons, or which could be mistaken for a real weapon. Any student who violates this policy is subject to immediate dismissal from the Academy and possible criminal charges.

### **OFF-CAMPUS STUDENT ORGANIZATIONS**

L3 Airline Academy does not have any off-campus student organizations. When an Academy student is involved in an off campus offense, Academy staff may assist with the investigation in cooperation with local, state, or federal law enforcement.

## **PUBLIC RECORDING AND REPORTING OF CRIME STATISTICS**

### **Crime Log**

The Campus Crime Safety Right-to-Know Act requires that institutions maintain a crime log that reflects the nature of the crime, date/time, general location, and case number of each crime in geographic locations designated in the Clery Act. L3 Airline Academy complies with this rule by recording all crime-related incidents in a crime log. The log is maintained by the Academy's Department of Campus Safety. The Department of Campus Safety posts specific incidents in the crime log within two (2) business days of receiving a report of an incident, and reserves the right to exclude reports from the log in certain circumstances as permitted by law. The most recent 60-day period of the crime log is open to public inspection during normal business hours, and older portions of the log are available within 2 business days. The crime log is available in the Campus Safety Main Office in the Administration building.

### **Preparing the Disclosure of Crime Statistics**

The L3 Airline Academy's Department of Campus Safety prepares the annual crime report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The full text of this report is available in paper copy upon request. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Campus crime, arrest, and referral statistics include those reported to the Academy's Department of Campus Safety, designated campus officials, and local law enforcement agencies.

The Report is emailed to each enrolled student and employee. Copies of the report may also be obtained from the Campus Safety Main Office located in the Administration Building or by calling 407-430-4154.

In accordance with the Student Right-to-Know and Crime Awareness & Campus Security Act, L3 Airline Academy hereby publishes and distributes its crime statistics for the preceding three calendar years:

# Crime Statistics

Clery Crimes	YEAR	ON-CAMPUS		NONCAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
		ON-CAMPUS STUDENT HOUSING	ON-CAMPUS TOTAL			
MURDER / NON-NEGLIGENT MANSLAUGHTER	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
RAPE	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
FONDLING	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
INCEST	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
STATUTORY RAPE	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
ROBBERY	2014	0	0	2	0	2
	2015	0	0	1	0	1
	2016	0	0	1	0	1
AGGRAVATED ASSAULT	2014	0	0	1	0	1
	2015	0	0	11	0	11
	2016	0	0	6	0	6
BURGLARY	2014	0	0	4	0	4
	2015	0	0	7	0	7
	2016	0	0	8	0	8
MOTOR VEHICLE THEFT	2014	0	0	0	0	0
	2015	0	0	2	0	2
	2016	0	0	1	0	1
ARSON	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
VAWA Offenses	YEAR	ON-CAMPUS		NONCAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
DOMESTIC VIOLENCE	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DATING VIOLENCE	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
STALKING	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Weapons; Drugs; Liquor	YEAR	ON-CAMPUS		NONCAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
ARRESTS: WEAPONS VIOLATIONS	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0

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

There were no unfounded crimes for the years 2014, 2015, or 2016.

## **TIMELY WARNING AND EMERGENCY NOTIFICATION**

### **Clery Designated Crimes**

Timely warnings must be issued for the following crimes if the crimes are reported to the Academy Campus Safety Department or local law enforcement agencies; are considered by the Academy to represent a serious or continuing threat to students and employees; and occur in certain geographic locations as defined by the Clery Act.

These crimes are:

- Criminal Homicide
  - Murder and nonnegligent manslaughter
  - Negligent manslaughter
- Sex Offenses
  - Rape
  - Fondling
  - Incest
  - Statutory rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
  - Larceny-theft
  - Simple assault
  - Intimidation
  - Destruction/damage/vandalism of property
- Dating Violence
- Domestic Violence
- Stalking

### **Geographic Locations Requiring Timely Warnings**

The Academy is required to issue timely warnings for Clery designated crimes in the following geographic locations: on campus, public property, and non-campus buildings and property.

#### **On campus is defined as:**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the above paragraph 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 food or other retail vendor).

For L3 Airline Academy, campus buildings and property, the on-campus dormitory, and aircraft parking areas would be included as "on campus".

**Public property is defined as:**

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

For L3 Airline Academy, streets, sidewalks, and airside areas adjacent to campus or that bisect campus would be included as “public property”.

**Non-campus buildings or property is defined as:**

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

For L3 Airline Academy, apartments and apartment buildings leased by the Academy to provide additional student housing are considered “non-campus buildings or property”.

**Geographic Locations Not Requiring Timely Warnings**

The Academy is not required to issue timely warnings for Clery designated crimes that occur off campus, with the exception of those crimes committed on public property on the campus, as defined and described above.

However, the Academy recognizes that in certain cases timely warnings, even if not required by the Clery Act, may benefit the Academy population. The following criteria must be met for the Academy to issue a timely warning for an off-campus crime that does not require a timely warning under the Clery Act.

1. The crime is a murder, rape, or other serious and violent assault, and the local municipality requests that the Academy issue a timely warning.
2. The crime occurred in a geographic area regularly frequented by Academy students, and
3. The crime represents a specific and continuous threat to the Academy community.

**Types of Timely Warnings**

Timely warnings, whether or not required by the Clery Act, will be identified and posted as a Blanket Warnings, Targeted Warnings, or Informational Alerts.

Blanket Warnings are defined as timely warnings for the purpose of alerting the Academy of a crime which affects the entire campus or a majority of the campus. Blanket Warnings will be disseminated through the Academy Emergency Notification and Timely Warning system.

Targeted Warnings are defined as timely warnings provided to specific employees and/or students who may be affected by the occurrence of a crime. Targeted Warnings will be used when it is determined that an Academy-wide Blanket Warning is not necessary or appropriate. Targeted Warnings will be disseminated through the Academy Emergency Notification and Timely Warning system.

Informational Alerts are defined as communications provided to specific individuals for the purpose of providing those individuals with information deemed necessary to avoid undue concern or anxiety. Informational alerts will be disseminated via Academy email and will result in the entire campus, or a portion of the campus, receiving the alert. Postings in selected buildings may also occur.

When information involving a Clery designated crime is received by any Academy member, that information should be provided to the Academy Campus Safety Department. The Director of Campus Safety, or his designee, will consider whether a Blanket Warning, Targeted Warning, or Informational Alert should be issued and will do so as soon as practical.

### Criteria to Determine the Need for Timely Warnings

The following criteria will be used when determining the need for a Blanket Warning, Targeted Warning, or Informational Alert:

- Nature of Crime
- Degree of continuing danger to the Academy\*
- Possible risk of compromising law enforcement efforts
- Crime occurred in one of the geographical areas defined by Clery Law: on-campus, public property, or non-campus property

\*Continuing Danger will be determined by one or more of the following factors:

1. The probability that a similar crime will occur
2. Whether the actor(s) is still at large, and
3. Whether the crime is egregious.

### Distribution/Publication of Timely Warnings

All Blanket Warnings, Targeted Warnings, and Informational Alerts will be distributed to the appropriate recipients, as described previously. Academy staff will also post the alerts in areas where the students and staff are most likely to view the alerts.

All warnings and alerts will contain an expiration or “until further notice” statement. If new information exists, a new warning or alert will be released and posted.

### Timely Warning Decisions

As suggested by the Department of Education in the Handbook for Campus Crime Reporting, “The issuing of timely warnings must be decided on a case-by-case basis in light of all the facts surrounding a crime...” The following administrators may be a part of the decision process for issuing Warnings or Alerts:

- Director of Campus Safety
- Head of HR
- Academy Director

## **EMERGENCY RESPONSE & EVACUATION PROCEDURES**

### **Notification of Significant Emergencies**

Under the Clery Act, L3 Airline Academy is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in one of the buildings.

Some other examples of significant emergencies or dangerous situations are:

- Outbreak of meningitis or other serious illness
- Approaching tornado, hurricane, or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder / Active shooter
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill
- Aircraft disaster affecting campus functions

### **Notification to the Academy about an Immediate Threat**

The Department of Campus Safety at the Academy may receive information from various offices, departments, and other on-campus and off-campus sources. If the Director of Campus Safety confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Academy, he/she will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Sanford Airport Police, City of Sanford Police Department, Seminole County Sheriff's Office, and/or the City of Sanford Fire Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Sanford Airport Police Department, City of Sanford Police Department, City of Sanford Fire Department, and/or Seminole County Fire & Rescue; and they typically respond and work together to manage the incident. Depending on the nature of the incident, other local, state, or federal agencies could also be involved in responding to the incident.

All members of the Academy are required to notify the Department of Campus Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Campus Safety Department has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Sanford Airport Police

Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the Academy immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

### **Dissemination of Emergency Information**

Students are automatically registered with the Academy's dedicated Emergency Notification and Timely Warning system during enrollment. In the event of a serious incident that poses an immediate threat, the Academy has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Academy community. These methods of communication include the Emergency Notification and Timely Warning system, network emails, telephone intercom system, and the Academy website.

### **Emergency Response & Evacuation Tests**

The Academy will conduct a scheduled (announced or unannounced) emergency response exercise each year. The type of exercise conducted could be a table top exercise or field exercise, but at a minimum will include a test of the emergency notification system(s) on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the Academy. An actual emergency situation or a false emergency alarm shall not serve as a test of the Academy's procedures.

General information about the emergency response and evacuation procedures for L3 Airline Academy are publicized each year as part of the Institution's Clery Act compliance efforts.

Each test will be documented to include the date the test was held, the time the test started and ended, a description of the exercise (i.e., the test), and whether the test was announced or unannounced.

## **MISSING RESIDENT STUDENT**

### **Overview**

The Higher Education Opportunity Act (HEOA) requires schools that provide on-campus housing to establish a Missing Resident Student notification policy for resident students who reside in on-campus housing. The policy:

1. Informs each resident student that they have the option to identify an individual that the Academy can contact no later than 24 hours after the time the resident student is determined missing according to the Academy's official notification procedures. This option is made aware to resident students during the new student enrollment process.
2. Provides each resident student a way to register confidential contact information in the event the resident student is determined to be missing for more than 24 hours. This contact information is obtained during the new student enrollment process and is recorded in the Office of the Registrar.
3. Advises each resident student less than 18 years of age (who is not emancipated) that the Academy must notify a custodial parent or guardian no later than 24 hours after the time the resident student is determined to be missing according to the Academy's official notification procedures. This advisement is made during the enrollment process.
4. Requires the school to initiate the emergency contact procedures that the resident student designates if the Department of Campus Safety or law enforcement personnel have been notified and determine that the resident student has been missing for more than 24 hours and has not returned to campus.

Schools must also establish official notification procedures for a missing resident student who resides in on-campus housing that:

1. Includes procedures for official notification of appropriate individuals at the Academy that a resident student has been missing for more than 24 hours; and
2. Requires that any official Missing Resident Student Report relating to a resident student be referred immediately to the Academy's Department of Campus Safety. In the absence of the availability of Campus Safety personnel, the Missing Resident Student Report shall be forwarded to the Sanford Airport Police Department.

The requirements for a school to establish missing resident student procedures do not provide a private right of action to any person to enforce a provision of the subsection or create a cause of action against any institution of higher education or any employee of the institution for any civil liability.

### **Designated Contact**

All residents have the option to designate a person to be contacted by the Academy no later than 24 hours of the determination the resident student is missing. A Confidential Contact Information sheet is available from the Office of the Registrar and all residents are encouraged to complete and submit the document.

Any resident student under the age of 18 and not emancipated, the Academy must notify a custodial parent or guardian no later than 24 hours of the determination that the resident student is missing, in addition to notifying any designated contact person.

### **Resident Student Missing Procedures**

Events that could cause a resident student to be considered missing include, but are not limited to, contact from a concerned individual, including Academy staff, about a resident student's absence or lack of contact that is contrary to their normal behavior and/or if unusual circumstances may have caused the absence.

### **Student & Staff Reporting**

When an Academy staff member or student becomes aware of a potential missing resident student, the staff member should immediately notify one of the following:

- Campus Safety Office: 407-430-4222 / 407-276-6371
- Manager of Student Affairs: 407-430-4199 / 407-625-6196
- Director of Campus Safety: 407-430-4154 / 407-408-7872

### **Campus Safety/Student Affairs Role**

The on-duty Campus Safety Officer or Manager of Student Affairs will gather information from the reporting source and will complete the Academy Missing Resident Student Report form (MRSR). This is to include reasons why the reporter believes the resident student is missing and what actions have been taken to try and locate the resident student. Additionally, the employee completing the MRSR will notify the Director of Campus Safety of the reported missing resident student. The 24-hour period begins at the time the report is generated, and the contacted employee will follow the missing resident student procedures and investigate the reported missing resident student.

The contacted employee shall investigate by checking the resident student's room and interviewing roommates, other students, and the students assigned flight instructor to determine when the missing resident student was last seen. Additionally, the contacted employee shall attempt to contact the resident student by phone, email, social networking, and by leaving a note on the resident student's door; with instructions to contact a member of the Academy staff as soon as possible.

The contacted employee will also check the missing resident student's mailbox to determine if they have been picking up mail, and attempt to determine if the missing resident student's vehicle is in any Campus or Dormitory parking lots.

### **Director of Campus Safety Role**

The Director of Campus Safety shall review the MRSR and gather information from the contacted employee, or any other involved individuals, as necessary. The Director of Campus Safety will coordinate with other Academy departments to initiate reviews of Academy files on the missing resident student for verification of vital information such as contact information, photo, physical description, CCB/PTO/LOA, etc.

The Director of Campus Safety will inform the Head of HR, and any additional senior leadership, as necessary, of the missing resident student. All dormitory and campus investigating procedures should be completed within 24 hours after first notification of the missing resident student.

### **Contact Persons and Public Safety Notifications**

If a resident student has not been located, the designated contact or the custodial parent or guardian of the resident student will be contacted by the Academy Director, or his/her designee, no later than 24 hours of being officially determined that the resident student is missing.

Additionally, the Academy will notify the Sanford Airport Police no later than 24 hours of the determination that the resident student is missing and will work in conjunction with the police in the investigation.

### **Notifications without following the Missing Resident Students Procedures**

Certain events may occur that preclude the use of the standard Missing Resident Students Procedures as developed by the Academy. The following circumstances will require a deviation from the procedures:

- Suspected foul play or danger including expressed suicidal ideology.
- Known medical condition that could cause a life-threatening situation.
- Natural disaster or force of nature in which the resident student may have been involved.

Similar circumstances, not listed, may also require deviation.

## **VIOLENCE AGAINST WOMEN ACT (VAWA)**

L3 Airline Academy does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are considered types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. L3 Airline Academy prohibits the offenses of domestic violence, dating violence, sexual assault and stalking.

As a result, L3 Airline Academy issues this statement of policy to inform the campus of its plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking.

### **Definitions**

Florida Statute §794.011 Sexual Battery defines “consent” as:

“Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Consent, to be valid, must be:

- i. Freely and actively given.
- ii. In mutually understandable words or actions.
- iii. Consent to one form of sexual activity can never imply consent to other forms of sexual activity.
- iv. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor.
- v. Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.
- vi. A person shall not knowingly take advantage of another person who is under 18 years of age, mentally defective, under the influence of prescribed medication, alcohol or other chemical drugs, or who is not conscious or awake, and thus is not able to give consent as defined above. Further, a person shall not physically or verbally coerce another person to engage in any form of sexual conduct, to the end that consent as defined above is not given.
- vii. Any attempted acts of sexual misconduct are also violations of this policy.

### **Sexual Assault**

“Sexual assault” is defined by the Department of Education as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

“Fondling” is defined as the touching of the private parts 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 age or because of his/her temporary or permanent mental incapacity.

“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.

“Statutory Rape” is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

“Sexual battery” means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose. Rape and sexual assault are called “sexual battery” under Florida Statute § 794.011

## Domestic Violence

The Department of Education defines the term “domestic violence” to mean:

- 1) Felony or misdemeanor crimes of violence committed:
  - (i) By a current or former spouse or intimate partner of the victim;
  - (ii) By a person with whom the victim shares a child in common;
  - (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - (v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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.

Florida Statute § 741.28 defines “domestic violence” as:

“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 Department of Education defines the term “dating violence” to mean 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 relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:
  - (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - (ii) Dating violence 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.

Florida Statute § 784.046 (1) (d) defines “dating violence” as:

“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 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

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

## Stalking

The Department of Education defines the “stalking” as:

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

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.

Florida Statute § 784.048 defines “stalking” as to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.

## EDUCATION AND PREVENTION PROGRAMS

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault, and stalking as prohibited conduct;
- Defines, using definitions provided both by the Department of Education as well as state law, what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Florida and the Rules of Conduct;

- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding academy structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

## **PROCEDURES FOR REPORTING A COMPLAINT**

L3 Airline Academy has procedures in place that serve to be 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 the availability of counseling, health, mental health, victim advocacy, legal assistance, financial aid, visa and immigration assistance, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation, and 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 the Department of Campus Safety or local law enforcement.

Students and employees should contact Richard Hilmer Jr., Director of Campus Safety and Title IX Coordinator at 407-430-4154 to report incidents of sexual assault, domestic violence, dating violence, and/or stalking.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at a certified Sexual Assault Treatment Center. The Florida Council Against Sexual Violence's (FCASV) Hotline Number, 1-800-956-7273, will route calls to local crisis centers. The FCASV website also includes a search for local sexual violence treatment centers.

The Department of Campus Safety can provide transportation to the hospital whether or not the survivor wants to make an official report to law enforcement. Campus Safety is required to:

1. Assess information provided to them for purposes of determining if a Timely Warning (community alert) needs to be sent out;
2. Determine if the crime statistic should be included in their annual count; and
3. Notify the Title IX Coordinator, but a victim's personal identifying information would never be publically disclosed.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the criminal offense occurred or/ is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries

and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the Academy's code of conduct investigators or police.

Although the Academy strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and the victim has the right to decline involvement with the police. The Academy will assist any victim with notifying local police if they so desire. The Campus Safety Department works with the Sanford Airport Police and City of Sanford Police Department to investigate crimes when deemed appropriate.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Richard Hilmer Jr., Director of Campus Safety 407-430-4154. The Academy will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. 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 the Department of Campus Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of sexual assault, stalking, dating violence, or domestic violence is reported to the Academy, the following are the procedures that the Academy will follow; as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

1. Depending on when the incident is reported (immediate vs delayed report) provide the victim/survivor with access to medical care if needed.
2. Assess immediate safety needs of the victim/survivor.
3. Assist the victim/survivor with contacting local police if the victim/survivor requests AND provide the victim/survivor with contact information for the local police department.
4. Provide the victim/survivor with referrals to on and off campus resources as required.
5. Assess need to implement interim or long-term measures to protect the victim/survivor, such as housing changes and/or changes in class schedules for students, changes in employment for faculty and staff, and/or "No Contact" directives between both parties for both students and employees.
6. Provide a "No trespass" directive to the accused party if deemed appropriate.
7. Provide written instructions to the victim/survivor on how to apply for a Protective Order.
8. Provide a copy of the Academy's policies prohibiting sexual misconduct to the victim/survivor and inform the victim/survivor regarding timeframes for inquiry, investigation and resolution.

9. Inform the victim/survivor of the outcome of the investigation, whether or not the accused will be administratively charged, and inform the victim/survivor of the outcome of any hearing that may have taken place.
10. Provide information to the victim/survivor on how to preserve evidence.
11. 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.

The standard of evidence used to determine responsibility is a preponderance of the evidence, which means that it is “more likely than not” that the sexual misconduct, dating violence, domestic violence, and/or stalking occurred. (50.1% likely to have occurred).

## **ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is to have occurred on or off campus, the Academy will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options for reporting and resources.

### **Rights of Student and Employee Victims of Sexual Misconduct**

Sexual misconduct is not tolerated at L3 Airline Academy. Reports of sexual misconduct, including, sexual harassment, sexual assault, dating and domestic violence, or stalking are taken seriously. It is important to the Academy that victims are informed, protected, and respected. The following rights are afforded to any Academy student, staff, or faculty member who experiences sexual misconduct.

**Confidentiality:** Identifying information of a victim will be protected as much as possible within legal requirements.

**Timely Warnings:** Any timely warning that is broadcast through Blackboard Connect for the safety of our community will not identify a victim by name.

**Reporting Options:** The Academy encourages victims to file a report so that the Academy may investigate, take appropriate action to protect the victim and others from additional misconduct, and take appropriate action against the perpetrator. However, ultimately, it is the victim’s choice whether or not to report her or his victimization. Departments to report an incident to:

Department of Campus Safety	407-430-4154
Department of Student Affairs	407-430-4199
Department of Human Resources	407-430-4141

### **No Contact or Protective Orders.**

The Academy will honor any protective order that you may have acquired through the local courts. Please bring a copy of such a court order to the Department of Campus Safety for their information and enforcement. In addition, an Academy administrative no contact order may be issued by the Title IX Coordinator.

### **Requests for Changes.**

You may request a change in academic setting, on-campus housing, or work assignment in order to be separated from the accused perpetrator. Such a request will be granted to the greatest

extent possible. These requests should be made to the Department of Human Resources at 407-430-4141.

#### Fair and Impartial Investigation and Resolution.

You can expect a fair and just process as your complaint is handled, either through the Department of Human Resources or Title IX Coordinator. You can obtain more information about these processes by referring to the L3 Airline Academy Title IX Policy and Procedures Handbooks available from the Department of Campus Safety.

#### Retaliation Concerns.

Threats, intimidation, and any form of retaliation for making a complaint of sexual misconduct are prohibited by Federal Law and Academy policy and may be grounds for disciplinary action up to and including expulsion or termination. If any retaliation occurs, it is important to contact either the Title IX Coordinator or Department of Human Resources.

Below is information regarding services available in the community for victims:

Seminole County Sheriff's Office Victim Advocates  
100 Eslinger Way, Sanford, FL 32773  
Victim Advocate 24 hours: 407-665-6650  
Victim Services Coordinator: Sandra Blanding  
[sblanding@seminolesheriff.org](mailto:sblanding@seminolesheriff.org)

Safehouse of Seminole (Domestic Violence)  
24/7 Domestic Violence Hotline: 407-330-3933; 1-800-500-1119  
Injunction/Court Advocacy Offices: 407-665-6226 or 407-665-6236  
Email: [info@safefl.org](mailto:info@safefl.org)  
Office: 407-302-5220

## Injunctions

L3 Airline Academy complies with Florida law in recognizing orders of protection, which are called injunctions in Florida. There are five types of injunctions that differ based on the nature of the threat and the victim's relationship to the abuser. Injunctions are issued throughout the State of Florida.

### Domestic Violence Injunctions

You may file a Domestic Violence Injunction if there has been an incident of violence and the assailant is your spouse, former spouse, related to you by blood or marriage, living with you or has lived with you in the past or is the other parent of your child(ren) whether you have been married or lived together.

### Repeat Violence Injunctions

You may file a Repeat Violence Injunction if two or more incidents of violence have been committed against you or a member of your immediate family by another person. At least one of those acts of violence must have occurred within the last six months of filing a petition.

### Sexual Violence Injunctions

You may file a Sexual Violence Injunction if there has been an incident of violence wherein a sexual act is committed or attempted. In order to receive an injunction, you must have reported the sexual violence to law enforcement and be cooperating in any resulting criminal proceeding.

### Dating Violence Injunctions

You may file a Dating Violence Injunction if there has been an incident of violence between individuals who have had a continuing relationship of a romantic and intimate nature. The relationship must have existed within the past six months.

### Stalking Violence Injunctions

You may file a Stalking Violence Injunction if someone purposely follows or harasses you repeatedly over a period of time for no legitimate reason.

Please refer to the Seminole County Clerk of Court webpage for more information on the types of injunctions and the requirements for filing.

Any person who obtains an order of protection from Florida or any U.S. State should provide a copy to the Department of Campus Safety. A victim may then meet to develop a safety action plan to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, different parking arrangements, providing a different telephone number or email address, changing classroom or working locations, and/or allowing a student to complete assignments from home. The Academy examines, on a case-by-case basis, what specific needs are present and how best to accommodate those needs.

The Academy cannot apply for a legal order of protection (injunction) for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services and may obtain assistance in doing so from the Department of Campus Safety, another local law enforcement agency, or may go directly to the Seminole County Courthouse. If you are the victim of dating violence, domestic violence, sexual assault, or stalking and need an emergency injunction after hours, contact your local police department.

L3 Airline Academy may issue an academy no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, academy offices will work cooperatively to ensure that the victim's health, physical safety, work, and academic status are protected, pending the outcome of a formal academy investigation of the complaint. For example, if reasonably available, a victim may be offered changes to academic, living, or working situations in addition to financial aid, visa and immigration assistance, and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the victim (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). Further, the academy will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the academy to provide the accommodations or protective measures.

L3 Airline Academy does not publish the name of crime victims nor house identifiable information regarding victims in the Academy's Daily Crime Log. Victims may request that directory information on file be removed from public sources by going to the Department of Human Resources and making the request.

## **FIRE SAFETY**

### **Overview**

The Higher Education Opportunity Act (HEOA) contains the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs, and maintain on-campus student housing facilities, to publish and distribute an annual fire safety report, or notice of the report, to all enrolled students and current employees by October 1 of each year. The report will outline on-campus housing fire safety systems, fire policies, drills, evacuation procedures, and statistics on fires for the 3 most recent calendar years.

### **Fire Prevention Program**

It is the mission of the L3 Airline Academy to provide instructors, staff, students, and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the Academy's Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting facility safety audits of the buildings, and (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety through fire drills.

Fire and life safety features of Academy buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and the local authority having jurisdiction. The Academy's Facilities Department conducts scheduled fire safety inspections of all Academy buildings. Some buildings may be inspected more frequently as deemed necessary.

### **Fire Safety Systems**

The Academy's on-campus student housing facility is protected by a fire alarm system remotely monitored 24 hours/day, seven days/week, and has an integrated automatic sprinkler system. The building has life safety systems including: fire extinguishers; fire suppression systems; and hallway, stairwell, and common area emergency lighting. If there are any technical problems with the fire safety system, a fire watch patrol and fire log is instituted until the problem is rectified.

### **Fire Drills and Training**

All on-campus student housing residents receive fire safety training (through fire drills) annually and when deemed necessary after significant fire safety system changes. Each student room has a smoke detector in the ceiling and an emergency evacuation map installed near the door to direct occupants to emergency exits. An annual fire safety inspection is required and conducted on Academy property by the City of Sanford Fire Marshall.

### **Fire Prevention Policies**

To minimize the potential for fires at the housing facility, it is the policy of the Academy to prohibit open burning and the use of combustible decorations at all times (unless in accordance with other Academy policies and procedures, and/or authorized by the authority having jurisdiction). Open burning, as defined by the Academy, is any open/exposed flame or combustion that produces heat, light, or smoke; and has the potential to cause a fire.

To minimize the potential for fires, it is the policy of the Academy to prohibit the use of the following items in any dormitory room: portable space heaters, hibachis, any open flame device or object including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers,



- The Academy Housing or Campus Safety Offices can further assist with questions about the evacuation and meeting area procedures.

If the Fire Alarm activates:

- Proceed to the door of the room and check it for heat with the back of your hand.
- **If door is cool:**
  - Open the door slowly and check for smoke in the hall
  - If no smoke, leave the room and proceed to the closest Exit, closing the door to the room but do not lock it
  - Evacuate the building.
- Meet at the pre-designated area outside and away from the building for accountability and instructions.
- Report absent people that were known to be in the building to an Academy staff or Fire Department member **immediately**.
- Stay away from the building for reasons of personal safety and fire fighter accessibility.
- Do not re-enter the building until the fire alarm has been silenced, and the City of Sanford Fire Department and Academy personnel have granted permission.
- **If door is hot, or if there is smoke present in the corridor:**
  - Do not open the door.
  - Stay in the room.
  - Pack towels or blankets under the door.
  - Telephone 911 on a cellular phone, if available.
  - Wave a brightly colored item out the window for ease of recognition.

## **FIRE SAFETY**

During New Student Orientations, students participate in a prevention and awareness presentation and are also informed of the content and availability of the Academy's Annual Security Report.

Students and Staff are also briefed on the On-campus Dormitory Fire Alarm and Evacuation Procedures as described in the previous section

## **PUBLIC RECORDING AND REPORTING OF FIRE STATISTICS**

The Campus Fire Safety Right-to-Know Act requires that institutions maintain a fire log of any fire in an on-campus student housing facilities; and that it reflects the nature of the fire, date, time, and general location. L3 Airline Academy complies with this rule by recording all on-campus student housing fire-related incidents in a fire log. The log is maintained by the Academy's Department of Campus Safety. The Campus Safety Department posts specific incidents in the fire log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances as permitted by law. The most recent 60-day period of the fire log is open to public inspection during normal business hours, and older portions of the log are available within 2 business days. The fire log is available in the Campus Safety Main Office in the Administration building.

In the event of a fire incident, the Academy's Department of Campus Safety will coordinate with the Sanford Airport Police and the City of Sanford Fire Department in the investigation of each fire incident.

The HEOA also requires the disclosure of statistics for each student housing facility as they relate to the occurrence of fires, fire causes, value of fire damage to property, fire related injuries/deaths, and unwanted/false alarms for the preceding 3 calendar years. The statistics below are as reported by the L3 Airline Flight Academy's Department of Campus Safety.

### Fire Statistics

On-Campus Residential Facilities	YEAR	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Building 310; 1345 East 28th Street	2014	0	0	0	0	0	NA
	2015	0	0	0	0	0	NA
	2016	1	1	Smoke only from empty pot on stove.	0	0	\$0.00