

2023

# Campus Safety & Security Handbook and Emergency Preparedness Plan





# Introduction

Thank you for taking the time to review this year's annual crime report. This report will provide you with important information about safety on and off campus. When you review the statistics, you will notice that Full Sail University is a relatively safe campus, which is due to the collaborative efforts of our staff, faculty, and students.

As in any neighborhood, it is important that all students, faculty, and staff realize that they should take every possible precaution to prevent assault and crime against themselves and others.

The administration of Full Sail University recognizes that our campus is a part of the community and we experience the risks and threats of society as a whole. Full Sail has established programs and systems involving personnel, procedural methods, and physical means in order to provide as safe and secure an environment on campus as possible.

The departments of Student Advising, Student Development and Security provide information and assistance on self-protection to students and parents. However, each individual must also take action to utilize those crime prevention techniques that can help mitigate their vulnerability to crime. Lack of vulnerability is the key. A criminal looks for and exploits perceived weaknesses. When a person, residence, or vehicle appears less vulnerable, it reduces the chance for assault, loss, theft, or robbery.

The information provided in this annual report is designed to inform, advise, and alert campus occupants about Full Sail's policies and procedures on crime awareness and reporting. Also, crime methodology and crime prevention techniques are provided to assist in self-protection.

The Security department is primarily responsible for developing and offering services, programs, and strategies for maintaining a reasonably safe environment on campus. We rely on our relationships with our community members to fulfill that responsibility. As members of the University community, each of us has a role in keeping our campus safe. Full Sail University asks that all students, staff members, and employees immediately report any suspicious individuals or activity.

For the most up-to-date information on safety and security, please visit the Full Sail Security department web page on Full Sail One.

**Scott Lynch**  
**Director of Security**

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# Purpose

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Full Sail University believes that all students deserve a safe and secure facility in which to study. Full Sail strives to provide such an environment for its students, faculty, and staff. Full Sail University takes active steps to secure and safeguard its campus and facilities. However, students, faculty, and staff must be aware of the established campus security and safeguard measures. Armed with this information, Full Sail's students, faculty and staff can become active partners with Full Sail in providing all stakeholders a safe and secure environment in which to study, teach, and work. It is for this reason that Full Sail annually publishes this Security and Crime Statistics Report.

Additionally, Full Sail prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with Full Sail's security staff, Student Development Department, administrative offices, and local law enforcement agencies surrounding our campus. Each entity provides updated information on their educational efforts and programs to comply with the act.

Campus crime, arrest, and referral statistics include those reported to Full Sail Security, designated campus officials (including but not limited to directors, Student Development Department, department heads, and advisors to student organizations), and local law enforcement agencies.

Each year, an e-mail notification is made to all students and staff that provides the website to access this report. Paper copies of the report may also be obtained at the Security department, located in Building 1, Room 120 or by calling (407) 679-0100 ext. 8800.





# Clery Act

The Jeanne Clery Act requires the University to gather statistical data on specific offenses that occur in specific geographical areas. Attempts are classified as offenses. These offenses are:

- A. Criminal Homicide
  - 1. Murder & Non-negligent Manslaughter
  - 2. Negligent Manslaughter
- B. Sex Assault
  - 1. Rape
  - 2. Fondling
  - 3. Incest
  - 4. Statutory Rape
- C. Robbery
- D. Aggravated Assault
- E. Burglary
- F. Motor Vehicle Theft
- G. Arson
- H. Domestic Violence
- I. Dating Violence
- J. Stalking

The University must also report statistics for the following categories of arrests or referrals for disciplinary action (if an arrest was not made):

- A. Liquor Law Violations
- B. Drug Abuse Violations
- C. Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

- A. Larceny/Theft
- B. Simple Assault
- C. Intimidation
- D. Destruction/Damage/Vandalism of Property

In addition, the University must report the location of each of the offenses listed above. The Clery Act geographical reporting definitions are:

- A. Campus:
  - 1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institutions educational purposes, including residence halls; and
  - 2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (a) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- B. Non-Campus Building or Property
  - 1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
  - 2. Any building or property owned or controlled by an institution that is used in direct support of, or in relation, to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- C. Public Property

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

# About Us

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## Security Staff

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Full Sail's Security department is located in Building 1, Room 120. We provide service 24 hours a day and are an integral part of the University's dedication to developing and maintaining a safe and secure campus. The department provides a full range of safety services. These include, but are not limited to, investigating all crimes committed on campus, enforcing college policies and procedures, providing crime prevention/community services programs, enforcing parking policies, and maintaining crowd control for campus special events. The department liaises with local, state, and federal law enforcement agencies in implementing and coordinating campus law enforcement operations.

The Security department is comprised of full-time security and safety personnel and is a division within the Operations Department. The Director of the Security department is Scott Lynch and can be reached at 407-679-0100 ext. 8800. Officers patrol the campus on foot and in vehicles. Several officers and a supervisor are on duty during each shift. The majority of the staff are uniformed security officers. Security officers do not possess arrest authority; law enforcement is handled by the Orange County Sheriff's Office (OCSO) whose officers have arrest authority on campus. Sworn deputy sheriffs from the OCSO are employed by Full Sail University to work on campus. These deputies patrol the campus in uniform and in marked and unmarked vehicles. The Security department also oversees all fire and life safety issues and employs highly qualified personnel to ensure our campus is as safe as possible.

The Security department understands the overall academic mission of the University and strives to play a vital role in enhancing that mission. Concern for our community's well-being, a desire to provide service and assistance whenever possible, and a constant desire to support the academic environment are all factors inherent in the department's daily operations and policies.

## Vision

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Our vision is to enhance and preserve the quality of the learning opportunities and life experiences of each member of our community by actively working in collaboration with all facets of the community to provide a safe and secure campus environment. We recognize that effective security will have a significant impact on reducing crime and fear of crime. The prevention of crime is achieved by establishing a professional and trusting relationship with our community. Use of information technology, innovative training, partnerships with other agencies and the public, and fiscal accountability will be hallmarks of the department's commitment to this vision.

## Mission

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The mission of the Security department is to provide the Full Sail community with a safe, secure environment in which to learn, live, work, and grow. We will accomplish our mission by partnering and collaborating with the Full Sail community, by providing service in a professional, courteous manner, and by affording dignity and respect to all individuals.

# Principles and Values

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Integrity	We have integrity. We adhere to the highest moral and ethical standards. We are honest and sincere in dealing with each other and the community. We have the courage to uphold these principles and are proud that they guide us in all we do.
Accountability	We set high standards, work with positive attitudes, assume responsibility, and are accountable for our behaviors, decisions, and actions.
Responsibility	We believe that each of our responsibilities is essential to the overall mission of the department. We are proud of our department, our University, one another, our contributions to the community, and of the security profession. We are encouraged to contribute ideas to improve department functions and the quality of our services.
Professionalism	We ascribe to the tenets of trust, respect, and accountability in the performance of our responsibilities.
Respect	We show respect. We recognize the value of our unique cultural diversity and treat all people with kindness, tolerance, and dignity. We cherish and protect the rights, liberties, and freedoms of all as granted by the constitutions and law of the United States and the State of Florida.
Fairness	We act with fairness. Objective, impartial decisions and policies are the foundation of our interactions. We are consistent in our treatment of all persons. Our actions are tempered with reason and equity.
Teamwork	We value a shared commitment to success through cooperation, partnership, and teamwork. We realize that only through internal cooperation can we foster external cooperation and accomplish our mission.
Communication	We encourage employee involvement and information sharing through clear and open communication and objectivity. We desire to foster an environment for active participation in problem solving and development.
Learning	We believe that learning and advancing competency are essential to our vitality as individuals and as an organization. We welcome the challenge of learning whatever is necessary to grow personally and professionally.
Innovation	We recognize that change is constant and we must actively seek new and better ways to fulfill our mission. We encourage innovation and the contribution of ideas to improve the department and the quality of services.
Decision-Making	We value the synergistic effects of collaboration that increases our understanding in making correct decisions. We believe in using our best judgments in our work and in making decisions based upon objective research and analysis.
Resource Stewardship	We are committed to appropriate principles of leadership, management, and supervision in exercising stewardship over the human and material resources of the department.
Diversity	We appreciate diversity and recognize that different viewpoints, experiences and backgrounds are central to our understanding and meeting the unique needs of the diverse community that we serve.
Advocacy	We advocate advancing personal safety and enhancing risk management initiatives. We desire to work with our partners to educate members of the Full Sail community about their crucial role in the overall safety and security of our University and the community at large.
Service	We believe in providing quality services in a timely and professional manner. We are service-driven, partnership-oriented and strive for excellence. We endeavor to provide services in a fair, friendly, and respectful manner, sincerely caring for the welfare of people.

# Goal

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The goal of the Full Sail University Security department is to be recognized as a national model in the field of campus safety through the selection and development of the highest-caliber personnel and by providing innovative safety services.

# Role and Authority

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The Full Sail Security department provides security information, assistance, and service to aid campus faculty, staff, students, and guests in the protection process. Security staff function as representatives of the University's executive leadership. Security officers have the authority to take certain actions deemed to be in the best interests of the University in order to ensure the safety and security of the entire Full Sail community.

Security officers also have the authority to ask persons for identification and to determine whether individuals have lawful business on Full Sail's campus. Therefore, it is imperative that students, faculty, and staff keep appropriate identification – particularly Full Sail's issued ID – with them at all times.

Full Sail University security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess the authority to make arrests. OCSO officers have arrest authority on campus. The Security department at Full Sail University maintains a professional working relationship with the OCSO, Winter Park Police Department, Orlando Police Department, University of Central Florida (UCF) Police Department, and others. However, Full Sail University does not hold formal agreements with these agencies, such as a written memoranda of understanding, to investigate alleged criminal offenses.

No person or location is 100 percent safe. The Full Sail Security department uses patrolling officers to observe and detect crimes and threats on our campus. The Security department's function is primarily informational and advisory. Security personnel are not police officers and are not empowered as such. The primarily protective means used involves restricting campus access and use to only those authorized students, staff members, and employees, or their guests, for reasonable and safe purposes. The inspection and maintenance of locks, doors, windows, lights, and alarms are coordinated by both the Security department and the Operations department.

Full Sail University strongly encourages the prompt and accurate reporting of all crimes or public safety incidents to the Security department and/or the OCSO when a victim or witness to crime elects to make a report. Prompt reporting will assure rapid investigation and permit the issuance of timely warning notices when necessary.

# Homeland Security

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All security officers are trained in conjunction with the United States Department of Justice and the Department of Homeland Security in a comprehensive Homeland Security training program. Security officers are skilled observers dedicated to vigilant patrol and protection of the Full Sail community.





# Full Sail Identification Card

For your safety and security, it is required that all students, staff, and faculty members, and Full Sail contracted service personnel have their Full Sail identification card and issued lanyard displayed on their person at all times while on campus. The lanyard must be worn around the neck.

- > Faculty and staff shall wear a dark green lanyard
- > Students shall wear an orange lanyard
- > Students serving as lab monitors wear a yellow lanyard
- > Contractors working on campus will wear a neon green lanyard.
- > The wearing of personal lanyards is not permitted

Your student/staff ID serves not only as a visible indicator that you are allowed on campus, but serves as your access card to the various buildings and offices.

Please note that students do not have access to all areas of the University. Their access is based upon their academic program. For example, Recording Arts students do not have access to the film program areas.







# Access Policy

During all hours of operation, the Full Sail facility is secured by locks on entranceways that require a proximity security card for access. Students, faculty and staff are issued a proximity card for access through security doors. During business hours, visitors to the Full Sail facility will be admitted only through the main entrances, which are unlocked during specific hours. All guests and visitors must be escorted at all times while on campus unless otherwise authorized by an appropriate authority.

Students, staff, and faculty are authorized guests in accordance with the appropriate policy manual, Student Manual or Employee Policy Manual.

It is essential that all students, faculty, and staff strive to keep Full Sail facilities secure from unwelcome intruders. Never loan your proximity card to anyone, or admit anyone into a Full Sail facility who does not have a proximity card for any reason. Should an individual without a Full Sail identification card or inoperable proximity card approach you with a request to admit him/her into the Full Sail facility, politely deny the request and report the incident to Security department staff immediately.

## Solicitation

No solicitation is allowed on any Full Sail campus or facility without the permission of the Education department. Student flyers may be posted in select locations upon approval of the Education department. Contact the Education department for the most up-to-date rules and regulations.

# Reporting Security Incidents Including Criminal Activity

It is essential all security incidents occurring on campus or within the vicinity of campus be reported to appropriate Full Sail personnel. "Appropriate Full Sail personnel" are Campus Security Authorities, and are listed below in order of priority:

- |  |   |
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| <p>A) <b>SECURITY DEPARTMENT STAFF</b><br/>           -Director of Security<br/>           -Security Safety Manager<br/>           -Security Supervisor<br/>           -Security Guard</p>   | <p>C) <b>STUDENT SERVICES STAFF</b><br/>           -Inbound Communications Manager<br/>           -Student Services Coordinator<br/>           -Full Sail Support Tier 1-3<br/>           -International Enrollment Guide<br/>           -Director of Library Services<br/>           -Resource Librarian<br/>           -Library Assistant<br/>           -Graduation Coordinator<br/>           -Graduation Assistant<br/>           -Student Orientation Associate Manager</p> |
| <p>B) <b>ACADEMIC SUCCESS STAFF/<br/>STUDENT DEVELOPMENT DEPARTMENT</b><br/>           -Academic Advisor-Campus &amp; Online<br/>           -Director of Academic Advising<br/>           -Director of Student Affairs<br/>           -Director of Student Development<br/>           -Director of Student Success</p> | <p>D) <b>ALL FACULTY AND STAFF CLUB/ORGANIZATION ADVISORS</b></p>   |

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Full Sail Director of Security or this individual's authorized delegate 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 yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or perpetrator, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.



# General Campus Safety and Security Policies

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There are two important elements in creating and maintaining protective programs and systems: an understanding by students and employees of campus crime and safety hazards, as well as methods of communication and actions to reduce or eliminate security and safety threats and hazards.

Therefore, it is the policy of Full Sail University that all students and employees of Full Sail are to report criminal acts and safety hazards or occurrences known to them. The proper reporting procedure for everyone, in the event of any concern, is to contact the Security department at extension 8800. The Security department is available 24 hours a day. In the event of an immediate threat, danger, injury, or criminal occurrence, you are advised to call the local police/fire/emergency medical service in your jurisdiction. Usually, these emergency services can be contacted from any telephone by dialing 9-1-1 or the local police/fire emergency numbers. On campus, always call the Security department at extension 5555 after calling 9-1-1. If you are using a campus phone, you must dial 9-9-1-1 for the call to go through.

In all instances of criminal occurrence, loss of property, assault, threat, injury, or attempted crime, the Security department must be contacted as soon as possible to facilitate proper reporting and resource utilization and to record the occurrence for further study and preventive action.

## Alcohol and Drug Use Policies

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Full Sail University has established rules and regulations on the use and abuse of drugs and alcohol on university property and at university events. Full Sail University has adopted the Drug-Free Schools and Campuses Policy, which is in compliance with the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. The full policy may be found in the Full Sail University Student Manual, and includes a description of the University's drug and alcohol abuse education and resource programs and outside agency information.

The unlawful manufacture, distribution, dispensation, possession, or use of drugs as well as the abuse of alcohol – including but not limited to participating in or facilitating underage drinking – are prohibited in and on Full Sail University owned or controlled property and as a part of any activities. No Full Sail employee or student is to report to work or school while under the influence of drugs or alcohol.

Any person found to be in possession of or under the influence of drugs or alcohol on campus or at any Full Sail sponsored event is subject to immediate suspension and possible expulsion.

Upon request, Student Development department or the Human Resources department will make available a list of drug – alcohol rehabilitation and counseling resources available in the community. However, there are no pastoral or professional counselors on campus.

The enforcement of federal, state, and local laws pertaining to underage drinking, possession, use, and sale of drugs, or any other criminal occurrences shall be referred to the law enforcement agency possessing such jurisdiction dependent on the particular circumstance.



# Firearms & Weapons

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## Firearms or Other Weapons Strictly Prohibited on Campus

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It is the policy of Full Sail University that weapons are prohibited on campus. Firearms and ammunition are strictly prohibited from the campus under all circumstances and may not be transported or conveyed onto Full Sail property. This includes any weapon within the confines of a motor vehicle. A weapon includes:

- ***Any item defined as such under Florida State Statutes, Chapter 790***

Prop weapons that are to be used for film production purposes are permitted under very specific rules and guidelines. Students should coordinate with their instructor for the proper procedures for the approval of any prop weapons..



## Crime Prevention

All students, faculty, and staff are encouraged to visit the Full Sail One website, at [one.fullsail.edu](http://one.fullsail.edu) to review Crime Prevention awareness publications, tips, and programs made available through Full Sail. Additional crime prevention tips can be found at [www.ocso.com](http://www.ocso.com).

# Crime Prevention and Awareness

All students, faculty, and staff are encouraged to visit the Full Sail One website, located at [one.fullsail.edu](http://one.fullsail.edu) to review Crime Prevention awareness publications, tips, and programs made available through Full Sail. Additional crime prevention tips can be found at [www.ocso.com](http://www.ocso.com).

A key element of campus crime prevention is student, faculty, and staff member awareness and participation to actively help ensure that our campus remain safe for all. Pilot Watch, Full Sail's primary crime prevention and awareness program, relies on the eyes and ears of the entire Full Sail University community to immediately report all suspicious activity to extension **8800**.

Full Sail University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. To reinforce this standard, new students and new employees must attend orientation sessions, in which attendees are advised of security processes and procedures established by Full Sail. A common theme of Full Sail University awareness and crime prevention programs is to encourage students and employees to be aware of their responsibilities for their own security and the security of others. Periodically during the academic year, the Security department, in cooperation with other university organizations and departments, presents crime prevention and awareness sessions for current students and staff, as well as educational sessions on personal safety and residence security.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness initiatives, which may include security alerts, videos, and articles posted on Full Sail One and educational sessions provided by the Professional Development department. Programming includes topics such as:

- > Crime & Crime Prevention, provided by the Victim Service Center of Central Florida
- > Relationships 101
- > Self-Defense
- > Community & Me
- > It's On Us
- > Keeping Yourself & Your Stuff Safe
- > Run Hide Fight
- > Security Tips from the Director of Security

These educational programs promote the awareness of various crimes, including but not limited to rape, acquaintance rape and other forcible and non-forcible sex offenses.

When time is of the essence, information is released to the University community through security alerts posted prominently throughout campus, through email, voice and SMS text.

Full Sail's Security department does not provide security services to off campus residences. Criminal activity off campus is monitored and investigated by the duly authorized law enforcement agency with jurisdiction for that area. The OCSO or other local law enforcement agency encourages students, faculty, and staff to determine the agency having jurisdictional authority over the area of your personal residence.

Full Sail meets with the major apartment complexes in the immediate vicinity, and has informed them about our referral form, which can be issued by local law enforcement. One copy of this form is delivered to the University for possible disciplinary action when criminal acts or inappropriate acts occur off campus. When the referral form is returned to the University, this allows Full Sail to address the acts administratively and hold students accountable for possible student conduct violations.

The OCSO has a comprehensive Crime Prevention Program that includes individual awareness information and training, as well as robust Business Watch and Neighborhood Watch programs. Students and staff are encouraged to contact the Crime Prevention Unit at (407) 254-7100 or visit them on the web at [www.ocso.com](http://www.ocso.com) to obtain more information on methods to protect themselves and their families. The OCSO website provides a wealth of material available for download. Many brochures are available in Spanish.

# General Safety Tips



## Personal Safety

- Always be aware of your surroundings.
- Try to stay in well-lit areas.
- Walk confidently at a steady pace on the side of the street facing traffic.
- Walk close to the curb. Avoid doorways, bushes, and alleys.
- Wear clothes and shoes that give you freedom to move.
- Do not walk alone at night and always avoid areas where there are few people.
- Be careful when people stop and ask you for directions; always reply from a distance.
- If you are in trouble, attract help in any way that you can. Scream, yell for help, or yell - "FIRE!"
- Keep your head. Stay as calm as possible, think rationally, and evaluate your resources and options.
- If ever attacked, go to a safe place and call the police. The sooner you make the report, the greater the chances the attacker will be caught.



## Home Safety

- Check the identification of any sales or service people before letting them in.
- Do not let any stranger in your home when you are alone.
- Never give the impression that you are alone if strangers telephone or come to the door.
- If you come home and find a door open or signs of a forced entry, do not go in. Call the police from the nearest phone.
- Keep written records of all furniture, jewelry, and electronic products.
- If possible, keep these records in a safe deposit box or fireproof safe.
- Secure sliding glass door locks.
- Do not hide spare keys in mailboxes, planters, or under doormats.





## Vehicle Safety

- Close all windows, lock all doors, and take the keys with you.
- Never hide a second set of keys anywhere on your car.
- Never leave your car's engine running even if you will only be gone for a minute.
- Park in well-lit areas.
- Activate any antitheft devices you have.
- Push or recline your passenger seat forward; if you return to your car and the passenger seat has been returned to its normal position, chances are someone has entered your vehicle.
- When approaching your vehicle, have your keys in hand.
- Before you invest in any alarms; check with several established companies and decide what level of security fits your needs.



## Travel Safety

- If you do travel alone, leave your route and destination times with family or friends.
- Keep your car locked at all times.
- Keep the windows rolled up so that a person cannot reach inside. If confronted by someone on foot, drive away immediately if safe to do so.
- Make sure your car is in good working order and has plenty of gas before you drive.
- Do not leave packages or valuables in plain sight in your car; keep them in your trunk.
- If you are being followed by another car, honk your horn and drive to the closest public place such as a police or fire station, restaurant, or gas station. Never go home if you think you are being followed.
- If you are involved in a minor accident, do not get out of the car until fire, police, or medical assistance arrives. This is a favorite ploy of kidnappers and sexual battery offenders.



# Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence as well as all crime. They are often the largest group of people involved - outnumbering both the perpetrators and the victims. Bystanders can have a range of involvement in assaults. A person or persons may be aware that a specific assault is happening or will happen, they may see an assault or potential assault in progress, or they may have knowledge that an assault has already occurred. Regardless of how close to the incident they are, bystanders have the power to stop assaults and to get help for people who have been victimized.

The University desires to promote a culture of community accountability at Full Sail where bystanders are actively engaged in the prevention of violence, realizing that we are all responsible for each other in addition to ourselves. Full Sail simultaneously recognizes the risks associated with bystander intervention, and accordingly seeks to provide methods to reduce the risk of harm to all relevant parties.

Full Sail University employees and students are expected to alert appropriate officials in the event of any health or safety emergency – specifically including those involving the abuse of alcohol or drugs and violent crimes – even if violations of the Student Code of Conduct may have occurred in connection with such an emergency.

Because fear of possible disciplinary actions may deter requests for emergency assistance, the University has adopted the following protocol to alleviate concerns and promote responsible actions.

In a situation involving imminent threat or danger to the health or safety of any individual(s), students and employees are generally expected:

- A. To contact emergency responders by calling 911 to report the incident.
- B. To remain with the individual(s) needing emergency treatment and cooperate with emergency responders, so long as it is safe to do so.
- C. To meet with appropriate University officials after the incident and cooperate with any University investigation.

Other examples of bystander intervention may include:

- A. Cautiously confronting people who seclude, hit on, try to make out with, or have sex with people who are incapacitated;
- B. Speaking up when someone discusses plans to take sexual advantage of another person;
- C. Calling the police or security when a person is yelling at another and it is not safe for you to interrupt;
- D. Interjecting yourself into a conversation where another person seems unsafe;
- E. Refusing to leave the area (or call police/security) if a person is trying to get you to leave so they can take advantage of another;
- F. Speaking up when others use racist, sexist, homophobic, or other harmful language;
- G. Offering to drive an incapacitated friend home from a party;
- H. Ensuring friends who are incapacitated do not leave the party or go to secluded places with others.

The University will consider the positive impact of taking responsible action in an emergency situation when determining the appropriate response for alleged policy violations that may have occurred by the reporting student/employee prior to or contemporaneously with the emergency situation.

In some such situations, this may mean that no disciplinary action is taken or no disciplinary sanctions are imposed, but the incident will be documented and educational, community, and health initiatives – as well as contact with a student's parents or family – may be required.

The protocol does not preclude or prevent action by police or other legal authorities.

Failure of students or employees to take responsible actions in an emergency situation, however, may void all protections under this provision, may constitute an aggravating factor for purposes of sanctioning, and may lead to further disciplinary actions when such failure to act otherwise constitutes a violation of University rules, regulations or policies.



# General Security

## Off-Campus

Lock doors at all times (residence and vehicle).

- > Do not prop doors open.
- > Exercise, travel, or jog with a friend or partner.
- > Be aware of unusual or suspicious people or conditions. Do not be afraid to report suspicious people or vehicles. You may prevent a crime!
- > Stay in well-lit areas.
- > Call the local police (9-1-1) if danger is suspected or if you are threatened.

Good locks on windows and doors make it difficult for assailants and burglars to get in. Make sure you always use the security measures available. For more information on locks and home security measures, contact the OCSO Crime Prevention Unit at **(407) 254-7100**.

When you are at home, pull down your shades or curtains when it is dark out. If you let someone in and then have second thoughts, be assertive and demand that the person leave – or leave yourself. Call a friend or neighbor to come over. Pretend you are not alone; mention a friend or family member asleep in the next room. Anyone who refuses to leave is a trespasser, and you should call the local police **(9-1-1)** to have him or her removed.

Make sure hallways, entrances, garages, and grounds are well lit. Leave porch lights on all night. When away from home for the night, or when you expect to return after dark, leave an interior light on in a room or two, with shades drawn. Leave a television or radio on to give the impression that someone is at home. Install a peephole in your door, if your landlord approves.

When someone is at your door, never open it until you know who is there. Repair and sales people, police, and survey takers carry identification. Ask to see it, and if you have any doubt or question, call the company to verify the person's identity before you permit entry. Most apartment complexes have a "No Solicitation" policy. Talk to your complex manager.

The following are more general security tips:

- > If someone wants to use the phone, make the call for him or her without opening the door.
- > Get to know your neighbors so you can get help if necessary. Be familiar with who is coming and going in the neighborhood.
- > List initials and last name only on your mailbox or door. Consider not listing your address in the phone book.
- > Avoid giving out information about yourself or making appointments with strangers over the phone.
- > **If you lose your wallet or purse, see the following pages for tips on preventing identity theft and helpful numbers to call.**



# Identity Theft

- Don't be a victim
- Protect your good name from bad people.
- If your wallet or purse is ever stolen, call the police, then Full Sail Security department.
- Call to cancel your credit cards
- **MasterCard** 800-307-7309
- **Visa** 800-336-8472
- **American Express** 800-528-4800
- **Discover** 800-347-2683
- **Diners Club** 800-234-6377
- **Federal Trade Commission** 877-ID-THEFT and/or 877-FTC-HELP (to report ID theft)

## Other important numbers

- **Social Security Administration** 800-772-1213 (to replace your card)
- **Department of Highway Safety & Motor Vehicles** (850) 617-2000 (Tallahassee)
- **Orange County Tag Agency** (407) 7836-4145 [www.octaxcol.com](http://www.octaxcol.com)
- **Seminole County Tag Agency** (407) 665-1000 [www.seminolecounty.tax](http://www.seminolecounty.tax)

## Important Web sites for safety tips and other information

- **[www.consumer.gov/idtheft](http://www.consumer.gov/idtheft)** (report identification theft)
- **[www.dc.state.fl.us](http://www.dc.state.fl.us)** (learn about criminals in your area)
- **[www.ocso.com](http://www.ocso.com)** (valuable links to your local police)

**A Security Fraud Alert may be added to alert potential creditors to confirm your identification before granting credit in your name.** Security alerts are generally added when you suspect that your identification information is being, or could be used, in a fraudulent manner. Send a written statement to all three credit organizations detailing the fraud.

Here are the three national credit reporting organizations

### **Experian Information Solutions, Inc.**

[www.experian.com](http://www.experian.com)  
P.O. Box 2002, Allen, TX 75013  
888-397-3742  
**Security Fraud Alert** 800-311-4769

### **TransUnion (formerly TRW)**

[www.transunion.com](http://www.transunion.com)  
P.O. Box 2000, Chester, PA 19022  
800-888-4213  
**Security Fraud Alert** 800-680-7289

### **Equifax Credit Information Services, Inc.**

[www.equifax.com](http://www.equifax.com)  
P.O. Box 740241, Atlanta, GA 30374  
800-685-1111  
**Security Fraud Alert** 800-525-6285

For other nonemergency information, service, or reporting, call the Full Sail Security department at ext 8800.

# FORTRESS

FULL SAIL UNIVERSITY





# On-Campus

The Full Sail Security department operates 24 hours a day, seven days a week, for the protection of students, staff members, faculty members, and visitors. Officers patrol the campus in marked vehicles and on foot patrol. The OCSO patrols the campus with Deputy Sheriffs with full arrest powers.

All students and employees of Full Sail University are to report criminal acts and safety hazards or occurrences known to them as soon as possible. All students and employees may report safety concerns to the Full Sail Security department at ext. 8800 24 hours a day. If a student or employee is off campus and a safety issue arises, he or she should call the police, fire, or emergency medical service in that jurisdiction. These resources may be contacted by dialing 9-1-1. The following list has safety tips that students and employees should use while traveling to and from campuses.

- > Lock all doors in your vehicle at all times.
  - > While on campus, do not prop any doors open.
  - > Park in areas where there is adequate lighting.
  - > Use the buddy system and/or escort service provided while traveling to and from your car and/or to other site facilities, if at all possible.
  - > Report all unusual or suspicious people or conditions to site coordinators, risk management, and security personnel.
  - > Read all safety bulletins in order to be alerted to potential safety hazards, risks, or concerns.
  - > You must wear your Full Sail-issued campus ID card at all times while on campus. Report any individual not wearing proper identification.
  - > Be alert to individuals loitering or hanging around.
  - > Have your keys out and ready to open your vehicle door when exiting any building.
- > Minimize carrying packages, wearing expensive jewelry, and/or carrying large amounts of cash while working and/or commuting.
  - > Report any area, such as hallways, entrances, garages, or grounds that are not well-lit to your Program Coordinator, the Operations Department, or Full Sail's Security department.
  - > Always ask for identification before admitting individuals to secured work areas.
  - > Avoid giving out personal data over the phone.
  - > If you feel uncomfortable, trust your intuition, do not enter an area with a stranger.
  - > If your vehicle is disabled (e.g., a flat tire) when you leave work/school, seek help by phone or at the nearest business. Attackers will often disable victims' cars in order to make the drivers more vulnerable.
  - > Check the back seat and underneath your vehicle before unlocking and entering the vehicle.
  - > If you are traveling by bus, use care when getting off the bus in an isolated area. Make yourself aware of the area and any individuals who may be following you when you exit or enter the bus. If you are a victim of a crime, immediately report the crime to the local police department as well as to Full Sail Security. Should you have any questions regarding these safety tips or any other matter, contact the Security department at **ext. 8800 for clarification. If you lose your wallet or purse the previous tips on preventing identity theft and helpful numbers to call.**

This is not an all-inclusive list; however, Full Sail's primary concern is the safety of its students, faculty and staff. These tips are designed to alert the Full Sail community to safety concerns and issues. Students are encouraged to use common sense at all times. If something does not appear to look right, it is probably not right—trust your intuition. Students should report unusual or suspicious situations immediately and proceed with caution.



# Safety is the Goal

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Prevention measures can reduce the risk of attack, but they are not 100 percent effective. What can you do if you are attacked? There is no ready answer because each situation is different. Recent studies show that an immediate aggressive response will be twice as likely to increase the possibility of escape, but can aggravate the situation. Submitting does not guarantee that violence will not occur, however.

Evaluate the situation for possible ways of escape. If one method does not work, try another. Often, victims have tried several different escape ideas before one worked.

The following preventive measures will help minimize your chances of being attacked:

- > If you are going out, tell someone where you are going and when you will return.
- > Always lock your doors, and do not lend the key. Keys can be duplicated.
- > Do not walk alone at night. Take a friend with you.
- > Stay in well-lit areas.
- > If you lose an office / room key, or believe that someone has a key to your room, report this immediately to the Security department at ext 8800.
- > Photocopy all important papers that you carry in your purse or wallet, including your driver's license.
- > Keep the photocopy in a safe place. This information will be invaluable if you lose your license or credit cards.
- > Do not offer a ride to any person you do not know, even if the person claims to be a student.
- > Report to the Security department any malfunctioning corridor, hallway, or exterior lighting.

## Safety Escorts

**The Security department provides safety walking escorts upon request to anyone in the Full Sail community, within Full Sail property limits, 24 hours a day.** Please call **8800** and advise the location where an officer may meet you.

# Pilot Watch

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The Pilot Watch program announces to criminals that we at Full Sail are aware of possible crime and are alert enough to report it. A criminal does not want attention. Attention leads to prevention. The announcements on bulletin boards, and the information on telephone stickers, indicate the emergency telephone number—**5555**. This number should be called whenever necessary for the safety and security of you, your property, or the campus.

Pilot Watch is a crime prevention program similar in philosophy to that of a neighborhood watch program. The goal of Pilot Watch is to reduce the opportunities to commit crime by enlisting a cooperative effort between the Full Sail University community and the OCSO. This mission will be accomplished by establishing an informal network of communication between university departments, their personnel, and the Security department. Everyone is asked to take an active role in crime prevention by being the “eyes and ears” of the community. It is essential that everyone assert a vested interest in his or her own safety and security and that of those who share their building.

The following topics are addressed in the Pilot Watch program:

## Crime Reporting

Recognizing suspicious activity. Effectively reporting it to the Security department and alerting others through email, phone calls, etc.

## Operation ID

Marking office equipment and personal items of value with traceable ID numbers to deter theft and aid in recovery. (Driver's license numbers can be tracked through the National Crime Information Center or NCIC.)

## Self-Protection

Following suggestions offered by the Security department on how to keep yourself safe. People can enroll in the Rape Awareness & Defense (RAD) self-defense program offered by various community organizations.

## Office Security

Making a diligent effort to keep office/lab areas secure. Request security surveys to be conducted by the Security department. Know your visitors and keep track of them.

## Emergency Planning

Discussing with emergency personnel contingency plans to be utilized in the event of a bomb threat, fire, or an incident calling for building evacuation. Involve risk management personnel in this planning.

## Key Control

Recognizing the importance of strict key control in denying access to unauthorized persons. Do not duplicate or disseminate University keys.

## Cash Control

Recognizing the importance of keeping a minimal amount of cash on hand and keeping access limited. Do not keep it in an obvious and accessible location.

## New Hire Orientation

The Security department speaks to new students and staff about the department and the programs it offers.

A safer community benefits everyone concerned. This goal can be achieved by fostering a concerted effort among faculty, staff, students, and police. The Pilot Watch program serves as an instrument in organizing the community toward this goal. The Security department cannot function effectively in addressing crime without the active participation of the entire Full Sail community. The bottom line is that we must all work together to reduce the opportunities for crime at Full Sail University.

## Prevent Office Theft

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Prevention measures can reduce the risk of attack, but they are not 100 percent effective. What can you do if you are attacked? There is no ready answer because each situation is different. Recent studies show that an immediate aggressive response will be twice as likely to increase the possibility of escape, but can aggravate the situation. Submitting does not guarantee that violence will not occur, however.

**W** Who is that stranger?

**A** Ask "May I help you?" and "Whom are you here to see?"

**T** Take time to secure valuables

**C** Call the Security department, x8800

**H** Help your office neighbors

### Safety Tips



- Lock purses away the first thing in the morning and after lunch!
- Watch your neighbors' areas when they are gone. Identify people in their office or around their desk
- Photocopy all important papers that you carry in your purse or wallet, including your driver's license.
- Keep the photocopies in a safe place. This information will be invaluable if you lose your license or cards.



# Emergency Hotline

Full Sail University's all-hazard preparedness includes a 24-hour, dedicated emergency hotline\* that is updated in the event of any emergency alert to assist with keeping the Full Sail community informed and updated. The numbers for the emergency hotlines are:

**(407) 673-5363**

**(407) 657-5462**



# Online Emergency Information

**[one.fullsail.edu](http://one.fullsail.edu)**

The Full Sail One web site works in conjunction with the emergency hotline to keep the Full Sail community informed and updated with timely postings regarding all actual or potential crisis/emergency situations.

# Timely Warning Policy

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In the event that a situation arises, either on-campus or off-campus, that, in the judgment of the University's Security/Operations Management, constitutes a serious and/or continuing or on-going threat, a campus-wide "timely warning" will be issued.

It is important to note that the University may not issue a timely warning for every crime reported but must, at minimum, follow Clery Act guidelines. Whether a timely warning is issued is determined on a case-by-case basis by the University's Security/Operations Management in conjunction with all the facts surrounding the crime(s), including such factors as:

- > The nature of the crime. The timely warning will focus on those crimes and offenses specifically required for reporting according to the Clery Act (e.g. homicide, sexual offense, robbery, burglary, arson, etc.) and/or seriousness of the crime.
- > The continuing danger to the campus community. The timely warning should be released if the campus community is at risk of becoming victims of similar crimes, so it is important to evaluate whether the crime was a one-time occurrence or the result of a trend of reported crimes.
- > The possible risk of compromising law enforcement efforts. The University will consider law enforcement efforts when issuing a timely warning, consulting with public authorities regarding the issuance of further warning so as not to compromise an ongoing investigation or other law enforcement efforts.
- > Community safety and awareness. When issuing a timely warning, the University will include information about the crime that triggered it, excluding personally identifiable or victim information. They also provide information that promotes safety and aids in the prevention of similar crimes.

At a minimum, notices will be posted in conspicuous areas around campus. This warning may be issued through the University email system to students, faculty, and staff members. In addition it and will be posted on the Full Sail One web site at [one.fullsail.edu](http://one.fullsail.edu).

In the event of a major incident, the University's Emergency Notification System will be used to send direct text and voice messages to the University community.

When a potentially harmful situation comes to the attention of University management that needs maximum exposure to help prevent additional or future harm or injury, a TIMELY WARNING will be written and placed on campus bulletin boards, and the Full Sail One web site. The warnings will always be printed on RED paper to draw attention to them.

Anyone with information which they believe may constitute the issuance of a timely warning should report the circumstances to the Director of Security and Security department personnel at **(407) 679-0100 ext. 8800**. Information provided by you could be important. A TIMELY WARNING could save someone from being a victim or suffering unnecessary pain or injury.

# Emergency Notification System



Full Sail University has implemented a multi-tiered mass notification system designed to alert the entire Full Sail community in the event of an emergency. Some of the components of this system that you may already be familiar with include digital IP telephones, intercoms, an interior and exterior public address system, emergency blue light telephone, and the large LED display on Building 3.

Upon receipt of a report of a crime or emergency, the Director of Security will immediately assess, based on his/her judgment, whether the situation warrants contacting 911 and/or following the emergency response and evacuation procedures and what type of notification should be made to the campus community.

Full Sail has developed an emergency response process for the Director of Security to determine (without delay, and taking into account the safety of the community) that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, if evacuation is necessary, determine what segment of the University community to notify and the content of the notification, and to initiate the notification system. The Director of Security will initiate notification system

unless doing so will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In the absence of the Director of Security, the Assistant Director of Security and/or Director of Operations will fulfill the Director of Security's role in an emergency response. The Director of Security or his or her designee will contact local law enforcement, campus security officials, and local news sources to determine as much information as possible. In the event of a significant emergency, Full Sail will issue a warning via one or more of the following means of communication: voice and/or text messages to cell/mobile, email, and home phones, technology alerts, visual alerts, and verbal alerts to immediately inform individuals on campus of the need to evacuate or shelter in place and the procedures to follow. Full Sail will follow this process for subsequent notification to update the campus community on the status of the emergency and to give the "all clear" when the situation is resolved.

Full Sail tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis. When tests are conducted, Full Sail reminds the campus community of the emergency response and evacuation procedures by including a copy of this policy in the test announcement. Full Sail maintains documentation on each test including the date and time performed, the type of test, and if the test was announced or unannounced.

For all reported crimes, the Director of Security, within two business days of the incident, will document all then-available and relevant information including the date, time, location, and description of the incident for purposes of compiling this Annual Report.

Reminder for students and staff and faculty members: It is important that you update your emergency contact information whenever your contact numbers change.



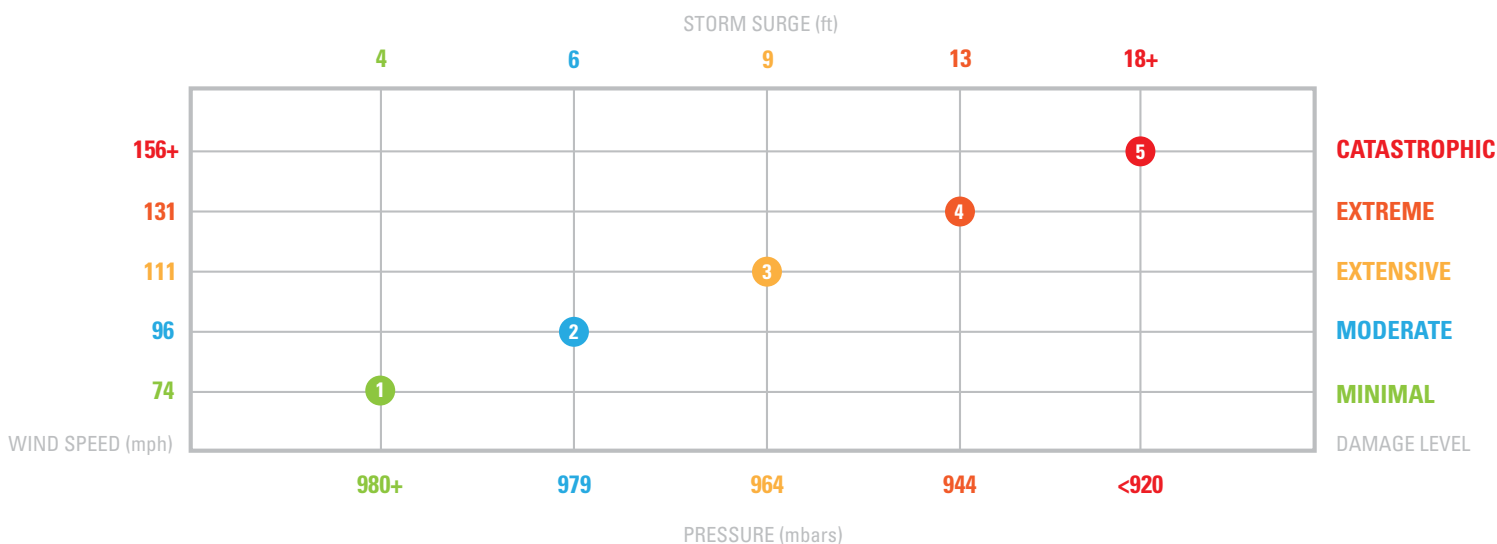
# Severe Weather

## Hurricane Storm Advisory and Preparation

The hurricane season runs from June 1 to November 30 each year.

A hurricane is a **severe tropical cyclone** originating in the equatorial regions of the Atlantic Ocean or Caribbean Sea; traveling north, northwest, or northeast, and usually involving heavy rains. A tropical storm becomes a hurricane when its winds reach a speed of 75 miles per hour. NOTE: The speed that a hurricane travels across land or sea is usually 10 to 20 miles per hour.

## Saffir-Simpson Hurricane Scale



# Hurricane Preparation

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A number of hurricanes reach land each year, causing death and massive destruction of property.

**Survival** is the most important element in your hurricane plan.

Local news media periodically broadcast alerts with regard to hurricane location, intensity, and direction of travel. Surviving a hurricane is possible, if one considers that property is not worth risking life.

The key to survival is **preparedness**. Preparedness means having a sound hurricane plan.

Preparation for a hurricane involves knowing when to secure property and when to evacuate the threatened area.

Evacuation is the best precaution for surviving any hurricane. Hurricanes usually travel over sea or land masses at a speed that will allow people to evacuate. Any preparation plan should include the possibility of evacuation.

# Hurricane Watches and Warnings

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A hurricane **watch** is a governmental agency announcement issued for an area when there is a threat of hurricane conditions striking within 36 hours.

A hurricane **warning** is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours. When a hurricane warning is received, all protective preparations should be made, with the expectation that the hurricane will strike.

Hurricane Information can be found on the Full Sail One website and Full Sail University provides a, 24-hour **EMERGENCY HOTLINE** for this type of emergency. The HOTLINE numbers are:

**(407) 673-5363** OR **(407) 657-5462**

In the event that a hurricane watch is declared, the latest Full Sail-related hurricane information (including university closing information) is available by calling the HOTLINE numbers or via the web by visiting the Full Sail One home page.

Local hurricane shelter information can be obtained through county governmental information telephone numbers. For Orange County shelter information, contact the Orange County Office of Emergency Management (OEM) at **(407) 836-9140** or by dialing **3-1-1**.

# Hurricane Watch

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In the event of a hurricane watch, the university president will confer with members of Full Sail's staff in preparation for hurricane protection activity. Members of the university community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

# Hurricane Warning

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## UNIVERSITY CLOSING

- > If a hurricane warning is issued, the university president will decide if the university will be evacuated.
- > If the president orders the closing of the university, the appropriate directives will be relayed by the Program Directors to their areas of responsibility.
- > Full Sail Public Affairs Office will contact major news organizations for immediate broadcast notification of the closing.

## Closing Preparation

### OFFICE AND CLASSROOM

- > Prepare office and/or work space for wind, water damage, and flooding.
- > Clear desk tops completely.
- > Protect books, computers, and property with plastic sheeting and masking tape—contact the Operations department for plastic sheeting and tape.
- > Secure glass and heavy and sharp objects - carefully store items so that they will not fall.
- > Take rolodexes, books, and diaries with you.
- > Disconnect all electrical equipment.
- > Clear any laboratory tables and areas of all apparatus and glassware and place items into secure storage.
- > Computers: Copy hard drive onto disks and take disks with you. Remove personal property, including electronic equipment. Do not remove Full Sail computers (except laptops).
- > **Do not tape window glass.**

# Broadcast Information

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Messages will be disseminated throughout the Full Sail community by the most expeditious means available under the circumstances. The university's emergency notification system may be utilized for dissemination of hurricane information, by voice, text, and email.

## Full Sail One Web Site

This site will provide official information regarding campus closings, event cancellations, and campus reopenings. New information will be posted as frequently as warranted.

***one.fullsail.edu***

# Reopening Information

University staff members and students should tune into radio and television stations for a status report as to when the university will reopen. Keep a portable radio and plenty of spare radio batteries on hand.

## RADIO STATIONS

WPOZ	88.3 FM	
WLAZ	89.1 FM	Spanish
WUCF	89.9 FM	UCF
WMFE	90.7 FM	
WPRK	91.5 FM	Rollins College
WWKA	92.3 FM	
WCFB	94.5 FM	
WPYO	95.3 FM	
WHTQ	96.5 FM	
WNUE	98.1 FM	
WMMO	98.9 FM	
WRUM	100.3 FM	
WJRR	101.1 FM	
WJHM	101.9 FM	
WLOQ	103.1 FM	
WTKS	104.1 FM	
WOMX	105.1 FM	
WOCL	105.9 FM	

WXXL	106.7 FM	
WMGF	107.7 FM	
WFLA	540 AM	
WDBO	580 AM	
WORL	660 AM	
WQTM	740 AM	Spanish
WEUS	810 AM	
WTLN	950 AM	
WDYZ	990 AM	
WONQ	1030 AM	Spanish
WHOO	1080 AM	
WRMQ	1140 AM	
WIWA	1160 AM	Spanish
WAMT	1190 AM	
WOTS	1220 AM	Spanish
WRLZ	1270 AM	Spanish
WPRD	1440 AM	Spanish
WOKB	1600 AM	
WLAA	1680 AM	Spanish

## TELEVISION STATIONS\*

WESH (NBC)
WKMG (CBS)
WFTV (ABC)
WCKF (CW)
WMFE (PBS)
WRDQ
WOFL (Fox)
WOTF (Telefutura)
WHLV (TBN)
WOPX (ION)
WRBW

\* Check your cable provider for appropriate channel listings.

# Reopening Confirmation

For reopening information, call the **Full Sail HURRICANE HOTLINE** at **(407) 673-5363** or **(407) 657-5462**. Information may also be disseminated by text, voice, email, as well as posted on local media outlets.

**WEATHERNET** [www.meteo.org/wnet.htm](http://www.meteo.org/wnet.htm)

Keep track of the latest forecasts, warnings, radar, maps, computer model forecasts, special weather statements, and severe thunderstorm and tornado warnings on WeatherNet, the Web's largest collection of weather links. WeatherNet is one of the most comprehensive and up-to-date sources of weather information on the Web. WeatherNet is a nonprofit service sponsored by the Weather Underground at the University of Michigan at Ann Arbor.

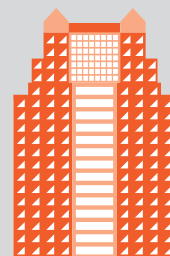
# Tornado

Tornados, the most violent atmospheric storms, can form anywhere at any time. You must have a survival plan for everywhere you may be. Discuss these plans with your family and friends and then make safety plans. It could save a life.



## School

Stay away from windows. Go to an interior room and get on your knees. Put your head on the floor facing an interior wall. Fold your arms over the back of your head.



## Homes and Building

Stay away from windows. Go to a storm shelter, a solid building, or a low-lying area. These are the safest places possible. If not available, go to a bathtub and put a mattress over you or go to the middle of the building and kneel on the floor. Put your head on the ground facing an interior wall. Fold your arms over the back of your head.



## Cars

You should not try to outrun a tornado. Instead, consider getting out of the car and following the instructions about when you are outside.



## Mobile Homes or Outside

If you are in a mobile home when a tornado comes, get in a shelter or solid building. (Even when they are tied down, mobile homes are not safe from tornados.) If outside, or no shelter is available, lie in a low area or on the ground. Don't lie in a drainage ditch or stream bed. Flash floods frequently accompany tornados.

## Tornado Watch

A tornado watch is issued when weather conditions are favorable for producing a tornado or tornados.

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## Tornado Warning

A tornado warning is issued when one or more tornados have been spotted.

# Lightning

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## Before the Storm

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The surest way to avoid being struck by lightning is simply to put off outdoor activity.

- > Check the latest weather forecast.
- > Look out for darkening skies, flashes of light, or increasing winds.
- > If you hear thunder, you are close enough to be struck by lightning; seek shelter immediately.
- > Take Cover
- > Find shelter in a building or car (not a convertible); keep the windows closed.
- > Avoid trees, telephone poles, and metal objects such as golf clubs, umbrellas, lawn tools, fences, and bicycles.
- > Get off lawns and fields; if stranded, get away from water and find shelter.
- > If boating or swimming, get to dry land and find shelter immediately.
- > If trapped in the woods, take cover under shorter trees—see below for body stance.
- > If caught outdoors, squat low to the ground and place your hands on your knees with your head between them. Do not lie flat—this will make you a bigger target.

## If Someone is Struck

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- > A person struck by lightning carries no electrical charge and can be handled safely.
- > Call for help immediately.
- > Check the person for burns, breathing, and pulse.
- > Give first aid, mouth-to-mouth resuscitation, and CPR if needed. Contact your local Red Cross to learn these rescue techniques.

## Severe Weather Prediction System

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Full Sail University security personnel subscribe to the **OCALERT** system maintained by the Orange County Office of Emergency Management. **OCALERT** notifies subscribers of severe weather and lightning. All Full Sail students and staff are encouraged to sign up for **OCALERT** at: [ocalert.net](http://ocalert.net)

### Stay Tuned to Weather Watches

Keep a portable radio and plenty of spare radio batteries on hand.



# Blue-Light Telephone and Public Address System

Look for the blue light designating an emergency telephone. There is one push-button emergency phone on the campus. The blue-light phone will put you in immediate communication with a Security Officer or receptionist. If the phone is not answered immediately by Security it will automatically roll over to 9-1-1. If you have an emergency, please go to a blue-light phone and push the button on the face of the unit. Security will respond immediately. The blue light telephone should only be used in a true emergency.



# Emergency Evacuation Procedures

In the event of an emergency, the university's notification system will be deployed to alert the campus community of the necessary actions needed to remain safe. Some basic guidelines are

- > Be familiar with the evacuation routes for your building. These are posted near the entrances.
- > Stay calm.
- > Follow the instructions of Full Sail security officers and the police.
- > If you believe security and the police are not aware of the situation, call 9-1-1 or call 5555, or use an emergency blue-light phone to communicate directly with security.



# Immediate Action for Crime Victims

If you have become the victim of a crime, please take the following steps:

- > Immediately report the crime, call 9-1-1 and then Security by calling 5555 on any campus telephone or by cellphone by calling (407) 679-0100, ext 5555
- > Do not leave the area until you have spoken with a security and police officer about the incident. However, your safety is the primary concern; if you feel safer leaving the area, do so and call security and the police as soon as possible.
- > Write down a description of the suspect, noting gender, race, clothing, and/or any other identifying characteristics. If the suspect enters a vehicle, get a description of the vehicle, license plate number, and direction of travel.
- > Preserve evidence; do not touch or move anything.
- > In case of sexual misconduct, do not launder clothing or take a shower and preserve all clothing. There may be valuable transfer evidence on your clothing or body. Immediately seek medical treatment at the nearest hospital.
- > Note that it is imperative to preserve evidence, as doing so may assist in proving an alleged criminal offense occurred and be helpful in obtaining a protection order.

# Classroom Emergencies

Each classroom and studio on the Full Sail campus is equipped with a telephone. It is essential that you identify the location of the telephone and any emergency exits when you are in any classroom or lab.

In an emergency, you can contact Security from any campus telephone by dialing **5555**. Or in the case of a life threatening emergency dial **9-1-1**.

**Remember: on campus you must first dial 9 to get an outside line before dialing 9-1-1; i.e. 9-9-1-1**

## For Medical Help

- > Call **9-1-1** and give emergency personnel your **EXACT** location—what address, building, floor, room number, etc.
- > The type of injury (bleeding, fracture, etc.)
- > Your name
- > Stay on the line—Police or fire personnel will request that you wait. Help will be sent, then you will be asked for additional information.
- > Call **5555** after calling 9-1-1; the Security department will verify that you have called 9-1-1 and ask for the same information. The Security department will dispatch AED/ CPR-certified Security Officers and will escort emergency services directly to your location to support prompt response.
- > Once emergency medical services (EMS/fire rescue) have arrived and treated the victim, it will be the victim's choice whether or not they want to be transported.

## If You Are Rendering Help to the Injured

- > Do not move the victim (unless he or she is in a dangerous area).
- > If someone else is available and competent enough to use a phone, direct them, in no uncertain terms, to dial **9-1-1** and to come back and advise once they have done so. If no one else is available, dial 9-1-1 yourself before initiating any first aid.
- > Restore breathing and/or heartbeat—(CPR, if trained).
- > Keep others away from the victim.
- > Use direct pressure to control a bleeding wound.
- > Know your own limitations on the type of aid you can render.
- > Do not overreact.

## In the Event of a Fire

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- > Pull the nearest fire alarm pull station.
- > Evacuate with all other building occupants to a safe, secure distance from the building. Coordinate with emergency responders in assuring that all building occupants are accounted for.
  - Call **9-1-1** for the fire department, and give them your location and the following information:
    - Exact location of the fire
    - Type of fire (trash can, smoke, flames, etc.)
    - Your name
- > Call **5555** after calling **9-1-1**; The Security department will verify that you have called 9-1-1 and ask for the same information. The Security department will dispatch AED/ CPR-certified Security Officers and will escort emergency services directly to your location to support prompt response.

## When a Police Officer is Needed

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- > Call **9-1-1** (if emergency) and be prepared to give the following:
  - Exact location
  - Type of problem (disturbance, theft, etc.)
  - Your name
- > Keep other people away from the scene.
- > Ensure your own personal safety and the safety of those around you. Do not approach any area where there is any suspicion of a risk or danger.
- > Do not touch or disturb anything.
- > If possible, get a description of the suspect, vehicle, and the license plate number.
- > Attempt to keep others safe and calm.
- > As with all other emergencies, after calling **9-1-1**, call Full Sail's Security department at **5555** from a campus telephone or by cellphone (407) 679-0100, ext 5555. The Security department will verify that you have called 9-1-1 and ask for the same information. The Security department will dispatch AED/CPR-certified Security Officers and will escort emergency services directly to your location to support prompt response.

### First Aid

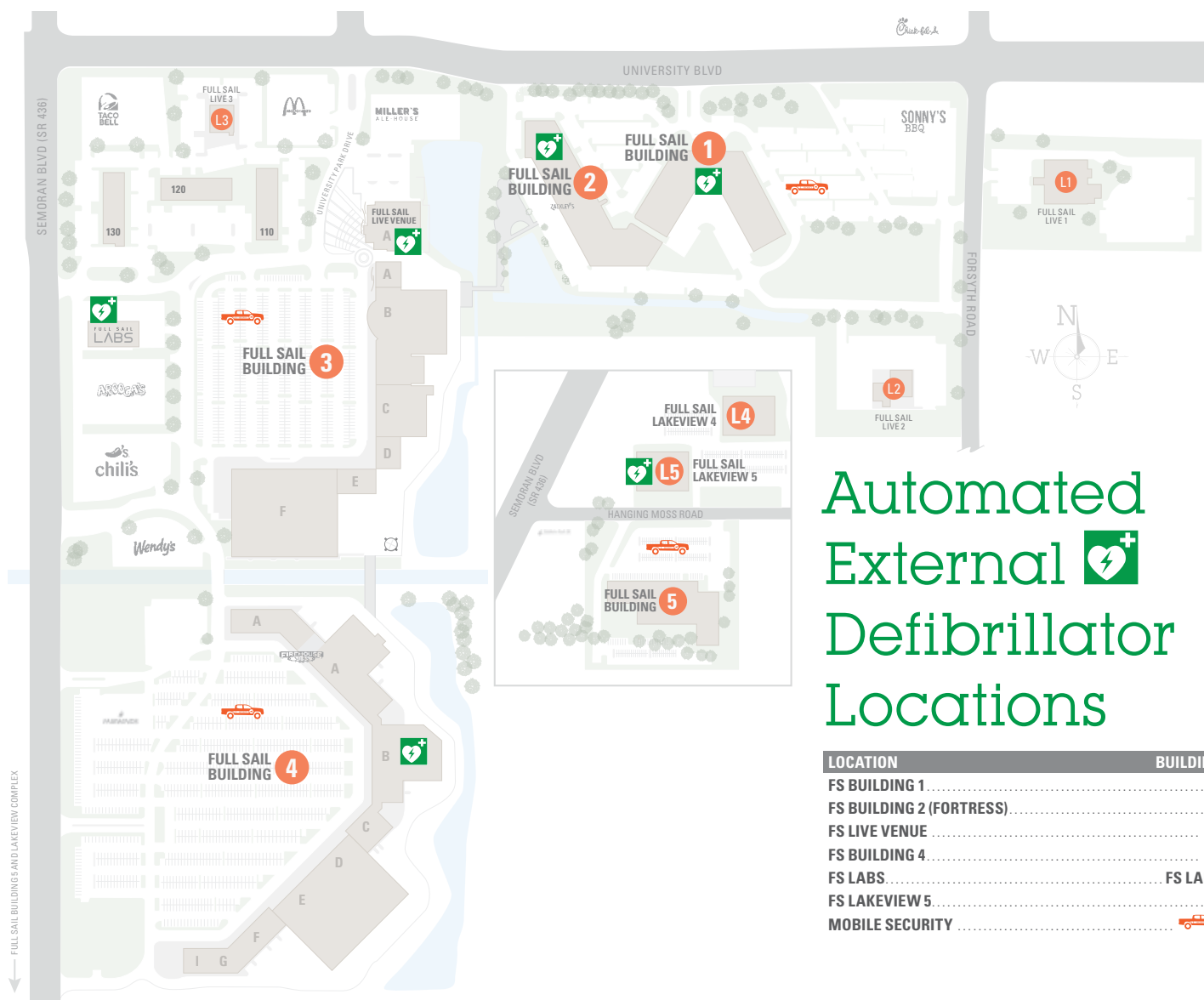
Full Sail University provides first aid training and automated external defibrillator and cardiopulmonary resuscitation (AED/CPR) certification for all Security Officers.

# Automated External Defibrillator (AED)

An AED is a portable electronic device that diagnoses and treats life threatening cardiac arrhythmias in a patient by applying an electric shock that stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

In the event a person is having a medical emergency, please call **9-1-1** first, and then call **5555** from a campus telephone or by cellphone (407) 679-0100, ext 5555. The Security department will dispatch Security Officers to assist and to guide fire rescue and EMS to your location.

The university has 7 AEDs located throughout the campus.



## Automated External Defibrillator Locations

# Suspicious Package/ Mail Protocol

The FBI and U.S. Postal Service authorities have issued tips for handling and reporting suspicious mail.

Characteristics of a suspicious package include

- > No return address
- > Possibly mailed from a foreign country
- > Excessive postage
- > Restrictive markings like “Personal” or “Special Delivery”
- > Misspellings in the address
- > Addressed to a title rather than an individual
- > Badly typed or written
- > Uneven in shape
- > Rigid or bulky packaging
- > Strange odor
- > Oily stains, discoloration, or crystallization on the packaging
- > Excessive tape or string
- > Arrives unexpectedly or from someone unfamiliar to you
- > Protruding wires
- > The city or state in the postmark does not match the return address

## If you receive a suspicious package or envelope, here's what you should do:

- > Do not move it.
- > Do not open, smell, or taste it.
- > Don't shake or bump the item.
- > Isolate the package.
- > Stay away and keep others away from the suspicious package.
- > Wash your hands vigorously for five minutes with soap and water.
- > Call 9-1-1.
- > Call Full Sail Security at **8800** or **5555** from a campus telephone or by cellphone (407) 679-0100, ext 5555.

# Chemical Emergency

Call **9-1-1** then Full Sail Security at **5555** from a campus telephone or by cellphone (407) 679-0100, ext 5555.

Notify your supervisor.

## Spill and Leak Response

- > Evacuate the area.
- > Remove potential sources of ignition.
- > Stay away until given the “all clear.”
- > MSDS provides specific instructions.

## If Exposure Occurs

- If you are exposed through:
- > Inhalation—move to fresh air
  - > Eyes—flush with water for 15 minutes
  - > Skin—wash with soap and water
  - > Swallowing—seek immediate medical help

## If a co-worker is exposed

- > Identify hazardous chemicals in use
- > Refer to labels and MSDS for specifics

# Discrimination, Harassment, Sexual Violence and Interpersonal Violence Policies

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Full Sail policy prohibits harassment or discrimination based on race, color, religion, creed, national origin, physical or mental disability, pregnancy, age, sex, sexual orientation, gender identity or expression, ancestry, familial status, spousal affiliation, medical condition, military veteran status, or any other basis protected by federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the University does not discriminate on the basis of sex in its educational programs and activities. In addition, the University is committed to providing a work and student environment which is free of sexual harassment and will not tolerate sexual harassment or the creation of a hostile environment because of an individual's sex by any University employee, University student or third party. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. The University will act quickly, effectively, and impartially to address claims of sexual harassment and discrimination and remedy discriminatory effects of inappropriate acts of discrimination. This policy also applies to individuals conducting business within the college. All reports of Title IX violations should be made to the University's Title IX Coordinator. To the extent that employees or contract workers are not satisfied with Full Sail's handling of a harassment or discrimination complaint, they may also contact the appropriate state or federal enforcement agency for legal relief.

Sexual harassment and acts of sexual violence and interpersonal violence, including sexual assault, domestic violence, dating violence and stalking are prohibited by Full Sail and will not be tolerated. All members of the Full Sail community (students, faculty and staff) are encouraged to promptly and accurately report incidents of sexual harassment and sexual violence. This allows the University to quickly respond to the allegations and offer immediate support to the victim. Full Sail is committed to protecting the confidentiality of victims, and will work closely with individuals who wish to obtain confidential assistance regarding an incident of sexual misconduct and will maintain the privacy of information to the extent permitted or required by law. Allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process. Full Sail will include information on crimes of sexual violence in its Clery Act Annual Security Report in a manner that protects personally identifiable information.

Any student, employee, or staff member who feels that he or she is the victim of sexual harassment including sexual violence has the right to report this information to the Title IX Coordinator so that the University may take steps to end, prevent, and remedy the effects of the harassment. In resolution of such complaints, the University may take disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action. The Sexual Harassment Policy and Grievance Procedures were established for handling complaints of sexual harassment, including dating violence, domestic violence, stalking, and sexual assault. These procedures apply to all students, staff, and faculty.

# Key Definitions

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**SEXUAL HARASSMENT** means conduct on the basis of sex that satisfies one or more of the following:

- A. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity. An example, may include, but is not limited to, unwelcome sex or gender-based jokes or comments, which are made in-person or conveyed electronically.

Sexual Harassment is deemed especially serious when submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any University program or activity; or submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions.

**SEXUAL ASSAULT** is the commission of an unwanted sexual act, further defined as

- A. non-consensual sexual contact: the deliberate touching of a person's intimate parts (including genitalia, groin, breast, or buttocks), or clothing covering any of those areas without consent, or using force to cause a person to touch his or her own or another person's intimate parts, and/or
- B. non-consensual sexual intercourse: penetration (anal, oral, or vaginal) by a penis, tongue, finger, or an inanimate object that occurs without consent, however slight the penetration, whether by an acquaintance or by a stranger, that occurs without indication of consent of both individuals, or that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. Under federal and state law, sexual assault includes, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), and threat of sexual assault. (See Florida Statutes 784.011 (assault); 784.046(c) (sexual violence); 794.011 (sexual battery))

**SEXUAL VIOLENCE** refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of prohibited behaviors fall into this category, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972.

**CONSENT** refers to words or actions that show a knowing and voluntary agreement to engage in mutually agreed upon sexual activity.

- A. Consent cannot be gained by force, by ignoring or acting in spite of the objections of another.
- B. Consent to one form of sexual activity can never imply consent to other forms of sexual activity.
- C. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor.
- D. Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.
- E. A person shall not knowingly take advantage of another person who has an intellectual or physical disability, who is incapacitated by the use of drugs or alcohol, or who is not conscious or awake, and thus is not able to give consent as defined above.
- F. A person shall not physically or verbally coerce another person to engage in any form of sexual activity to the end that consent as defined above was not given.
- G. Certain states have designated a minimum age under which a person cannot give consent. In the state of Florida, the age of consent is 18 years old.
- H. Florida law defines consent as "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." (See Florida Statute 794.011(1)(a))

**STALKING** is a course of conduct directed at a specific person that would cause a reasonable person to fear for their or other's safety, or to suffer substantial emotional distress. Stalking includes harassment and cyberstalking, either of which includes a course of conduct that causes substantial emotional distress to the impacted party and serves no legitimate purpose. Florida law defines stalking as "willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person." (See Florida Statute 784.048)

**DOMESTIC VIOLENCE** includes asserted violent misdemeanor and felony offenses committed by the impacted party's current or former spouse, cohabitant, co-parent, or person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. Florida law defines domestic violence as "any assault, aggravated 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." (See Florida Statute 741.28)

**DATING VIOLENCE** is violence, including sexual or physical abuse or the threat of such abuse, by a person who has been in a romantic or intimate relationship with the impacted party. The existence of such a relationship will be gauged by its length and type, frequency of interaction, and the reporting party's statement of such a relationship. Florida law defines dating violence as "violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature." (See Florida Statute 784.046)

## Rights of the Parties

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Upon the receipt of a sexual harassment complaint, the University will provide the Complainant and Respondent with a written explanation of their rights and options as described below:

- A. The right to have all accusations of sexual harassment treated with seriousness and dignity;
- B. The right to have any claims, which fall within the scope of this policy, investigated and adjudicated through the University's Sexual Harassment Policy and Grievance Procedure and, where appropriate, duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities;
- C. The right to be free from pressure that would suggest that individuals (1) not report crimes committed against them to civil and criminal authorities or to the campus Security and disciplinary officials; (2) report crimes as lesser offenses than the individual perceives them to be; (3) are obligated to notify law enforcement authorities;
- D. The right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident;
- E. The right to have access to counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services established by Full Sail University or other entities;
- F. The right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants after a complaint is reported;
- G. The right to available options that may be provided by the University for changes to transportation, working, academic and/or living situations, if requested, while an informal resolution or formal investigation is pending, including the option to issue a no-contact order. These steps will be taken regardless of whether the Complainant chooses to file a formal complaint;
- H. The right to be informed of disciplinary proceedings, be present at and participate in those proceedings, and be informed of the outcome of such proceedings;
- I. The same right to assistance, or ability to have others present, that is afforded to the other Party.

## Key Contacts

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**Shayne Cade**, Title IX Coordinator  
3300 University Boulevard  
Winter Park, FL 32792  
407-679-0100  
titleix@fullsail.com

**Debbie Mills**, Director of Student Affairs &  
Deputy Title IX Coordinator  
*(for complaints involving students)*  
3300 University Boulevard  
Winter Park, FL 32792  
407-679-0100  
titleix@fullsail.com

**Elaine Saunders**, Director Human Resource  
Administration  
*(for complaints involving University staff members)*  
3300 University Boulevard  
Winter Park, FL 32792  
407-679-0100  
titleix@fullsail.com

# Confidentiality

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All reports, proceedings and records concerning sexual harassment or sexual violence complaints shall be confidential to the extent permitted or required by law, even if the victim does not specifically request confidentiality. In coordination with the University's executive management and its legal counsel, a victim's personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as this Annual Security Report. Memoranda describing any formal reprimand or disciplinary action for violating this policy will be placed in a student's permanent academic file and an employee's permanent personnel file. Full Sail will maintain as confidential any accommodations or protective measures provided to the victim; however, in some cases, Full Sail may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The determination of the need to disclose such information will be made by the Title IX Coordinator in coordination with the University's executives and legal counsel. The victim will be notified regarding which information will be shared, with whom it will be shared and why prior to Full Sail sharing the information.

No student, faculty or staff member will be subjected to retaliation, threats, intimidation, coercion or otherwise discriminated against by members of the Full Sail community as a result of filing a Title IX report or grievance, or by serving as a witness or otherwise assisting in a Title IX grievance procedure. Anyone experiencing retaliation should report the incident to the Title IX Coordinator.

# Reporting Sexual Offenses and Interpersonal Violence

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Full Sail has designated a Title IX Coordinator as its designated representative to coordinate Full Sail's compliance with Title IX of the Education Amendments of 1972, as amended and the Clery Act. Students, faculty or staff members who feel that they have been the victim of a sex offense should follow the procedures outlined herein and contact the Title IX Coordinator.

Upon observing or involvement in any type of sexual misconduct, on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, Full Sail encourages students, faculty, and staff members to promptly report the incident to local police and the University's Title IX Coordinator. In cases of discrimination, victims may also report offenses by completing the Title IX Discrimination Complaint Form, which may be found at:

[fullsail.edu/title-ix](https://fullsail.edu/title-ix).

Applicants, students, or employees may also make verbal complaints regarding sexual harassment or sexual discrimination to any of the above individuals or to any University administrator. Professional staff members in the Department of Student Advising Student Development are among those who are trained and willing to assist students who are victims of sexual assault. The procedure for filing complaints alleging sexual misconduct applies to conduct by employees, other students, or third parties. In cases of sexual harassment that may also constitute criminal behavior (e.g., rape, sexual assault, dating violence, sexually motivated stalking, etc.), the victim may, simultaneously, and with the assistance of campus authorities, file a complaint with local law enforcement authorities. The complainant has the right to file a report with the appropriate law enforcement agency. The complainant also has the right to decline to notify law enforcement authorities. The Title IX Coordinator will notify local law enforcement in cases that involve minors as required by law. The Title IX Coordinator may also notify local law enforcement in cases that may constitute criminal behavior. The University will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its own investigation and will take immediate steps to protect the student or employee in the educational or employment setting.



The Title IX Coordinator has primary responsibility for receiving, evaluating and investigating sexual misconduct reports and for coordinating with the Director of Security for maintaining accurate Clery Act crime statistics. Upon receipt of a report of alleged sexual misconduct, the Title IX Coordinator will provide a written explanation of the victim's rights and options, and the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, whether the alleged offense occurred on or off campus. The Title IX Coordinator ensures that:

- > The parties are provided with a copy of the Sexual Harassment Policy and Grievance Procedures and information about support resources.
- > The parties are provided with a written notification of options to facilitate changes to transportation, working, academic and/or living situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order. Full Sail University will seek to maintain the confidentiality of the identity of the victim and any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of Full Sail University to provide the accommodations or protective measures. These steps will be taken by Full Sail University regardless of whether the victim chooses to file a formal complaint.
- > The Complainant is informed of their right to file a separate criminal complaint for allegations relating to sexual violence. Full Sail University will comply with a victim's request for assistance in notifying authorities.
- > For incidents other than allegations of sexual violence, undertake, with permission of or at the request of the Complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the accused, accuser or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action.

# Investigation and Disciplinary Procedures

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Full Sail University is committed to providing a fair, prompt and impartial process for all parties involved, from initial investigation to the final outcome of the investigation.

## Preliminary Investigation and Interim Measures

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If the University receives a complaint or otherwise becomes aware of conduct that may violate this policy, a Deputy Title IX Coordinator, or in situations where Security is notified first, the Director of Security, will conduct a preliminary investigation to assess the nature and circumstances of the report and take prompt and effective action to protect those involved and the University community. This includes providing non-disciplinary, non-punitive supportive measures and remedies pending a Formal Investigation, if appropriate and as reasonably available. The Deputy Title IX Coordinator and/or Director of Security may consult with the Title IX Coordinator in making these decisions.

The Title IX Coordinator(s), after consultation with appropriate University personnel, as needed, may take supportive action that they deem appropriate to restore or preserve equal access to the University's educational programs and/or activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the University's educational environment or to deter violations of this policy. Supportive measures may include, but are not limited to:

- A. Imposing a "no-contact" order, which will prohibit communication between the Parties involved, including in person, through third parties, or via electronic means;
- B. Directing appropriate University officials to alter academic or work schedules;
- C. Imposing interim probation and/or suspension pending the completion of the Formal Investigation.

Supportive measures are individualized based on the information gathered by the Title IX Coordinator(s), after consultation with appropriate University personnel. Supportive measures are available whether a formal complaint is filed with the Title IX Coordinator or not. The University will take all necessary steps to protect the complainant's identity when implementing supportive measures unless the complainant's identity is necessary in order to provide the supportive measure.

When a decision is reached to initiate a supportive measure that impacts a Respondent, the Title IX Coordinator(s) will notify the Respondent in writing. In the case of an interim probation and/or suspension, the University will assess the Respondent's imminent threat to the physical health or safety of the University community. If the University determines that an interim probation and/or suspension is warranted, the Respondent has the opportunity to appeal the decision by writing a formal appeal to the Title IX Coordinator within three (3) days of the written notification of the interim probation and/or suspension. The Title IX Coordinator will review the safety and risk analysis used to make the determination and either confirm or reverse the University's decision to implement the interim probation and/or suspension. The Title IX Coordinator's decision in this matter is final.

Every effort will be made to avoid depriving a student of his or her access to educational programs and activities, while also balancing the safety of the University community. Violation(s) of the Title IX Coordinator(s)' directives and/or administrative actions may lead to additional sanctions.

A determination that a Formal Investigation under the grievance procedure is not necessary does not preclude the University from taking appropriate steps to eliminate, deter, remedy, or address prohibited or otherwise disruptive conduct. While the conduct reported to the Title IX Coordinator may not violate this policy, it may be a violation of student conduct or employee conduct policies and will be referred to the appropriate University administrators as needed.

## Informal Resolution Process

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Full Sail offers an informal resolution process as an alternative to the Formal Investigation process. This informal proceeding focuses on conciliation rather than culpability and therefore does not involve a sanctioning process. In the informal resolution process, both Parties must agree in writing to engage in the Informal Resolution Process and will be asked to resolve the problem with the mediation of a trained University official.

Upon the filing of the Sexual Harassment Formal Complaint Form, the Title IX Coordinator(s) will attempt to intervene in order to reach a satisfactory resolution between the individuals directly involved. The Informal Resolution process may be an appropriate process depending on the conduct alleged to have been violated. The Informal Resolution process may be chosen at the discretion of the parties and is not mandatory. Either party may choose to end the Informal Resolution process at any time and pursue the Formal Investigation process. The Informal Resolution process is not available for sexual harassment complaints concerning sexual violence or when an employee is alleged to have sexually harassed a student.

If informal attempts to resolve the complaint are unsuccessful, or if the Title IX Coordinator believes an informal procedure is inappropriate, the Formal Investigation process can be utilized at any time.

Upon receipt of a request to engage in the Informal Resolution process, the Title IX Coordinator, or his/her designee, may meet with the Parties and their respective advisers separately, together, or both, and may permit both Parties to present evidence. The purpose of the meetings is to clarify issues and resolve the complaint.

If meeting resolves the complaint, a conciliation agreement, stipulating the terms of the resolution, will be signed by both Parties as mutually agreed upon terms. Each party will be simultaneously given a copy of the final signed agreement.

If the conciliation process is not successful, resolution of the complaint will follow the Formal Investigation and Grievance Procedure described herein, if appropriate, or the applicable student or employee conduct process.

## Formal Investigation and Grievance Procedure

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### A. Purpose of Formal Investigation and Grievance Procedure

The purpose of the Formal Investigation and Grievance Procedure is to determine, among other things, the following:

- i. Whether a violation of the Title IX Policy has occurred; and
- ii. Whether there is an ongoing risk of harm or further prohibited conduct, and if so, to take steps to eliminate and prevent its recurrence.

### B. Determination of Undertaking a Formal Investigation

Upon receipt of a complaint alleging a violation of this policy, the Title IX Coordinator(s) will assess the circumstances of the complaint, including the preliminary investigation and related information, and contact the Complainant to determine their desired outcome. The Title IX Coordinator(s) will provide the Complainant with this policy, including information regarding supportive measures, available resources, and the resolution and investigation processes. If the Complainant chooses to pursue a Formal Investigation, the Respondent will be notified of the investigation, supportive measures, available resources, and their rights regarding the process. Both Parties will be sent a Notice of Allegations letter.

If the conduct alleged in the formal complaint would not constitute sexual harassment as defined under this policy, then the Title IX Coordinator must dismiss the formal complaint and the Formal Investigation and Grievance Procedure of this policy. However, that does not preclude the University from taking steps to address the conduct under student or employee conduct policies. Additionally, the Title IX Coordinator may dismiss a formal complaint under this policy if a written request from the Complainant seeking to withdrawal the complaint is made, if the Respondent is no longer enrolled or employed at the University, or if specific circumstances prevent the gathering of evidence necessary to reach a determination.

Additionally, the Title IX Coordinator has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

### C. Grievance Process Timeline

Full Sail University will work to complete a Formal Investigation promptly upon receiving a complaint or otherwise becoming aware of the alleged prohibited conduct. In addition, during the course of the investigation, the University may need to delay the grievance process for good cause, which may include concurrent law enforcement activity, the need for language assistance, or disability accommodations. The University will take all reasonable efforts to apprise all Parties of the progress of the investigation.

### D. Notice of Allegations

Upon receipt of a formal complaint, the Title IX Coordinator will promptly advise the Complainant and Respondent of the allegations in writing (Notice of Allegations). The Notice of Allegations will include:

- i. the identities of the Parties involved (if known);
- ii. the specific University policy allegedly violated;
- iii. the exact conduct allegedly constituting the potential violation;
- iv. the date and location of the alleged incident (if known); and
- v. a statement that the Respondent is presumed not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process.

The Notice of Allegations will also include a description of the grievance process as outlined in this Policy, and specifically notify the Complainant and Respondent of their right to have an advisor of their choice.

E. Right to an Advisor

Both Parties (Complainant and Respondent) have the right to an advisor of their choice (a parent, friend, mentor, attorney, etc.) who may accompany them to meetings with University personnel during the course of the investigation as well as the hearing. If a Party does not have an advisor present at the hearing, the University will provide an advisor to conduct cross-examination on behalf of that Party.

F. Assigning an Investigator

When a determination is made to proceed with a Formal Investigation, the Title IX Coordinator will assign an investigator(s) (“the investigator”). This individual must be trained in Title IX laws and regulations, and must not have a conflict of interest or bias for or against the Complainant or Respondent, or complainants or respondents generally.

G. Cooperation

All University faculty, staff, and students are expected to cooperate fully in the investigation process.

H. Opportunity to Participate

The University is responsible for gathering evidence during an investigation. However, the Complainant and the Respondent will have an equal opportunity to present witnesses and other evidence. In addition, the Parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations in the formal complaint. The Parties have the right to request that the investigator meet with relevant witnesses and evaluate relevant documentation or other evidence.

If a Party is invited or expected at an investigative interview or other meeting, the investigator will provide written notice of the date, time, location, participants, and purpose of the interview or meeting to that Party with sufficient time for the Party to prepare or participate.

I. Evidentiary Determinations

The investigator has broad discretion in determining whether an offered witness or documentary evidence would be relevant or helpful to a determination. For example, some reasons an investigator might decline to speak to an offered witness include:

- i. there is not a sufficient basis that the person could have relevant information to the factual determination;
- ii. the information to be solicited would be repetitive; and
- iii. confidentiality concerns balanced against the importance of the information.

Similarly, some reasons that an investigator might decline to seek or review documentary evidence include:

- iv. the University does not have the expertise to consider scientific evidence;
- v. the information is repetitive; cost considerations balanced against the importance of the information; and
- vi. confidentiality concerns balanced against the importance of the information. Local police and legal counsel may be consulted regarding evidence admissibility and the outcome of related legal proceeding.

J. Investigative Report

For an investigation of a complaint of sexual harassment, the investigator will summarize the relevant evidence in a written, draft Investigative Report. The investigator will send to each Party (and their respective advisors if applicable), the draft Investigative Report including all evidence directly related to the allegations stated in the formal complaint in electronic format/hard copy. Each Party will have an equal amount of time and at least ten (10) days to review the evidence to identify additional witnesses or sources of information, reconcile conflicts in information, and submit a written response to the record of evidence. The investigator will consider a Party's written response to the record of evidence before issuing the final Investigative Report.

After both Parties have had the opportunity to respond to the record of evidence, the investigator will issue the final Investigative Report. The investigator will send each Party (and their respective advisors if applicable) the final Investigative Report ten (10) days prior to a hearing or other event where responsibility will be determined.

K. Live Hearing for Sexual Harassment Investigations

Unless the Parties have agreed to an Informal Resolution, the Respondent's responsibility will be determined by a panel of decision-makers after a live hearing.

- i. Hearing Format: Live hearings will be conducted with the Parties, their advisors, any witnesses, and the panel of decision-makers physically or virtually present in the same location, as deemed most appropriate by the Title IX Coordinator under the circumstances.
- ii. Cross-Examination and Relevancy: At the live hearing, each Party's advisor may cross-examine the other Party and any witnesses. The questions on cross-examination must be delivered orally and be relevant to the allegations. Parties and witnesses may refuse to answer questions on cross-examination. The panel of decision-makers will determine whether a question is relevant prior to the Party or witness responding. If the panel of decision-makers determines a question is not relevant, they must explain their reasoning.
- iii. Appointment of Advisor: The Parties are not permitted to cross-examine the other Party. If a Party does not have an advisor present at the live hearing who can cross-examine the other Party, the University will appoint an advisor.
- iv. Recording: As required by Title IX regulations, the hearing will be recorded or transcribed. There is no expectation of privacy in the live hearing, and the recording or transcription will be available for review by both Parties. Full Sail will take all

reasonable steps to exercise discretion and protect the privacy of those involved in a complaint. Any additional disclosure of information related to the complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), or Title IX requirements.

L. Responsibility Determination

Upon completion of the live hearing, the panel of decision-makers will make a determination of responsibility. The panel of decision-makers must apply the Preponderance of the Evidence standard in reaching the determination. This means that the determination of responsibility is based on the evidence that there is a greater than 50% chance that the claim is true.

The panel of decision-makers must issue a written determination of responsibility simultaneously to both Parties. The written determination of responsibility must include:

- i. the allegations potentially constituting sexual harassment;
- ii. a description of the procedural steps the University has taken in reaching the responsibility determination, including notifications to the Parties, interviews with the Parties and witnesses, methods used to gather evidence, and hearings held;
- iii. findings of fact supporting the determination;
- iv. conclusions regarding the application of this policy to the facts;
- v. a statement of responsibility and related sanctions imposed on the Respondent for each allegation;
- vi. a statement of whether the University will offer any remedies to the Complainant; and
- vii. a description of the University's appeal procedures.

The content of the written determination may be modified subject to the limitations of FERPA and other relevant Federal or State privacy laws. Upon written request, Full Sail will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Full Sail against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. In all cases involving sexual harassment, the records will be archived by the Title IX Coordinator for a period of seven (7) years.

M. False Charges

Filing an intentionally false charge with the University of unlawful discrimination, discriminatory harassment, sexual violence, or retaliation is a serious offense. If an investigation reveals that a Complainant knowingly filed false charges, the University may take appropriate actions, which may include termination or expulsion. The imposition of such sanctions does not constitute retaliation. However, a determination after investigation that a charge of harassment or discrimination lacks merit or did not rise to the level of a violation of this Policy does not necessarily mean that the charge was made in bad faith.

N. Outcomes

Upon the conclusion of the Formal Investigation and Grievance Procedure, the panel of decision-makers will determine the appropriate sanctions and/or remedies and supportive measures for remedying the effects of a violation of this policy.

O. Possible Sanctions

Where there is a finding of responsibility for violation of this policy, and depending on the facts and severity of the violation, the University could impose a variety of sanctions including, but not limited to the following:

- Oral or written warning (Employees and Students)
- Oral or written reprimand (Employees and Students)
- Required attendance at a sexual harassment sensitivity program (Employees and Students)
- Counseling (Employees and Students)
- Probation (Employees and Students)
- Suspension (Employees and Students)
- Expulsion (Students)
- Termination of Employment (Employees)

P. Possible Remedies and Supportive Measures

Upon the receipt of a report of prohibited conduct under this Policy, and/or upon the conclusion of the Formal Investigation and Grievance Procedure, the Title IX Coordinator may implement remedies or actions to end the conduct, remedy its effects, and prevent its recurrence. Appropriate remedies and supportive measures may include, but are not limited to:

- Referral to counseling and health services (Employees and Students)
- Referral to the Employee Assistance Program (Employees)
- Prevention education for the University community (Employees and Students)
- Providing a Security department escort on campus, when available (Employees and Students)
- Assistance with academics, including schedules and assignments (Students)
- Permanently altering work arrangements for employees (Employees)

- Restriction of campus access for the Respondent, after a safety and risk analysis determines there is an immediate threat (Employees and Students)
- Implementing and/or Continuing No-Contact orders (Employees and Students)
- Campus Climate Surveys (Employees and Students)
- Policy modifications (Employees and Students)

Q. Appeal

The Complainant or the Respondent may file a request for an Appeal on the following basis:

- i. procedural error, irregularity, or other failure to follow the institution's own procedures that affected the outcome of the matter;
- ii. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
- iii. The Title IX Coordinator, investigator(s), or panel of decision-makers had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The appeal must be filed in writing with the Title IX Coordinator within five (5) business days of the receipt of the Outcome Letter and must clearly detail one or more of the above reasons as the basis for the appeal. A delay or incomplete request for an appeal may be grounds for the decision-maker to conclude that the appellant has waived their right to an appeal.

Supportive measures, such as mutual no-contact orders or academic course adjustments for either or both Parties may continue in place throughout an appeal process as determined by the University.

The University's Vice President of Academic Affairs will act as an impartial appellate officer during an appeal of this policy. The appellate officer will be free from conflict or bias and not involved in the underlying grievance decision, to determine first whether a timely and valid request for Appeal has been submitted, and if the Appeal is valid, oversee the Appeal process.

The University will notify both Parties upon receipt of a timely and complete request for an Appeal and provide both Parties with timeframes for each phase of the Appeal process. Following receipt of a valid appeal, both Parties will have an opportunity to submit a written statement in support of, or challenging, the outcome of the original hearing, this is the Statement of Appeal. Both Parties will have an opportunity to review and respond to the other Party's Statement of Appeal within a reasonable timeframe. All Statements of Appeal, responses, and any supporting evidence will be reviewed by the appellate officer.

The Vice President of Academic Affairs will make the final appeal decision and provide both the Complainant and Respondent with a written outcome of the appeal decision. There will be no further review of the decision.

# Title IX Compliance at Full Sail University

Full Sail University is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, creed, national origin, physical or mental disability, pregnancy, age, sex, sexual orientation, gender identity or expression, ancestry, familial status, spousal affiliation, medical condition, military veteran status, or any other characteristic protected by local, state or federal law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Full Sail does not discriminate on the basis of sex in its educational programs and activities. In addition, the University is committed to providing a work and student environment which is free of sexual harassment and will not tolerate sexual harassment or the creation of a hostile environment because of an individual's sex by any University employee, University student or third party. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. The University will act quickly, effectively, and impartially to address claims of sexual harassment and discrimination and remedy discriminatory effects of inappropriate acts of discrimination. This policy also applies to individuals conducting business within the college. All reports of Title IX violations should be made to the University's Title IX Coordinator.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and will not be tolerated at the University. The University has adopted procedures for complaints of sex discrimination (including sexual harassment, sexual assault, and sexual violence) and are designed to provide for the prompt and equitable resolution of complaints alleging sexual harassment and sex discrimination.

The Full Sail Vice President, Institutional Effectiveness and Compliance serves as the University's Title IX Coordinator and is located in the Business Office (Building 130). The Title IX Coordinator can be reached at 407-679-0100 during regular business hours (8:30 a.m. – 5:30 p.m., Monday through Friday) and via email at [titleix@fullsail.com](mailto:titleix@fullsail.com). The Title IX Coordinator is responsible for overseeing the University's compliance with the Title IX requirements and specifically overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Inquiries regarding the application of Full Sail University's Title IX Policy should be referred to the Title IX Coordinator or the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov).

Full Sail University strictly prohibits retaliation against any individual who brings a good faith complaint under this policy or participates in any portion of a Title IX investigation. Retaliatory conduct violates not only University policy and Title IX, but may also violate state and federal law. Individuals who believe they have been the victim of retaliation should promptly report the conduct to the Title IX Coordinator.

## Campus Security Authority (CSA)

Under the Jeanne Clery Act certain University officials are designated as Campus Security Authorities (CSA) based upon their job function; not necessarily their job title. The function of a CSA is to report all allegations of Clery Act crimes that he or she concludes were made in good faith. Personnel who are considered CSAs are defined as:

- > A campus police department or a campus security department of an institution.
- > Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- > Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- > An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

### SECURITY DEPARTMENT STAFF

- > Director of Security
- > Security Safety Manager
- > Security Supervisor
- > Security Guard

### ACADEMIC SUCCESS STAFF/

### STUDENT DEVELOPMENT DEPARTMENT

- > Director of Student Affairs
- > Director of Student Success
- > Director of Academic Advising
- > Academic Advisor-Campus & Online
- > Director of Student Development

### STUDENT SERVICES STAFF

- > Inbound Communications Manager
- > Student Services Coordinator
- > Full Sail Support Tier 1-3
- > International Enrollment Guide
- > Director of Library Services
- > Resource Librarian
- > Library Assistant
- > Graduation Coordinator
- > Graduation Assistant
- > Student Orientation Associate Manager

### ALL FACULTY AND STAFF CLUB/ ORGANIZATION ADVISORS

All personnel designated as a CSA undergo training on the Clery Act as well as their roles and responsibilities as a CSA prior to assuming their duties and annually thereafter.

# Reporting Sexual Misconduct to Full Sail Security Department and the Local Police

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Everyone is encouraged to report all sexual misconduct crimes to both Full Sail Security and to the local police. If any crime happens on campus, call the Security department and the local police. The primary concern is the safety and well-being of the person who has been assaulted. Second and third concerns are the apprehension of the assailant and preservation of evidence of the crime.

When police officers arrive, they can assist the victim in obtaining medical assistance, if necessary. At this time, the only information needed is a brief account of what happened, a physical description of the assailant, and the assailant's direction of travel.

Later, a more detailed interview will take place. The sooner the crime is reported, the better the chance that the assailant will be caught. Preserving physical evidence will increase the chance of prosecuting the assailant. The police may ask for clothing and other items to check for evidence.

If the victim does not want to file an official police report of the incident, he or she can still provide the police with information about the assault. This information may help the police arrest the assailant and prevent another assault. Information may be provided directly or through a friend or advocate.

Help is available from the state attorney's office for victims with questions or doubts about prosecution.

Legal options are available through the Orange County Sheriff's Office. The Orange County Clerk of Courts can assist individuals with obtaining a restraining order. Information may be found at:

**[myorangeclerk.com/Divisions/Family/Restraining-Orders-FAQs](http://myorangeclerk.com/Divisions/Family/Restraining-Orders-FAQs)**

Full Sail University can assist individuals with safety planning and obtaining a restraining order. Individuals should contact the Title IX Coordinator for assistance. Reporting options for Full Sail's Security department and local police are provided below:

<b>Full Sail Security department</b> .....	<b>(407) 679-0100, ext 8800</b>
<b>Orange County Sheriff's Office</b> .....	<b>(407) 836-HELP</b>
<b>Orange County Clerk of Courts</b> .....	<b>(407) 836-2000</b>
<b>Victim Service Center</b> .....	<b>(407) 644-2577</b>
<b>Harbor House</b> .....	<b>(407) 886-2856</b>



# Sex Offender Registry and Access to Related Information

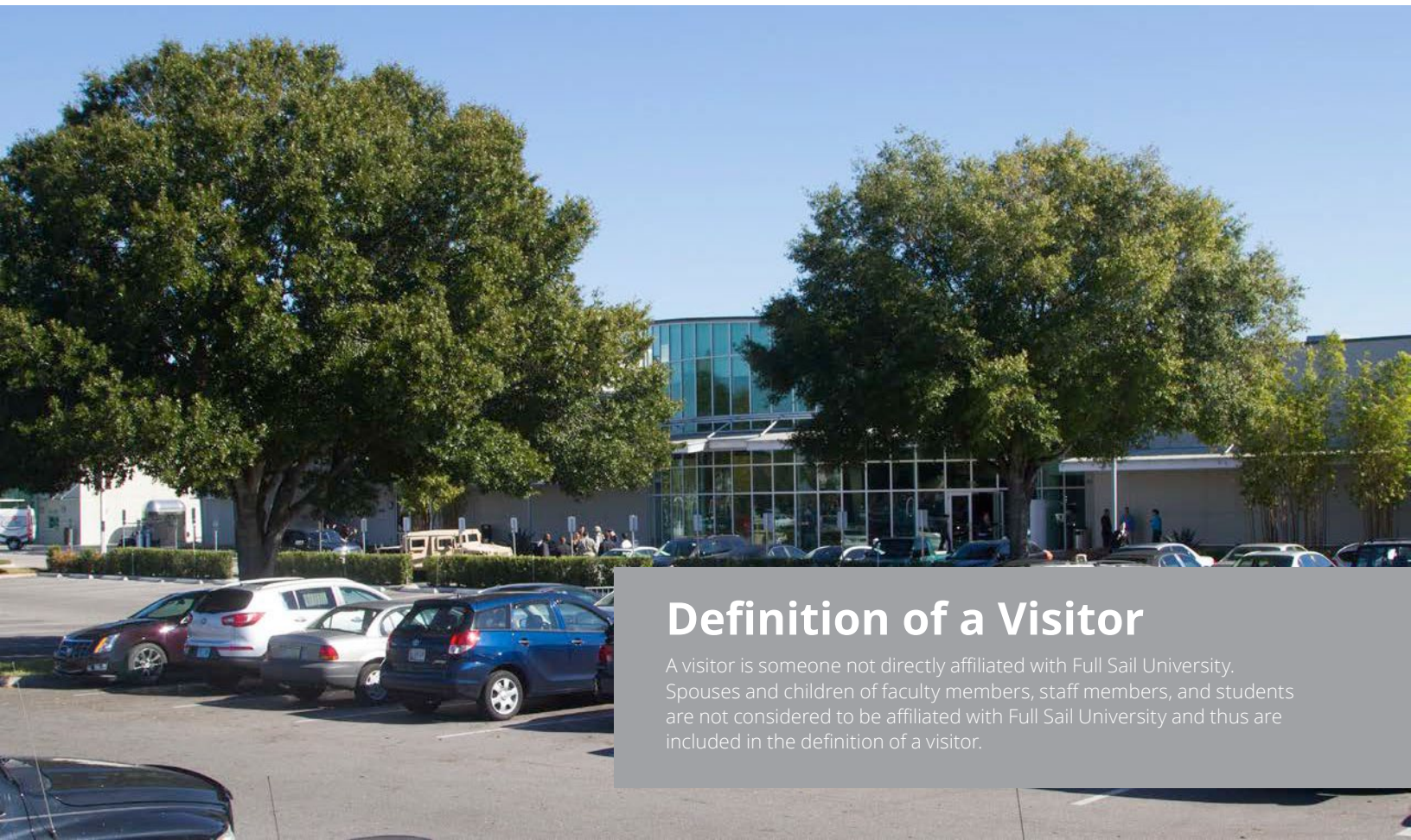
Full Sail is required by law to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a state to provide notice to each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. The Florida Department of Law Enforcement (FDLE) maintains a system for making certain registry information on violent sex offenders publicly available by means of the Internet. The information made available includes the offender's name; all aliases that he/she has used or under which he/she may have been known; his/her vital statistics including date of birth, race, sex, hair color, eye color, height, and weight; last reported address; and a photograph.

Pertinent Web site addresses for securing related information are:

**[offender.fdle.state.fl.us/offender/](http://offender.fdle.state.fl.us/offender/)**

**[ocso.com/Public-Interest/Sex-Offender-Information](http://ocso.com/Public-Interest/Sex-Offender-Information)**

In addition to the websites listed above, the FDLE maintains a website wherein citizens may register to receive notifications via email when a sex offender registers in their neighborhood. More information can be found at: **[floridaoffenderalert.com](http://floridaoffenderalert.com)**



## Definition of a Visitor

A visitor is someone not directly affiliated with Full Sail University. Spouses and children of faculty members, staff members, and students are not considered to be affiliated with Full Sail University and thus are included in the definition of a visitor.

# Parking and Traffic Policies

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## Purpose

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The purpose of this section is to set forth the rules and regulations for the use of motor vehicles on the Full Sail University campus.

These rules and regulations have been promulgated for the safety, welfare, and health of students, employees, and visitors, the protection and maintenance of university property, and to govern traffic on the campuses.

Cooperation and compliance with these rules and regulations by all members of this community are essential. Failure to comply may result in a citation being issued or suspension/revocation of driving privileges on campus..

## Policy

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Full Sail University is an independent university, and as such, the streets, parking lots, and other areas of the University are private property. The operation and/or parking of any vehicle on Full Sail University property is a privilege, not a right. The University has the right to regulate the use of motor vehicles on its property for the good and the safety of everyone.

## Required

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All Full Sail University employees, students, and outside contractors who park on campus must obtain a parking permit for any vehicle parked on campus. Parking permits are available at the Security department. The acquisition of a parking permit only authorizes the parking of a vehicle on campus. It does not establish a designated parking space. A vehicle parked in any unauthorized area is in violation of university regulations.

## Enforcement

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The Full Sail University Security department is responsible for reporting violations of university motor vehicle regulations. Florida laws pertaining to the operation of motor vehicles are enforced by the OCSO and the Florida Highway Patrol. Violations of university motor vehicle regulations will be controlled by the agency with jurisdiction.

# General Policies

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1. In order to park a motor vehicle on campus in any university parking area, it must be registered with the University and a parking permit must be properly and clearly displayed.
2. All administrators, faculty and staff members, students, visitors, and outside contractors must register vehicles to be driven or parked on campus.
3. Administrators, faculty and staff members, students, and visitors are responsible for any violations of these regulations in which their vehicles are involved.
4. **Full Sail University assumes no liability for damages to any vehicle parked or driven on campus.**
5. Motorcycles, motor scooters, and mopeds are subject to traffic law regulations.
6. The Security department is authorized to designate any spaces as temporarily reserved parking.
7. Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Security department in writing at the time the vehicle becomes disabled. The Director of Security will determine whether a disabled vehicle is allowed to remain on campus.
8. Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
9. Trailers or mobile campers are allowed to be parked on campus only with written permission from the Director of Security. Trailers and mobile campers are not allowed to be left on campus overnight.
10. The maximum speed on any Full Sail driveway or roadway is 15 miles per hour, unless signage indicates otherwise. The maximum speed in any parking lot is 10 miles per hour.
11. All vehicle operators must obey Security Officer and police direction and instructions regarding operating and parking motor vehicles.
12. Personal vehicles are not allowed to be left on campus overnight unless it is the outcome of approved Full Sail business travel. In these instances, parking arrangements must be approved by the Security department.
13. The parking of personal vehicles on Full Sail property during tropical hurricanes is NOT permitted by Full Sail students, staff members, or faculty members.



# Permits

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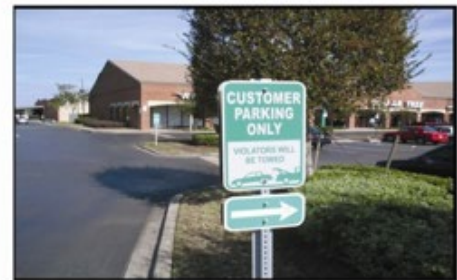
The Security department, located in Building 1, Room 120, issues parking permits for all Full Sail students, faculty and staff. A current Full Sail permit must be clearly displayed on the vehicle or a parking citation will be issued. Full Sail University requires all parking permits to be clearly visible at all times while on campus. Hang tags should be displayed from the rear view mirror or dash. All permits issued will require the applicant to present a current Full Sail University identification card, and a state-issued vehicle registration card for each vehicle registered. There is no fee for the parking permit for all Full Sail students.

- > Temporary and visitor parking passes will be issued for a specified time, not to exceed seven days, and will be issued at no charge by the Security department or building receptionist.

EXCEPTION: The temporary permit may be extended, under certain conditions, such as a contract vendor, for a period not to exceed thirty (30) days.

- > All parking permits expire on the date indicated on the permit. A current Full Sail University parking permit must be prominently displayed (as outlined in this policy) on any vehicle parked on Full Sail property. Vehicles in violation of this policy will be ticketed or towed.
- > Every motor vehicle on the property of Full Sail University shall display the proper Full Sail parking permit at all times.
- > Everyone should report any transfer or sale of a registered vehicle promptly to the Security department.
- > If the vehicle is purchased or used to replace another, the new vehicle shall be registered at no charge.
- > On motorcycles, motor scooters, and mopeds, the parking decal shall be displayed in plain view and readable.
- > The Full Sail parking permit must be visible at all times while the vehicle is parked on campus. Any vehicle with a Full Sail University parking permit not displayed in accordance with this policy will be cited and fined for improper display and is subject to being towed from campus at the owner's expense.
- > Visitor passes and temporary parking permits are to be placed on the dashboard where they are clearly visible.
- > If, for any reason, the parking permit is lost or destroyed, notify the University's Security department and another permit may be obtained at no charge.





**Parking in any space marked 'RESERVED PARKING' or otherwise restricted will result in your car being ticketed or towed.**

Students and staff are highly encouraged to review the maps and policies contained in this annual report. The most up-to-date information on parking regulations can be found on the Full Sail One website.

## Parking Regulations

Vehicles parked in campus lots must clearly display the issued Full Sail University parking permit at all times while on campus. Visitors must obtain a visitor pass from the receptionist.

There are many areas on campus that are restricted parking. Some of these include:

- > Reserved Parking
- > Visitor Parking
- > Tenant Parking (Firehouse Subs, ERA Europe, etc.)

# Bicycles & Skateboards

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Many students on campus utilize skateboards and bicycles as their primary means of transportation. Operators of motor vehicles should be always on the lookout for pedestrians, bicyclists and skateboarders. Bicycles must be parked in a designated bicycle rack. Bicycles left on sidewalks, chained to trees, signs, etc are subject to confiscation by the Security department. The owner may also be ticketed for failing to follow university policy. A high-quality U-lock is recommended for securing any bicycle. Bicycles are not allowed inside any building. Skateboards may be carried inside, but cannot be ridden inside. Bicycles, skateboards and other human powered modes of transportation are not allowed on the sidewalks under the building overhangs.

## Payment of Fines

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1. The fine for any parking violations issued by the Full Sail University Security department shall be assessed in the amount indicated on the parking citation.
2. Fines are to be paid at the Business Office, Building 130, Suite 150. The hours of operation are as follows: Monday through Friday (8:30 a.m. to 5:30 p.m.). Alternatively, it can be paid online at [campusportal.fullsail.com](https://campusportal.fullsail.com). All fines must be paid within thirty (30) business days of receipt of the parking violation. **Any dispute must be made in writing within the thirty (30) days and must explain, in detail, the circumstances for the dispute.** The ticket dispute form may be downloaded from the Security department page on the Full Sail One website.
3. Students not current in payment to the Business Office will have a stop order placed on their diploma and transcripts.
4. If the parking fines for a vehicle are not paid, the vehicle may be towed at the owner's expense.
5. Full Sail University reserves the right to attempt collection on outstanding citations. Proof of appeal or payment must be provided in order to dismiss.

## Appeals

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The Full Sail University parking citations can be disputed, go to the Security department page on the Full Sail One website to fill out the ticket dispute form.

The form must be submitted to the Security department within thirty (30) days of receipt of the violation notice. Failure to submit the form within the required thirty (30) days will render the dispute null and void.

Lack of knowledge of Full Sail University's traffic and parking policies is not an acceptable justification to appeal a citation.

The Director of Security shall review the merits of your dispute in a timely manner and advise you of a decision.

You may email your questions/concerns to [SecurityManagement@fullsail.com](mailto:SecurityManagement@fullsail.com), or call **(407) 679-0100 ext 8800**.

# Revocation

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The university reserves the right to revoke any on-campus parking and driving privileges for the following reasons:

1. Violations in excess of five per quarter or seven per year
2. Use of fraudulent permits
3. Creating a nuisance or causing property damage while making repairs to vehicles on campus
4. Causing other property damage
5. Becoming either verbally or physically abusive, threatening, or assaulting any Security Officer during the performance of his/her duties
6. Inappropriate operation of any motor vehicle on campus that is a detriment or safety concern to the campus community

Payment of parking citations may not void the revocation decision.

# Towing

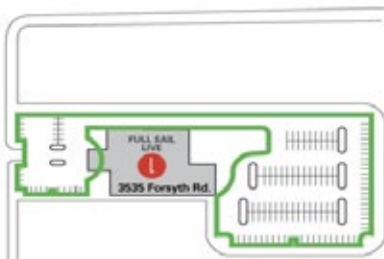
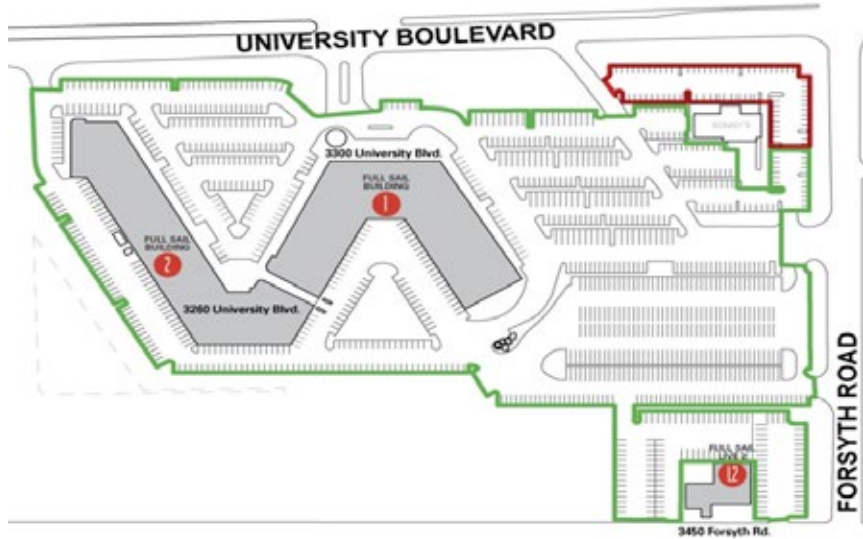
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A vehicle may be towed at the owner's expense after parking citations have been issued to the vehicle and remain unpaid past the deadline for payment. The following are also subject to be towed from campus at the owner's expense:

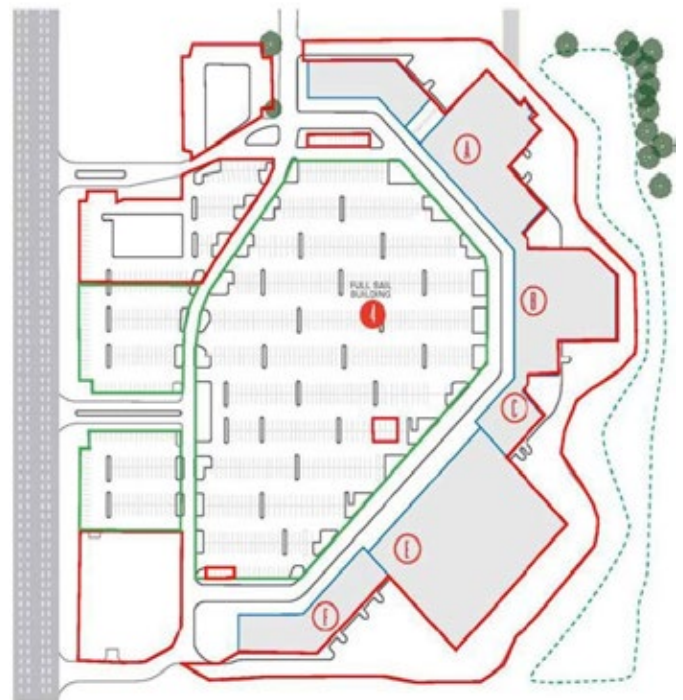
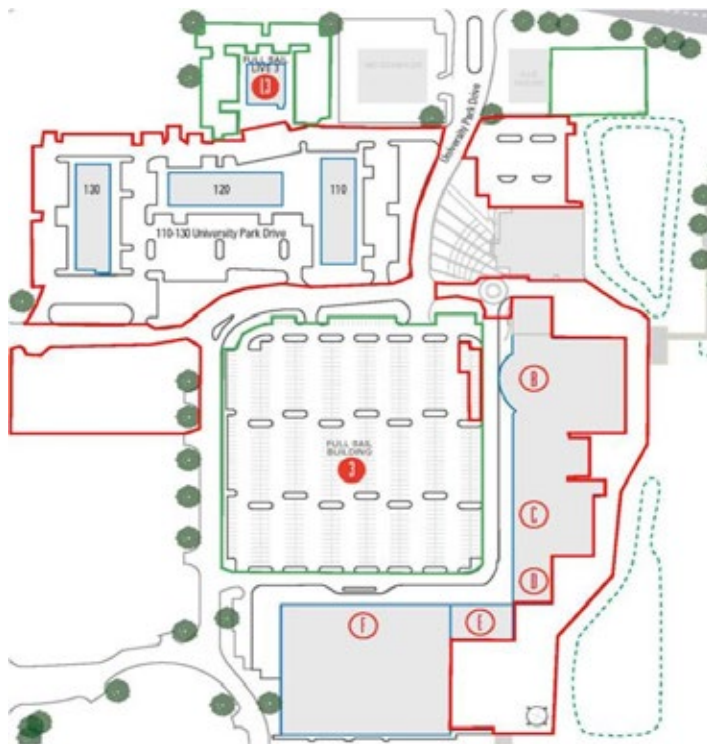
1. Vehicles that are not properly permitted
2. Vehicles with unpaid parking fines
3. Vehicles with the parking privilege revoked
4. Vehicles otherwise in violation of university parking policies
5. Vehicles blocking a driving lane, fully or partially restricting passage
6. Vehicles blocking another parked vehicle, fully or partially restricting passage or exit

The towing of a vehicle from the campus may occur any time a vehicle has no parking permit.

# Parking Maps



**Areas in RED are for customers of tenant businesses (i.e. Sonny's) only and subject to towing.** There are many reserved parking spaces around FS-1 & FS-2. These are for designated personnel only. Visitor spaces are for off-campus visitors who are not Full Sail employees or students.



Students, faculty and staff are not allowed to park behind Building 3 (backlot). Nor are students allowed to park in the areas of Buildings 110 – 130 or Full Sail Labs. The parking lots of Buildings 110-130 and Full Sail Labs are reserved for staff only.

There is absolutely no staff or student parking in the Ale House parking lot between Full Sail Live and the Ale House restaurant.

Students going to the Business Office, Financial Aid, etc are not considered visitors and must park in the designated student areas.

**Areas in RED are off-limits for both student and staff parking.** Parking in any tenant parking spaces (i.e. Cash America Pawn, Firehouse Subs, Crispers) may result in the vehicle being towed at owner's expense.



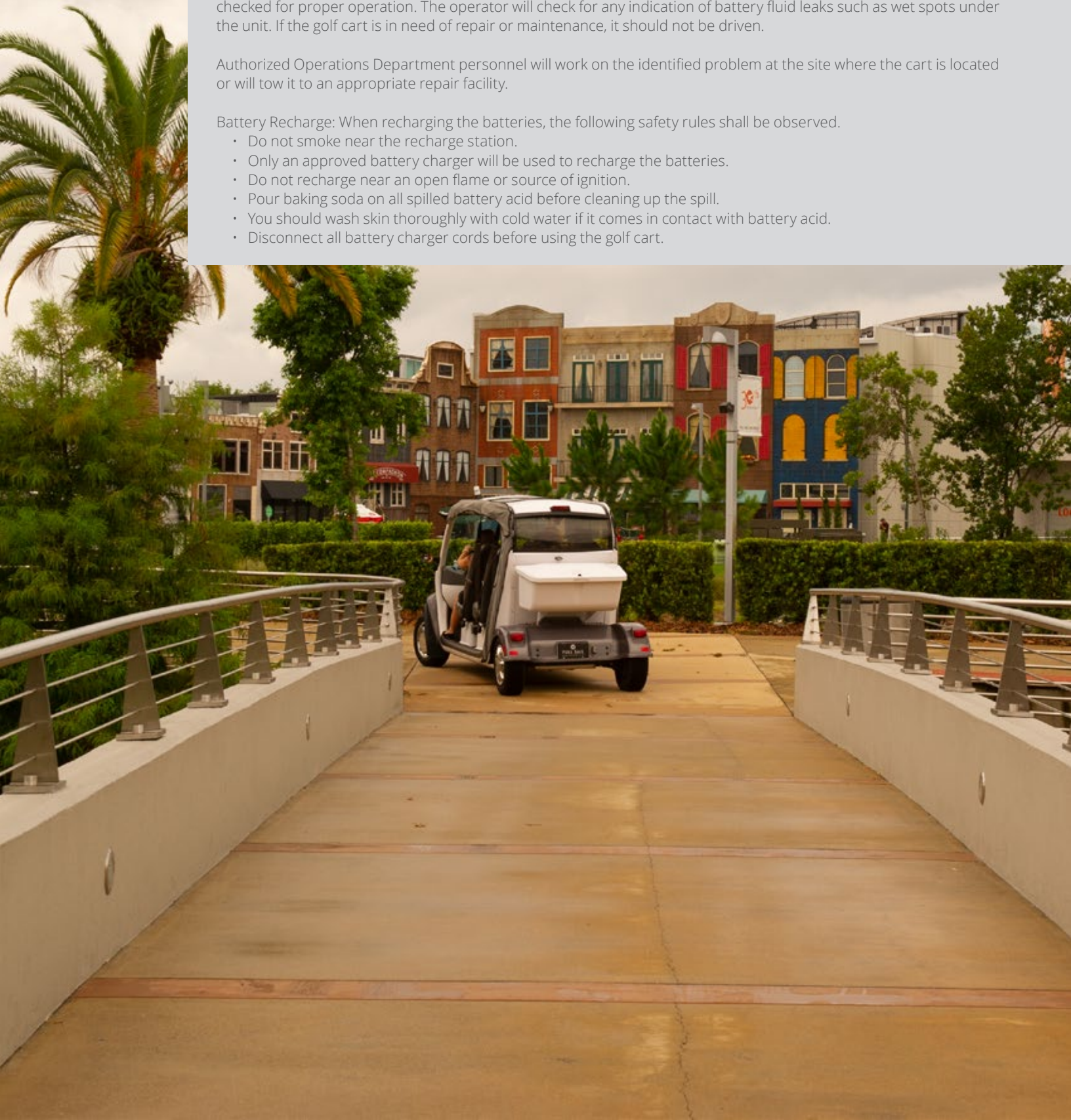
## Equipment and Safety Checklist

Before operating the golf cart or GEM car, the operator will check for proper tire condition and inflation. Brakes will be checked for proper operation. The operator will check for any indication of battery fluid leaks such as wet spots under the unit. If the golf cart is in need of repair or maintenance, it should not be driven.

Authorized Operations Department personnel will work on the identified problem at the site where the cart is located or will tow it to an appropriate repair facility.

Battery Recharge: When recharging the batteries, the following safety rules shall be observed.

- Do not smoke near the recharge station.
- Only an approved battery charger will be used to recharge the batteries.
- Do not recharge near an open flame or source of ignition.
- Pour baking soda on all spilled battery acid before cleaning up the spill.
- You should wash skin thoroughly with cold water if it comes in contact with battery acid.
- Disconnect all battery charger cords before using the golf cart.



# Golf Carts / GEM Cars

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Individuals utilizing golf carts or GEM cars on Full Sail property are expected to operate them in a safe and courteous manner. Golf cart operators found in violation of these safety procedures and/or misusing golf cart equipment may be subject to disciplinary action, including being prohibited from operating a golf cart on Full Sail University property. This policy will be enforced by Full Sail Security department and the Orange County Sheriff's Office.

## Procedures for Safe Operations of Golf Carts

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The following are basic rules of operating and maintaining golf carts used for work transportation on the campus of Full Sail University.

1. Golf carts should be operated on campus roadways. Sidewalks should be not be used and may violate Florida State Statutes. GEMs may not be operated off-campus.
2. Make sure the parking brake is OFF when the vehicle is in motion.
3. On the campus of Full Sail University, the pedestrian always has the right-of-way. Operators of golf carts will permit this right-of-way.
4. No golf cart is to be operated with more passengers than seating is provided for.
5. All occupants in the golf cart shall keep hands, arms, legs, and feet within the confines of the golf cart at all times when the cart is in motion.
6. All occupants shall wear seatbelts at all times while the vehicle is in motion.
7. Drivers should never back up a golf cart without making sure there are no people or obstructions behind the cart.
8. A golf cart should be operated on campus at a speed equivalent to a well-paced walk and **no faster than 15 mph**. This maximum speed may be subject to the terrain over which the cart is being driven, the weather conditions, and the total weight of the golf cart, passengers, and any equipment being carried.
9. Golf cart operators shall possess a valid driver's license and observe all Florida vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
10. Avoid operating a golf cart on landscaped lawns.
11. Reduce speed to compensate for inclines, pedestrians, and weather conditions.
12. Maintain adequate distance between vehicles and pedestrians.
13. Approach sharp or blind corners with caution and reduce speed.
14. Use extreme care at building entrances and upon entering/exiting enclosed areas.
15. When the golf cart is not in use, the operator must remove and secure the key, and set the parking pedal brake.
16. No personally owned golf carts are allowed on any Full Sail University property.
17. When not in use, plug the vehicle into any 110AC outlet to charge it.
18. All golf carts and GEM cars are non-smoking vehicles.
19. Do not park on curbs or in fire lanes, visitors spaces are approved for TEMPORARY (30 minutes or less) parking; long term parking should be at an approved charging station.
20. Speeding and reckless driving may result in immediate termination.

**Any violation of these rules is grounds for loss of driving privileges or immediate TERMINATION.**



# Vehicle Assistance—Jump Starts, Lockouts, and Air

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The Security department assists members of the Full Sail community within the Full Sail property limits in jump starting their vehicles or inflating tired 24 hours a day. Security Officers do not change flat tires or perform other mechanical repair services.

All individuals requesting assistance must sign a release of liability form for all vehicle assistance services before assistance may be provided.

Unfortunately, due to liability issues, Full Sail security personnel cannot unlock vehicles.

\*Vehicle lockout services are available through a third-party vendor and fees are applicable.

# Lost and Found

## (407) 679-0100 ext 8800

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The Full Sail University Lost and Found is located within the Security department, Building 1, Room 120. Items may be picked up during normal business hours of Mon-Fri, 8:30 – 5:30.

To inquire about or report any lost or stolen item, call the **Security department** at **(407) 679-0100 ext 8800**.

NOTE: A picture ID is required to claim property.

# Annual Disclosure of Crime Statistics

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The Full Sail University Security department prepares and provides annual crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act. These statistics include reports from the University's Security department, other university officials, and law enforcement agencies in areas surrounding the Full Sail campus. Victims and witnesses may report crimes to Full Sail University, in the manner described in this policy, on a voluntary basis for inclusion in the annual disclosure of crime statistics. Full Sail will maintain the confidentiality of any such report to the extent permitted and required by law.

Each year, by October 1st, an email notification will be sent to all enrolled students, faculty, and staff members that provides the web link to access this report. In addition, the annual crime statistics are contained in this Campus Safety and Security Annual Report, which is available to all students and staff members and may also be obtained at the Security department located in the Building 1, Room 120, or by calling the Security department at (407) 679-0100 ext. 8800. Prospective employees and students may obtain a copy of this report from Full Sail's Security department. Employees and students receive a copy of this report at orientation as well. A paper copy of this report may be obtained from the Security department by calling (407) 679-0100 ext. 8800. This report is also available online at:

[fullsail.edu/policies-and-guidelines/campus-safety](https://fullsail.edu/policies-and-guidelines/campus-safety) and [go.fullsail.edu/join-our-team](https://go.fullsail.edu/join-our-team)

# Full Sail University Public Safety Statistics

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## Daily Crime Log

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The Full Sail Security department maintains a daily crime activity log that records "security incidents" such as criminal activity of all types, incidents that result in injury to a student, faculty or staff members, losses of personal property, persons on campus apparently under the influence of intoxicating substances, and any dangerous situations or activities likely to result in personal injury or property damage. The daily crime log is available for public inspection at the Security department in Building 1 during normal business hours Monday – Friday, 8:30am-5:30pm.

The Daily Crime Log includes the nature, date, time and general location of each crime reported to the Security department or other campus security authority, as well as the disposition of the complaint, if this information is known at the time the entry is made. The Security department posts crimes in the daily crime log within two businesses days of receiving a report of a crime and reserves the right to exclude information from the log in certain circumstances.

# Criminal Offenses

## Criminal Offenses - On Campus

Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	1	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Domestic violence (VAWA Offense)	0	0	0
Dating violence (VAWA Offense)	0	0	0
Stalking (VAWA Offense)	2	0	0

## Criminal Offenses - On Non-Campus University Property

Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (Do not include theft <i>from</i> a motor vehicle)	0	0	0
Arson	0	0	0
Domestic violence (VAWA Offense)	0	0	0
Dating violence (VAWA Offense)	0	0	0
Stalking (VAWA Offense)	0	0	0

## Criminal Offenses - On Adjacent Public Property

Criminal Offense	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Rape	0	0	0
Sex Offenses - Fondling	0	0	0
Sex Offenses - Incest	0	0	0
Sex Offenses - Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (Do not include theft <i>from</i> a motor vehicle)	0	0	0
Arson	0	0	0
Domestic violence (VAWA Offense)	0	0	0
Dating violence (VAWA Offense)	0	0	0
Stalking (VAWA Offense)	0	0	0

# Hate Crimes

## Hate Crimes - On Campus

Category	Offense	2020	2021	2022
Race				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Gender				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Religion				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Sexual Orientation				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Ethnicity				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
National Origin				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Gender Identity				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Disability				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0

# Hate Crimes

## Hate Crimes - On Non-Campus University Property

Category	Offense	2020	2021	2022
Race				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Gender				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Religion				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Sexual Orientation				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Ethnicity				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
National Origin				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Gender Identity				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Disability				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0

## Hate Crimes - On Adjacent Public Property

Category	Offense	2020	2021	2022
Race				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Gender				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Religion				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Sexual Orientation				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Ethnicity				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
National Origin				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Gender Identity				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0
Disability				
	Larceny	0	0	0
	Assault	0	0	0
	Intimidation	0	0	0
	Vandalism	0	0	0



# Arrests & Disciplinary Actions

## Arrests - On Campus

Crime	2020	2021	2022
Illegal Weapons Possession	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

## Arrests - On Non-Campus University Property

Crime	2020	2021	2022
Illegal Weapons Possession	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

## Arrests - On Adjacent Public Property

Crime	2020	2021	2022
Illegal Weapons Possession	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

## Disciplinary Actions - On Campus

Law Violation	2020	2021	2022
Illegal Weapons Possession	0	0	0
Drug Abuse Violations	0	0	1
Liquor Law Violations	0	0	0

## Disciplinary Actions - On Non-Campus University Property

Crime	2020	2021	2022
Illegal Weapons Possession	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

## Disciplinary Actions - Public Property

Law Violation	2020	2021	2022
Illegal Weapons Possession	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

# Unfounded Crimes

	2020	2021	2022
Unfounded Crimes	0	0	0

# Phone Numbers

## Fire - Medical - Police

Emergency	9-1-1
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## Full Sail University Security department

Non-Emergency	(407) 679-0100, ext 8800
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Emergency	(407) 679-0100, ext 5555
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## Full Sail Emergency Hotline

Information updates in the event of a crisis or emergency, including weather related events:	(407) 215-7500
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	(407) 673-5363
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	(407) 657-5462
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## Other Important Phone Numbers

Orange County Clerk of Courts	407-836-2000
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Orange County Information Hotline	3-1-1
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Abuse Hotline (child/adult/elderly)	800-96-ABUSE
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Animal Services	(407) 254-9140
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Centers for Disease Control and Prevention	800-232-4636
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Center for Drug Free Living	(407) 245-0010
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Citizen Resource & Outreach Office (financial support)	(407) 836-6500
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Code Enforcement	3-1-1 or (407) 836-3111
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Community Crisis Hotline	(407) 425-2624
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Consumer Fraud Investigations	(407) 836-2490
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Family Counseling Program	(407) 245-0126
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Harbor House (domestic violence shelter)	(407) 886-2856
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Orange County Health Department	(407) 836-2600
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Orange County Medical Clinic	(407) 836-7100
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Orange County Victim Advocate	(407) 254-7248
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Poison Control	800-222-1222
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Sexual Assault Hotline (24/7)	(407) 497-6701
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Victim Services Center	(407) 644-2577
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Zebra Coalition	407-228-1446
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## Local Police (non-emergency)

Orange County Sheriff's Office	(407) 836-HELP
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Apopka Police Department	(407) 703-1757
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Eatonville Police Department	(407) 623-1300
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Edgewood Police Department	(407) 851-2920
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Maitland Police Department	(407) 539-6262
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Ocoee Police Department	(407) 905-3160
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Orlando Police Department	(321) 235-5300
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Winter Garden Police Department	(407) 656-3636
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Winter Park Police Department	(407) 644-1313
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UCF Police Department	(407) 823-5555
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Seminole County Sheriff's Office	(407) 665-6650
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Altamonte Springs Police Department	(407) 339-2441
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Casselberry Police Department	(407) 262-7606
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Lake Mary Police Department	(407) 585-1300
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Longwood Police Department	(407) 339-1297
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Oviedo Police Department	(407) 971-5700
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Sanford Police Department	(407) 688-5199
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Winter Springs Police Department	(407) 327-1000
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Florida Highway Patrol	(407) 737-2200 or *FHP
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Florida Department of Law Enforcement (FDLE)	(407) 245-0888
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## U.S. Federal Law Enforcement:

FBI	(407) 875-9976
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Secret Service	(407) 648-6333
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U.S. Marshal	(407) 648-6326
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ATF	(407) 384-2411
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U.S. Immigration & Customs Enforcement (ICE)	(407) 545-3730
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U.S. Citizenship & Immigration Services (USCIS)	(407) 858-3600
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**FULL SAIL**  
UNIVERSITY

To request a physical copy of the Campus Safety & Security Handbook, please contact Full Sail University's Security Department.