



Taylor College
2019 Annual Security Report
Campus Safety and Security Handbook



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INTRODUCTION

Taylor College believes that all students deserve a safe and secure facility in which to study. Taylor College strives to provide such an environment for its students, faculty and staff. Taylor College takes active steps to secure and safeguard its facilities. However, students, faculty and staff must be aware of the established safety and security measures. Equipped with this information, Taylor College students, faculty and staff can become active partners in providing the safest and securest possible environment in which to study, teach and work.

Taylor College annually prepares and publishes a Campus Security and Crime Statistics Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement surrounding our campuses. Campus crime, arrest and referral statistics include those reported to Taylor College campus authorities and local law enforcement agencies.

Each year, students and staff are sent a notification that provides information on how the report may be accessed. Copies of the report may also be obtained from the office of the Director of Career Services/Compliance Director or Financial Aid Officer.

How This Publication is Distributed

Taylor College can distribute this to all students, staff, and faculty in one of the following ways:

1. Campus Email, Text Message Notification & Printed Distribution
2. Electronically via Taylor College Website

Laws Governing this Report

Federal Legal Requirements – The Clery Act

Enacted in 1990, The Student Right to Know and Campus Security Act (pub. L. 101-542) was designed to “assist students in making decisions which affect their personal safety...” and “to make sure institutions of higher education provide students, prospective students, and faculty the information they need to avoid becoming the victims of campus crime.” The Higher Education Act of 1998 and the subsequent amendment of the implementing regulations (34 C.F.R. 668.46) significantly expanded institutions’ obligations under the Act and renamed it the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” (hereafter the “Clery Act”).

On March 7, 2013 the Violence Against Women Reauthorization Act of 2013 (VAWA) amended the Clery Act by adding a number of new reporting requirements and classification of crimes.

The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement, and other School officials who have “significant responsibility for student and campus activities;”
- Provide “emergency warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;” and
- Taylor College does not have campus police. Administrative personnel are designated as campus security authorities. The purpose of the campus security authorities is to report to the Campus President of an incident. Campus security authorities are not responsible for determining authoritatively whether a crime took place. When a crime is believed to have happened the individual must complete a *Crime Incident Report Form*, this form is then given to the President for an investigation to be conducted. Campus security authorities include:
 - Campus President
 - Senior Director of Finance / Controller
 - Director of Career Services/Compliance Director
 - Executive Assistant
 - Program Directors

Campus Security and Crime Statistics Handbook and Annual Security Report

The safety of our students, faculty and staff is of primary importance to Taylor College. As required by law, Taylor College maintains statistics regarding incidents that occur on campus in the Statistical Report for Campus Crime.

This report includes statistics concerning any reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by Taylor College, and on public property within, or immediately adjacent to and accessible from, the campus.

The report includes statistics on crimes such as: murder and non-negligent manslaughter; negligent manslaughter; forcible sex offenses; non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes; arrests; weapons possession; drug and liquor law violations.

The statistics have been compiled with cooperation from local law enforcement agencies. The current reports are available to all students, faculty and staff on the Taylor College website, Information tab, www.taylorcollege.edu/information Copies of the report are available upon request.

The Director of Career Services/Compliance Director is responsible for contacting and making a

“good faith” effort in collecting statistics from all local law enforcement agencies. Documentation is maintained when making a “good faith” effort – example: a copy of the letter sent to the agency.

How the Report is Distributed

Taylor College can distribute the report to all students and employees in one of two ways:

1. Directly by publication and mailings. This may be accomplished by providing a copy directly to each individual or by direct mailing to each individual through one of the following delivery methods:
 - a. United States Postal Service
 - b. E-Mail
 - c. Text Message; or
 - d. A combination of these methods

Posting the annual security report on an internet or intranet website that is reasonably accessible to currently enrolled students and employees. This method may be used only if an individual notice about the annual security report is distributed by October 1st to each student and employee. This notice should not be buried in another document where a student or employee may be unlikely to read it. The notice should include:

1. A statement of the report’s availability
2. A list and brief description of the information contained in the report
3. The exact address (URL) of the internet or intranet website at which the report is posted. This means Taylor College must provide a direct link to the annual security report. It is not acceptable to give the URL for Taylor College’s website.
4. If the School uses a URL to access the report, a notice stating that a paper copy of the annual security report, upon request, will be provided at no charge.

Program Participation Agreement

Taylor College will, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the School against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim is deceased as a result of the crime or offense, Taylor College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

The Clery Act and the Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with

that law, the following reflects this institution's crime statistics for the period between 1/1/2016 and 12/31/2018 (THREE MOST COMPLETED CALENDAR YEARS).

GENERAL INFORMATION:

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security authority/institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

1. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's Director of Career Services/Compliance Director/Title IX Coordinator, from here on out known as the Director of Career Services/Compliance Director, who contacts the correct police department district for statistics and the institution's "Daily Incident Log", and then records those statistics.

2. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must always have and display an identification badge. Those without an identification badge must identify their purpose of visit, the person to be visited.

The Administrative offices, lobby and internal double door access will be locked at 5:30pm. After 5:30pm, access to the campus will be at the student entrance at the rear of the campus. The front door is locked at 5:30pm. When the school closes for the night, the school's official or supervisor will inspect any open area of the building that it is empty and then lock down the campus.

Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

3. Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with staff on campus. Individual discretion must be used, as undue risk should not be taken.
 - c) Taylor College currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid and referred to the Local Community Emergency Services list on page 19.

4. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a) Do not leave personal property in classrooms
 - b) Report to your institutional official, any suspicious persons.
 - c) Always try to walk in groups outside the school premises.
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f) The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees (staff and faculty) and prospective students.
 - g) Taylor College has no formal program, other than orientation and October 1st annual notification that disseminates this information. All information is available on request and is available on Taylor College's website <https://www.taylorcollege.edu> under Resources/Campus Safety.

- h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
5. The school must create and execute an educational prevention program or programs that promote knowledge and understanding of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. All incoming students and new employees must be made aware of this program.
- a) Taylor College has invested in a training program for students and employees with Get Inclusive, an interactive, engaging online training program for crime awareness and prevention program was rolled out to all students during the fall 2016 semester and in 2017 to all employees. Thereafter, to new students per semester start and new employee orientation.
 - b) During orientation the institution's campus safety and security policies and regulations are properly disclosed to prospective students and employees. To all current student and employees by an annual notification by October 1st.
 - c) Located in the student lounge are informational pamphlets:
 - Sexual Battery
 - Sexual Violence
 - Rape
 - Adult Victims of Childhood Abuse
 - When Men are Victims
 - Even Among Friends
 - How to Help a Victim
 - Local Community Emergency Services
 - National Sexual Assault Hotline Information
6. All incidents shall be recorded in the Institutions daily Incident Log located on campus at the office of the Director of Career Services/Compliance Director. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two

- (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
7. Taylor College does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
 8. Taylor College does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
 9. Information concerning drug and alcohol abuse education program is posted on Taylor College's website and is distributed annually to students and staff as well as at new student orientation and employee orientation. Information on agencies that provide counseling and help on drug and alcohol abuse education is located on page 18 of this disclosure.
 10. Sexual assaults (criminal offences) on campus will be reported immediately to a Taylor College official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
 11. Taylor College encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
 12. In the event a sex offense should occur on campus, the victim should take the following steps:
 - Report the offense to the school administration.
 - Preserve any evidence as may be necessary to the proof of the criminal offense.
 - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - Request a change in the academic situation if necessary.
 13. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

14. These records are available upon request through the Director of Career Services/Compliance Director.
15. Information for crime victims about disciplinary proceedings. Taylor College will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by Taylor College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.
16. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

Link: <http://www.city-data.com/>

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's President but rather contact the appropriate agency by calling (911).

Contact Information:

Who to contact to report an incident at the Institution	President, Director of Career Services/Compliance Director, Nursing and PTA Program Director
Office Responsible to provide a copy of the Campus Security information	Director of Career Services/Compliance Director

THE CLERY ACT

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

1. Criminal Homicide
 - a) Murder and Non-negligent manslaughter
 - b) Negligent manslaughter
2. Sexual Assault
 - a) Rape
 - b) Fondling

- c) Incest
- d) Statutory Rape
- 3. Robbery
- 4. Aggravated Assault
- 5. Burglary
- 6. Motor Vehicle Theft
- 7. Arson

Crime categories of domestic violence, dating violence, and stalking in accordance with the Violence Against Women Act of 1994 as follows:

1. **Domestic Violence** is a felony or misdemeanor crime of violence committed by
 - A current or former spouse or intimate partner of the victim.
 - A person with whom the victim shares a child in common
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
 - A person similarly situated to as a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
 - Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”
2. **Dating Violence** means “violence committed by a person –
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - Length of the relationship
 - Type of relationship and
 - Frequency of interaction between the persons involved in the relationship.”
3. **Stalking** means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress.”

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

- Liquor Law Violations
- Drug Law Violations
- 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:

- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

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

1. Campus:

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

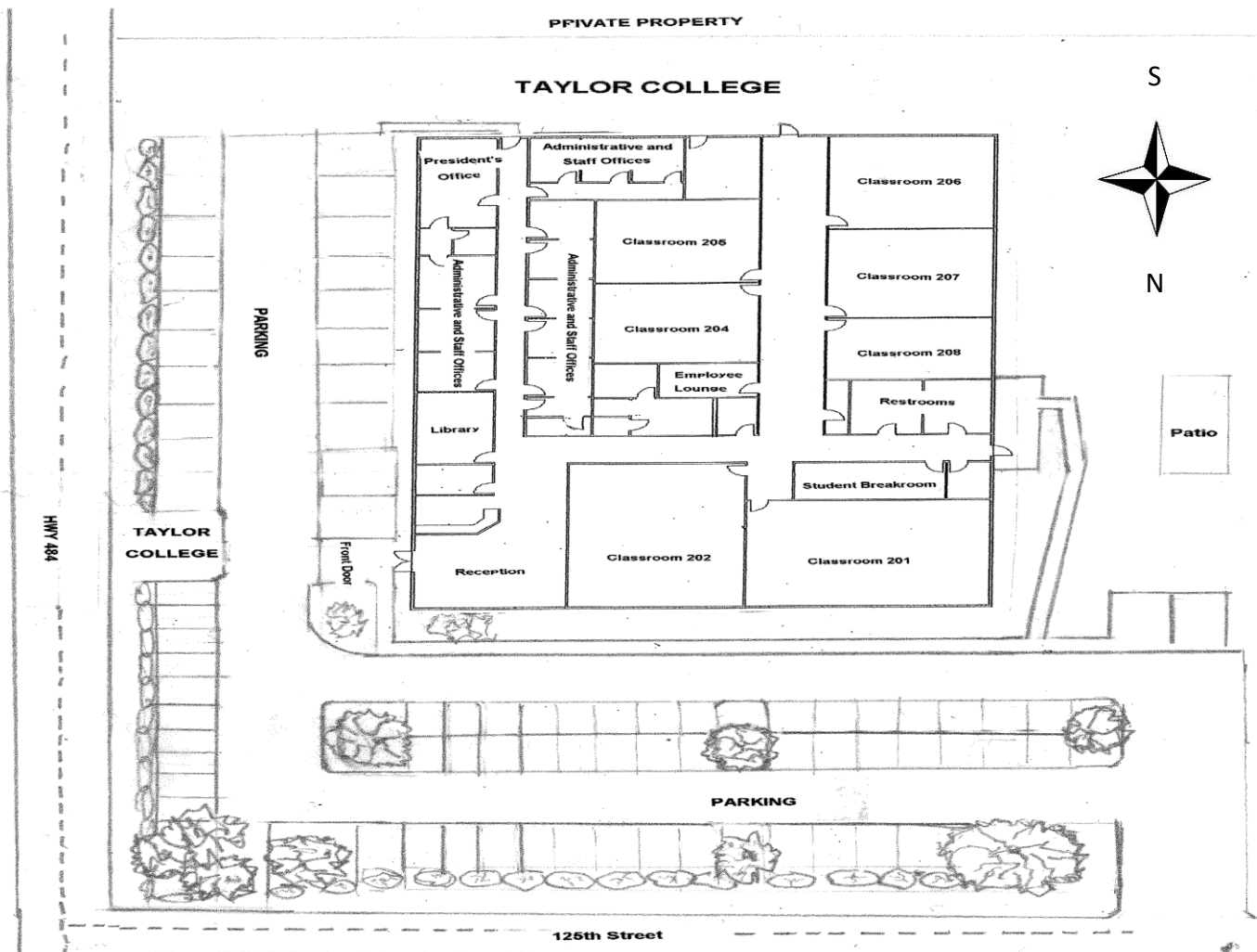
2. Non-Campus Building or Property

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

3. 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.

Note: In complying with the crime statistical reporting requirements, Taylor College provides a map to current and prospective students and employees that depict its campus. (Taylor College does not have non-campus building or property. The only public property is the two roads that are perpendicular to Taylor College.) See map below for the campus which includes outlines of the building and parking lots that students use while attending classes at Taylor College.



Public property includes the streets that surround Taylor College. Anything past the street is not considered public property and is not included. Any surrounding private residences or businesses are not part of Taylor College's public property. The western side of the property past the patio area is approximately two acres that includes a field used for extra parking when needed and a water retention area.

The following criminal offenses, published each year, must be reported no later than October 1 of each year, included are any crime statistics that occurred on campus during the previous three calendar year periods. Updated as of September 13, 2019

Annual Security Report (ASR)

Distribution Date: Annually by October 1st

Taylor College

Statistical-Report -for-Campus-Crime-2016-2017-2018

Criminal Offenses	On Campus			Public Property			Total		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-Negligent	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes	On Campus			Public Property			Total		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-Negligent	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0

Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
VAWA Offenses (New reporting for 2014)	On Campus			Public Property			Total		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
Arrests	On Campus			Public Property			Total		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Actions	On Campus			Public Property			Total		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Drug Law Violations		0	0		0	0		0	0
Unfounded Crimes	On Campus			Public Property			Total		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Total Unfounded Crimes	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Occurrences within the 2016, 2017 and 2018 Calendar Years

Hate Offenses:

Taylor College must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus President, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The institution will alert the campus community with “timely warnings” to inform and aid in the prevention of similar crimes. Timely warnings can be issued for threats to property, as well as for threats to persons. It is irrelevant whether the victims or perpetrators are members of the campus community. All crimes that fall under the Clery Act and the Violence against Women Reauthorization Act of 2013 (VAWA) will be:

- Reported to campus security authorities or local police agencies; and
- Are considered by the institution to represent a serious or continuing threat to students and employees.
- The school must create and execute an educational prevention program or programs that promote knowledge and understanding of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. All incoming students and new employees must be made aware of this program.

A timely warning will be issued as soon as pertinent information is available. The issuing of a timely warning will be decided on a case-by-case basis considering all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcements

efforts. Timely warnings will be issued by the President or Executive Assistant. The follow are ways the institution may alert the campus community of a timely warning:

- Bulletin boards
- Instructor announcement in class, clinical/externships
- Letters to all students and employees
- E-mailed
- Text Messages

A timely warning will contain information for the campus community to better protect themselves.

Testing of Emergency Response and Evacuation Procedure

Taylor College schedules system alert tests at least twice a year or more. It is appropriate to periodically test the system in order to verify operational ability of the system in the event of emergencies. This service is part of our strategy to enhance campus-wide communications during an emergency. An emergency alert will only be activated when there is an imminent threat to any of the campus's community. In the unlikely event that a situation such as an act of violence or major weather emergency that is occurring on campus, the Taylor College Critical Incident Response Team, CIRT, will be utilized in addition to other resources to alert the campus community to the emergency and provide basic instructions on what to do. The CIRT will not be used where a situation has occurred that poses no further threat to campus community.

Taylor College prescribes in multiply formats to perform the test, which include emails, text messages to phone numbers on file for all students, faculty, and staff that are active members of Taylor College.

SEXUAL MISCONDUCT POLICIES

Introduction

Taylor College is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the Taylor College community should be aware that the school is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

As part of Taylor College's commitment to providing a working and learning environment free from sexual misconduct, this Policy shall be disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Taylor College provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and

effectively. Taylor College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Scope of the Policy

This Policy governs sexual misconduct involving students that occurs on Taylor College property or in connection with any school-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with Taylor College, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. Taylor College encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in this Policy, Taylor College will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Prohibited Conduct

Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under this Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found in the Definitions of Key Terms at the end of this Policy statement.

Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. **This Policy prohibits all forms of sexual misconduct.**

Options for Assistance Following an Incident of Sexual Misconduct

Taylor College strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. Taylor College strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Reporting of Sexual Misconduct Incidents

Victims of sexual misconduct may file a report with the local police department. Victims may also file a report with the Title IX Coordinator at Taylor College. More information about reporting an incident of sexual misconduct can be found in Section 6 of this Policy, below.

The victim of the sexual assault may choose for the investigation to be pursued through the criminal justice system and Taylor College’s disciplinary procedures. The school and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The school Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision.

Support Services Available

Counseling, advocacy and support services are available for victims of sexual misconduct, whether a victim chooses to make an official report or participate in the school’s disciplinary or criminal process. Taylor College does not provide counseling or health care services. Personal counseling offered by Taylor College will be limited to initial crisis assessment and referral.

Sexual misconduct crisis and counseling options are available locally and nationally through several agencies, including:

Law Enforcement Agencies	
Marion County Sheriff’s Office	352-620-7810
Belleview Police Department	352-245-7044
Victim Services	
Florida: Domestic Violence Resources	352-351-4009
Ocala-Marion County Sexual Assault/Domestic Violence Center	352-351-4009 www.ocaladvshelter.org Hotline: 352-622-8495 or 352-622-5919
Alachua County Victim Services and Rape Crisis Center	352-264-6760 Hotline: 866-252-5439 http://www.alachuacounty.us/Depts/CSS/VictimServices
National Center for Victims of Crime	www.ncvc.org
Rape, Abuse, & Incest National Network	www.rainn.org
National Sexual Assault Hotline	800-656-4673
National Domestic Violence Hotline	800-799-7233
More Helpful Information	
The Centers	352-291-5580
Legal Assistance	http://www.floridabar.org

The school Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their wellbeing. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring). Taylor College may be able to provide additional interim measures to victims while an

investigation is pending, such as no contact orders and changing the alleged perpetrator's class schedule.

Evidence Preservation

Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved. In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns. Victims of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with a school or police investigation.

Title IX Coordinator

The school Title IX Coordinator is responsible for monitoring and overseeing Taylor College's compliance with Title IX and the prevention of sexual harassment, sexual misconduct and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in Taylor College's policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about Taylor College and community resources and reporting options;
- Available to provide assistance to any Taylor College employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the school Title IX Coordinator:

Ingrid Zekan
Director of Career Services/Compliance Director
352-245-4119,
Ingrid.zekan@taylorcollege.edu

Reporting Policies and Protocols

Taylor College strongly encourages all members of the school community to report information about any incident of sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the school and/or to law enforcement.

Reporting to the Institute

An incident of sexual misconduct may be reported directly to the school Title IX Coordinator. If the school Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to Taylor College's President. Filing a report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred. Taylor College is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available.

Taylor College will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

Reporting to Law Enforcement

An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day, 7 days a week, by calling 911. At the complainant's request, Taylor College will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault

Reporting of Crimes & Annual Security Reports

Campus safety and security are important issues at Taylor College. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and

Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this Policy.

Each year Taylor College prepares this report to comply with the Clery Act. The full text of this report can be located on the school's web site at www.taylorcollege.edu/campus-security/. This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provide the web site to access this report. Copies of the report may also be obtained in person from or by calling the Director of Career Services/Compliance Director. All prospective employees may obtain a copy from the Director of Career Services/Compliance Director.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the President or Designee constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available and may include instant messaging to students and Taylor College employees. Notices may also be posted in the common areas throughout the school. Anyone with information warranting a timely warning should report the circumstances to the Director of Career Services/Compliance Director by phone or in person at the school.

Third-Party and Anonymous Reporting

In cases where sexual misconduct is reported to the Title IX Coordinator by someone other than the complainant (by an instructor, classmate or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

No Retaliation

Taylor College prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). The school will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Director of Career Services/Compliance Director/Title IX Coordinator or the President of Taylor College.

Coordination with Drug Free School Policy

Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to Taylor College's alcohol or drug policies. Taylor College encourages students to report all instances of sexual misconduct and will take into consideration the importance of reporting sexual misconduct in addressing violations of the school's alcohol and

drug policies. This means that, whenever possible, Taylor College will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct.

School Policy on Confidentiality

Taylor College encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual misconduct. Taylor College encourages victims to talk to someone identified in one or more of these groups.

Privileged and Confidential Communications – Professional & Pastoral Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim’s permission. Taylor College does not provide professional or pastoral counseling but can assist a victim of sexual misconduct in obtaining support services from these groups or agencies. Contact information for these support organizations is listed in Section 4 of this Policy.

A victim who at first requests confidentiality may later decide to file a complaint with Taylor College or report the incident to local law enforcement, and thus have the incident fully investigated.

NOTE: While these professional and pastoral counselors and advocates may maintain a victim’s confidentiality vis-à-vis Taylor College, they may have reporting or other obligations under state law.

ALSO NOTE: If Taylor College determines that the alleged perpetrator(s) pose a serious and immediate threat to the school community, the President or Designee may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Reporting to Title IX Coordinator

When a victim tells the Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect Taylor College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the school's response to the report. The Title IX Coordinator should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that Taylor College will consider the request but cannot guarantee that the school will be able to honor it.

The Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for Taylor College to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality: How the School Will Weigh the Request and Respond.

If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Taylor College must weigh that request against the school's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If Taylor College honors the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when Taylor College may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:
 - whether there have been other sexual misconduct complaints about the same alleged perpetrator;
 - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;

- whether the sexual misconduct was committed by multiple perpetrators;
- Whether the sexual misconduct was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether Taylor College possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- Whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead Taylor College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim’s request for confidentiality.

If Taylor College determines that it cannot maintain a victim’s confidentiality, the school will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school’s response. ^{[[SEP]]} Taylor College will remain ever mindful of the victim’s well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated. Taylor College will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to local law enforcement – and provide the victim with assistance if the victim wishes to do so.

Taylor College may not require a victim to participate in any investigation or disciplinary proceeding.

Because Taylor College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the school to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If Taylor College determines that it can respect a victim’s request for confidentiality, the school will also take immediate action as necessary to protect and assist the victim.

Miscellaneous

Take Back the Night and other public awareness events. Public awareness events such as “Take

Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to Taylor College of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts.

Off-campus Counselors and Advocates

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with Taylor College unless the victim requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in Section 4 of this Policy.

INVESTIGATION PROCEDURES AND PROTOCOLS

The Title IX Coordinator oversees the Institute’s investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff. The Title IX Coordinator will designate a specially trained investigator (or team of investigators) to interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

Notice of Investigation

The Title IX Coordinator will inform the complainant before starting an investigation. The complainant may request that an investigation not be undertaken. The Title IX Coordinator will consider such a request in light of Taylor College’s commitment to provide a safe and non-discriminatory environment for all students. If the Title IX Coordinator determines not to investigate, she will notify the complainant in writing, including that the determination was made at the complainant’s request. At the complainant’s request, the Title IX Coordinator will also notify the respondent in writing, including that the complainant asked Taylor College not to investigate.

The investigator will direct the complainant, respondent, witnesses and other interested individuals to preserve any relevant evidence.

If an investigation proceeds, Taylor College will notify the respondent in writing that a report has been filed. The notice will describe the allegations in the report. The complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator to review the Policy and these Procedures.

Investigation Process

Taylor College's process for responding to, investigating and adjudicating sexual misconduct reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed their evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding.

The investigator will interview the complainant, respondent and any witnesses. They will also gather pertinent documentary materials (if any) and other information.

Investigation Report

The investigator will prepare a report detailing the relevant content from the interviews and the documentation gathered. The report will include the assessment of individual credibility and recommended findings of responsibility.

The respondent and complainant will each have the opportunity to review a copy of the investigative report and any other information that will be used during the disciplinary proceedings. The names and other identifying information of other students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination. The Title IX Coordinator will supervise this review and ensure that reasonable time is afforded for review prior to the hearing.

Time Frame for Investigation

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. In general, an investigation may last up to 30 days, from receipt of written notice from the complainant of the intent to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for school breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Where necessary, Taylor College will take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures. These steps may include the ability to change class schedules; withdraw from/retake a class without penalty; access academic support such as tutoring; issue no contact orders; and change the alleged perpetrator's class schedule.

Impact of Victim's Confidentiality Request

A victim's requests for confidentiality will likely limit Taylor College's ability to investigate a particular matter. The school may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Examples include: providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing Taylor College's policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

Voluntary Resolution

Voluntary resolution, when selected by the complainant and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the Taylor College community. Voluntary resolution is not appropriate for all forms of conduct under the Policy.

Taylor College retains the discretion to determine, when selected by the complainant, which cases are appropriate for voluntary resolution. If a complainant requests voluntary resolution, and the Title IX Coordinator concludes that voluntary resolution is appropriate, then the Title IX Coordinator will take appropriate action by imposing remedies designed to maximize the complainant's access to all employment, educational, and extracurricular opportunities and benefits at the school and to eliminate a potential hostile environment. A complainant may request and decide to pursue voluntary resolution at any time. In those cases, in which the voluntary resolution involves either the notification to or participation by the respondent, it is the respondent's decision whether to accept voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present (in cases that do not involve sexual assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of voluntary resolution, the remedies imposed will focus on supporting the complainant with no participation or involvement by the respondent. In other forms of voluntary

resolution, the respondent may agree to participate. Depending on the type of remedy used, it may be possible for a complainant to maintain anonymity.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for misconduct and acknowledge harm to the complainant or to the Taylor College community. Restorative models will be used only with the consent of both parties and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.

Taylor College will not compel a complainant to engage in mediation, to confront directly the respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, is never appropriate in sexual misconduct cases and will not be used in such cases. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report. Similarly, a complainant can request to end an investigation and pursue voluntary resolution at any time.

The time frame for completion of voluntary resolution may vary, but Taylor College will seek to complete the process within 15 days of the complainant's request.

Grievance/Adjudication Procedures

Hearing Panel

If voluntary resolution is not available, Taylor College will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage.

The hearing panel will generally include the Title IX Coordinator and two additional members who will be individuals associated with Taylor College. These additional hearing panel members may include administrators, officers, lawyers or other individuals with relevant experience and special training. Panel members may participate remotely so long as the hearing room is equipped with telephone equipment that allows the panel member to hear all the participants and to be heard by all the participants throughout the hearing proceedings. All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct. The complainant and respondent will be informed of the panel's membership before the hearing process begins.

Advisors

Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of

their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

Written Submissions

Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

Hearing Procedures

The Title IX Coordinator will, whenever possible, give the complainant and respondent at least five days' advance notice of the hearing. The Title IX Coordinator may arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary Taylor College personnel may be present during the proceeding. The President will work with school staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation via alternate means.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other.
- Additional hearing rules include:
 - Questioning. Only the panel may ask questions of the complainant and respondent and any witnesses. Both the complainant and respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the panel in writing. The panel may revise or not ask any or all submitted questions.
 - Information Regarding Romantic or Sexual History. The panel will not consider the romantic or sexual history of either the complainant or respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant's and respondent's shared sexual history that the panel deems relevant. If such information is offered by the complainant or

respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual misconduct.

- **Prior Conduct Violations.** The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.

Taylor College will keep an audio recording of the hearing for the use of the panel, for sanctioning, and for purposes of appeal. The panelists may request a transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

Panel Determinations/Standard of Proof

The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a decision within 10 days after the conclusion of a hearing. The panel's decision will include an explanation of the basis for the decision. If the panel finds the respondent responsible, the matter will proceed to the sanctions stage.

SANCTIONS AND OTHER REMEDIES

The Title IX Coordinator, with the advice and counsel of the other hearing panel members, shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with Taylor College's handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual misconduct.

The Title IX Coordinator will consider relevant factors, including if applicable: (1) the specific sexual misconduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the respondent's state of mind

(intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the complainant; (5) the respondent's prior disciplinary history; (6) the safety of the Taylor College community; and (7) the respondent's conduct during the disciplinary process.

The Title IX Coordinator will render a sanctioning decision within five days following the receipt of the panel's determination. The sanctioning decision will be communicated in writing to the complainant and the respondent.

Taylor College may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning
- Changing the respondent's academic schedule
- Disciplinary probation
- Restricting access to Taylor College facilities or activities
- Community service
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place
- Dismissal or restriction from Taylor College employment
- Suspension (limited time or indefinite)
- Expulsion

In addition to any other sanction (except where the sanction is expulsion), Taylor College may require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual misconduct violation at issue. Taylor College may also recommend counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional accommodations and the Title IX Coordinator will determine whether such measures are appropriate. Potential ongoing accommodations include:

- Providing an escort for the complainant
- Changing the complainant's academic schedule
- Allowing the complainant to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support, such as extra time to complete or re-take a class

Taylor College may also determine that additional measures are appropriate to respond to the effects of the incident on the school community. Additional responses for the benefit of the Taylor College community may include:

- Increased monitoring, supervision, or security at locations or activities where the

misconduct occurred

- Additional training and educational materials for students and employees
- Revision of Taylor College's policies relating to sexual misconduct
- Climate surveys regarding sexual misconduct

Appeals

Either the respondent or the complainant or both may appeal the determination of the hearing panel and/or the sanctions. Appeals are decided by the President of Taylor College. The three grounds for appeal are:

1. A procedural error affecting the determination or sanction;
2. New information that was not available at the time of the investigation or hearing and that may change the determination or sanction; and
3. Excessiveness or insufficiency of the sanction.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The appealing student must submit the appeal in writing to the President of Taylor College within five days after receiving the sanctioning notice. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing student may submit a written response within five days after notice of an appeal. If the President concludes that a change in the hearing panel's determination is warranted, the President may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. After consultation with the Title IX Coordinator, the President may also change the sanction. If both the complainant and respondent appeal, the appeals will be considered concurrently.

The President will notify the complainant and respondent of the final decision in writing. Appeals decisions will be rendered within 15 days after the receipt of the written appeal. All appeal decisions are final.

Records Disclosure

Disciplinary proceedings conducted by Taylor College are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside Taylor College without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct or required to be produced through other compulsory legal process.

Additional information about FERPA can be found on the Taylor College's website at: <https://www.taylorcollege.edu/finaid/>

Education and Prevention Programs

As set forth in Section 3 of this Policy statement, Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct.

Taylor College is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of Taylor College's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The Title IX Coordinator maintains an education and prevention calendar and tailors programming to campus needs and climate.

Taylor College educates students and employees about sexual assault crimes included in the Clery Act and the Violence Against Women Reauthorization Act of 2013 (VAWA) through Get Inclusive, on-line education programming. This comprehensive web-based online education program combines sexual assault and substance prevention information and risk reduction to promote understanding of rape, acquaintance rape, domestic violence, dating violence, and sexual assault and stalking. Access to the web-based online training modules is administered by office of the Director of Career Services/Compliance Director and is available to all new students and employees when each program starts.

Get Inclusive On-Line Education

Get Inclusive is an on-line education program that provides "seat licenses" that are sufficient to educate all new incoming students and employees each semester. Programs for both populations are offered through Get inclusive.

An added feature of this program is the ability for each seat license to be used to participate in multiple on-line programming topics in addition to the topics addressing gender-based harassment and violence. Human Resources and the Office of Equity & Inclusion provide additional web-based training on a myriad of topics to employees through this program.

Get Inclusive offers a vast array of education modules for students and employees. For Students, it includes, for example online educational programs on Consent and Sexual Assault Prevention, including Bystander Intervention, Hazing & Bullying Prevention, Inclusion, and Alcohol & other

Drugs. For faculty and Staff, Title IX – Mandated Reporters, Unlawful Harassment Prevention Training, FERPA, Inclusive Leadership, Americans with Disabilities Act Training.

As part of Taylor College’s commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the school community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

The Title IX Coordinator, hearing panel members, and anyone else who is involved in responding to, investigating, or adjudicating sexual misconduct will receive annual training from experts in the field. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct.

Bystander Intervention

Taylor College’s primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are “early intervention” – before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

- **Assess for safety.** Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- **Be with others.** If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
- **Care for the person.** Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

Information on Bystander Intervention was provided by the Department of Defense Sexual Assault Prevention and Response Office from: <http://www.sapr.mil>

Risk Reduction

Taylor College’s primary prevention and awareness program includes information on risk reduction. This includes:

Avoiding Dangerous Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

Safety Planning.

Things to think about:

- How to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, subway, etc.).
- Who can help? Friends and/or family, or support centers in your area. Please see Section 4 of this Policy for a list of support organizations.
- Where to go? Options may include a friend's house or relative's house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police.
Important Safety Note: If the dangerous situation involves a partner, go to the police or a shelter first.
- What to bring? This may include important papers and documents such birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a "tornado" or "fire" bag.

Protecting Your Friends.

You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn't feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- Distract. If you see a friend in a situation that doesn't feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to your friend that you leave the party or ask them to walk you home. Try asking questions like: "Do you want to head to the bathroom with me?" or "Do you want to head to another party – or grab pizza?"
- Step in. If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don't be shy about directly asking the person if they need help or if they feel uncomfortable.
- Enlist others. You don't have to go it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
- Keep an eye out. Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you weren't around when the assault occurred, you can still support a friend in the aftermath.

Social Situations.

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network: www.rainn.org.

AMENDMENTS

Taylor College may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of Taylor College to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the school community.

DEFINITIONS OF KEY TERMS

- **Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for education or employment decisions affecting such individuals, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive educational or working environment.
- **Hostile Environment Caused By Sexual Harassment** - refers to a situation where students and/or employees are subject to a pattern of exposure to unwanted sexual behavior that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a school program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to a hostile environment caused by sexual harassment.
- **Quid Pro Quo Harassment** – refers to a situation where students and/or employees are subject to unwanted sexual behavior where submission or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a school program or activity.
- **Sexual Assault** - is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against the will of a person, or when a person is unable to give consent freely. Non-consensual sexual intercourse is any form of sexual intercourse (vaginal, anal or oral) with any object without consent. Non-

consensual sexual contact is any intentional sexual touching, however slight, with any object without a person's consent.

- **Domestic Violence** - A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence** - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Prohibited Conduct** – Taylor College prohibits the crimes of Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.
- **Sexual Exploitation** - Sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.
- **Stalking** - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or

communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

- **Retaliation** - means any adverse action, or attempted adverse action, against an individual or group of individuals because of their participation in any manner in an investigation, proceeding, or hearing under this Policy.
- **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Consent** - is a voluntary agreement to engage in sexual activity.
 - Past consent does not imply future consent.
 - Silence or an absence of resistance does not imply consent.
 - Consent to engage in sexual activity with one person does not ^(S&EP)imply consent to engage in sexual activity with another.
 - Consent can be withdrawn at any time.
 - Coercion, force, or threat of either invalidates consent.

Someone who is incapacitated cannot consent. Incapacitation refers to a situation in which a person is not capable of providing consent because the person lacks the ability to understand her or his decision. This situation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

- **Complainant** – means the person making the allegation(s) of sexual misconduct.
- **Respondent** – means the person alleged to have committed sexual misconduct.

For more information regarding Florida Statutes on Sexual Battery, copy any link below to your browser.

SEXUAL PREDATOR AND SEXUAL OFFENDER NOTIFICATION

Florida Department of Law Enforcement, Florida Sexual Offenders and Predators Registry can be found at <https://offender.fdle.state.fl.us/offender/sops/home.jsf>

Toll-free telephone number 1-888-357-7332 For TTY Accessibility 1-877-414-7234

The information above gives access to sexual predator and sexual offender public information pursuant to s. 943.043.

SEXUAL MISCONDUCT UNDER FLORIDA LAW

The 2019 Florida Statutes

<i>Title</i>	<i>XLVI Chapter</i>	<i>794 View Entire Chapter</i>
<i>CRIMES</i>	<i>SEXUAL BATTERY</i>	

CHAPTER 794

SEXUAL BATTERY

794.005 Legislative findings and intent as to basic charge of sexual battery.

794.011 Sexual battery.

794.0115 Dangerous sexual felony offender; mandatory sentencing.

794.02 Common-law presumption relating to age abolished.

794.021 Ignorance or belief as to victim's age no defense.

794.022 Rules of evidence.

794.023 Sexual battery by multiple perpetrators; reclassification of offenses.

794.0235 Administration of medroxyprogesterone acetate (MPA) to persons convicted of sexual battery.

794.024 Unlawful to disclose identifying information.

794.026 Civil right of action for communicating the identity of a sexual crime victim.

794.027 Duty to report sexual battery; penalties.

794.03 Unlawful to publish or broadcast information identifying sexual offense victim.

794.05 Unlawful sexual activity with certain minors.

794.052 Sexual battery; notification of victim's rights and services.

794.055 Access to services for victims of sexual battery.

794.056 Rape Crisis Program Trust Fund.

794.075 Sexual predators; erectile dysfunction drugs.

794.08 Female genital mutilation.

794.09 Forfeiture of retirement benefits.

GENERAL EMERGENCY PROCEDURES

Who to Contact:

All employees are expected to be familiar with and to follow procedures outlined in the Taylor College's Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the President should be

notified of the threat.

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

Personal responsibility for safety

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the Director of Career Services/Compliance Director. All injuries and accidents should be reported to the Director/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property at Taylor College, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on Taylor College property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

Firearms or Other Weapons Strictly Prohibited on Campus

Weapons, explosives and similar devices or items are strictly prohibited on campus. No person shall possess, carry, transport or convey any weapon including firearms, ammunition, paintball guns, explosives or explosive devices or other similar items onto any School premises or facilities. Any knife other than one comparable to a foldable pocket knife with a blade no longer than 2½ inches is considered a weapon. Violation of the policy could result in probation, suspension or dismissal. The school will cooperate with local, state and federal officials.

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

CAMPUS EMERGENCIES

Severe Weather

Tornado

If (in the judgment of the President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
- Taylor College Faculty and staff will insure that that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.

- Everyone should remain in these “safe” areas until in the opinion of the President the threat of danger is past.

Hurricane

Know the Difference

Hurricane Watch

A **watch** lets you know that weather conditions are favorable for a hurricane. It literally means "be on guard!" During a weather watch, gather awareness of the specific threat and prepare for action - monitor the weather to find out if severe weather conditions have deteriorated and discuss your protective action plans with your family.

Hurricane Warning

A **warning** requires immediate action. This means a hurricane is imminent. During a weather warning, it is important to take action: grab the emergency kit you have prepared in advance and head to safety immediately. Both watches and warnings are important, but warnings are more urgent.

Flooding

Because of the elevation of Taylor College, buildings at Taylor College are not likely to flood. However, during periods of flooding, the President will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the President may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the President has the authority to close the School. When this action is taken, the President will notify the students and faculty. In addition, it will be posted on the School’s website and the local radio station will be notified and asked to broadcast the notice of closing.

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

Fire Prevention and Security

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on Taylor College property. No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists. If a fire should occur, contact your supervisor/instructor or the School President. Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUISHER AND AGENT
Ordinary Combustible Materials Such as Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid and Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) and Carbon Dioxide
Electrical such as Electronic Instruments and Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

What to do in case of fire

A major fire occurring on the campus could involve areas where facilities are clustered closely together, increasing the possibility of rapid spread of a structural fire. The causes of fires usually involve one of the following:

- Criminal acts (arson)
- Building and residential accidents (faulty insulation or connections, improper use of electrical appliances, grease fires, smoking in bed, baseboard heaters)
- Industrial accidents (hazardous materials incidents, explosions, transportation accidents)

Before a fire

- Plan and practice an escape route.
- Post emergency numbers near telephones.
- Get training from Taylor College on using fire extinguishers.
- Do not store combustible materials in closed areas or near a heat source.
- Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture.
- Avoid overloading electrical sockets and plugging extension cords together.

- Keep all electrical appliances away from anything that can catch fire. Remember to always turn them off.
- Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with waste paper, empty boxes, and other fire hazards.

During a fire

In the event of a fire the primary concern is to save lives – the protection of property is secondary. Students, faculty and staff should follow the directives below to ensure their safety:

- If there is a smell of smoke or if a fire is seen, remain calm – do not panic.
- Activate the alarm system by pulling the handle at an alarm station located throughout the facility.
- **Call 911** (The Fire Alarms at Taylor College DO NOT notify the fire department **CALL 911**)
- Without placing yourself at risk, rescue any person(s) in trouble and evacuate to designated assembly area.
- Get out as quickly and as safely as possible.
- Close doors in each room after escaping to delay the spread of the fire.
- Use the stairs to escape. Do not use elevators. (Clinical Sites etc.)
- Check the evacuation signs posted in the classrooms
- When evacuating, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases. Follow to the Exit.
- Once outside, go to a designated assembly area. Gather at the rear of the building past the patio area.
- Tell your supervisor or department floor warden that you are out of the building and report injured or trapped persons and any signs of building damage you observed.
- Remain at the rear of the building until the Fire Department has indicated that it is safe to re-enter the building.

If unable to leave the building

If you are unable to leave the building, you should create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only.
- Signal for help. Use the telephone or hang something in the window.

After a fire

- Give first aid where appropriate. Seriously injured or burned victims should be transported to professional medical help immediately.
- Stay out of damaged buildings. Return to building when local fire authorities say it is safe.
- Look for structural damage.
- Discard food that has been exposed to heat, smoke or soot.
- Do not discard damaged goods until after an inventory has been taken. Save receipts for money relating to fire loss.

What to do in case of a fire alarm

If you discover a fire or smoke condition, Remember “**RACE**”

R = Rescue anyone in immediate danger, if possible.

A = Alarm. Pull the nearest fire alarm.

The fire alarms at Taylor College do not notify the Fire Department - **CALL 911**

C = Contain. Close doors and windows where possible.

E = Extinguish* or E = Evacuate. Follow EXIT signs.

**Do not attempt to fight a large or spreading fire with a fire extinguisher. Make sure you have activated the fire alarm before you use an extinguisher.*

If you hear a fire alarm:

- STOP WORK AND EVACUATE THE BUILDING.
- Follow the EXIT Signs. Do not assume it is a false alarm or a fire drill!
- Use stairs. Do Not Use Elevators.
- Keep fire doors in stairways closed. Do not block the fire doors, stairways, or exits.
- Evacuate and proceed until you are outside of the building.
- Walk at a normal pace. Follow the instructions of the emergency response personnel.
- Wait outside until “All Clear” is announced by Security personnel. Do not re-enter the building until an “All Clear” is announced.

Fire Safety Policy

*Fire Equipment: Unauthorized use of, or tampering with, emergency safety equipment (including automatic door closures) is strictly prohibited. Illegal use of fire alarms, fire hoses, sprinkler systems, emergency phones, and fire extinguishers are a violation of state and local laws and jeopardizes the safety of all members of the campus community. Students violating this policy will be charged through the Vice President and Dean of Academic Affairs. Sanctions resulting from a violation could include, but are not limited to, a charge for the repair/replacement cost, a fine of \$100 and/or suspension from the School.

Solvents, Chemicals & Chemical Cleaning, Water Treatment

Chemical/Hazardous Materials

Employees and instructors should be aware of the dangers involved in handling chemical, solvents and other hazardous materials and should follow the guidelines below when dealing with hazardous materials.

- Follow industry safe-practices and label instructions.
- Notify the local fire department in the event of a hazardous material spill or leak.
- Do not mix chemicals without authorization.
- Use approved respirators or work in well-ventilated areas when dealing with toxic fumes.

Rule

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regard to both the use and storage of these materials. Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100-degree F.

Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

Blood-Borne Pathogens

Certain infectious diseases are transmitted through contact with blood and other secretions from a person with the illness. When a person is injured, those who render aid should avoid direct contact with blood. If you do contact human blood, please remember the following:

- Personal Protection Equipment (PPE) is provided at readily accessible areas.
- Wash hands and face with disinfectant soap immediately after contact.
- Infected surfaces should be washed with bleach or an approved germicidal.

The following guidelines offer protection from potential transmission of blood-borne pathogens:

- Sharps (needles and other pricking devices) must be placed in approved containers.
- Contaminated materials must be discarded in specially designed trash bags or containers.
- Never pick up broken glass by hand.
- Cover cuts and open sores with bandages to avoid transmission of pathogens to others or to prevent leaving potentially harmful substances on surfaces.

Violence and Threats of Violence

Threats of violence may be actual or perceived; verbal or non-verbal; direct or indirect. It should be assumed that all threats are made with the intent to carry them out. Students, faculty and staff should recognize and report early warning signs of violence, which may include:

- Threats of violence
- Overheard conversations regarding violence
- Disruptive behavior
- Domestic/family issues occurring on campus
- Vandalism occurring on campus

Homeland Security Active Shooter Response Guidelines and video link

The School has adopted the recommendations of the Department of Homeland Security for responding to an active shooter crisis situation.

Simply put – RUN-HIDE-FIGHT

A video entitled “Run. Hide. Fight. Surviving an Active Shooter Event.” Produced and funded by the Houston Mayor’s Office of Public Safety and Homeland Security Department, is required training for every employee. Students are provided the link to the video.

https://www.youtube.com/watch?v=5VcSwejU2D0&feature=player_embedded

Use your own discretion during an active shooter event as to whether you decide to run, hide or fight but the guidelines provided in the video are considered by the Department of Homeland Security to be the “best practices” for surviving an active shooter event.

Remember when law enforcement arrives, remain calm and follow instructions. Keep your hands visible at all times and avoid pointing or yelling. Know that help for the injured is on its way.

For more information from the Department of Homeland Security on Disasters and Emergencies go to <https://www.ready.gov/> and click on Disasters and Emergencies for Active Shooter, Mass Attacks in Crowded and Public Places, and other types of readiness plans.

Bomb Threat or Bomb Emergency

- A bomb threat exists when a suspected bomb or explosive device has been reported but not located.
- Try to solicit information from the caller making the threat.
- Individual receiving the threat should immediately contact local law enforcement and the President.
- The President or designated administrator will order an evacuation, if necessary.
- Do not touch any suspicious item – report it immediately to proper authorities.

A bomb emergency exists if the bomb has been located or if an explosion has occurred. For a bomb emergency:

- Do not panic – immediately call 911.
- Follow all evacuation procedures as described herein.
- All individuals should withdraw from the campus a minimum of 300 feet.

Suspicious Packages

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 addresses
- 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 or see an unattended package that appears suspicious, here is 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.
- Call Taylor College Senior Management who will determine if authorities should be contacted.
- Wash your hands vigorously for five minutes with soap and water if you handled the package at all.

Disruptive Behavior

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School President or Director.
- Examples of disruptive behavior:
 - Throwing rocks in windows
 - Blocking chairs and tables in classrooms
 - Writing on walls and defacing the School property
 - Verbal abuse of students or employees
 - Disturbing instructors or students
 - Unauthorized protests

Make written documentation of incident.

Drug/Alcohol Intoxication

- Immediately call the School President or Director.

Unusual Behavior

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the School President or Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.
- 7.

Medical Emergency

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
- Reportable examples include but are not limited to:
 - Medical emergencies
 - Occupational accidents requiring medical treatment other than minor first aid.
 - Accidents caused by property damage or unsafe conditions.
 - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
- First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School President or Director should be notified of the location of the emergency.
- ALWAYS document the incident.

Minor First Aid

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained at the Administrative Assistants' desk in the lobby and in the Employee Breakroom with band aids and supplies for minor injuries.

Evacuation Procedures

Emergency Evacuation

EVACUATION PROCEDURE SIGNS ARE LOCATED IN EVERY CLASSROOM, LABS, BATHROOMS AND ADMINISTRATIVE OFFICES.

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door. **DO NOT LOCK** the door.
- Never return to the building until instructed to do so by the appropriate authorities.

Emergency Communication Guidelines

In the event of an emergency that directly affects Taylor College, all students and employees will be notified by telephone, text message or e-mail and Taylor College's website.

Lockdown Procedures

The lockdown process will only be initiated with the approval of the School President or Director. Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible but adjust your sound and notifications to vibrate. Faculty/Staff will be updated through their cell phones.

Emergency Response and Evacuation Procedures

TAYLOR COLLEGE conducts a test of the emergency response and evacuation procedures at least once annually. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the Director of Career Services/Compliance Director Office and includes the date, time and whether the Drill was announced or unannounced.

Crime Prevention

A key element of campus crime prevention is student, faculty and staff member awareness and participation to actively help ensure the campus remains safe for all. Throughout their tenure with Taylor College, students are informed about safety and security procedures and practices while on campus. During orientation students are told where they can find information on crimes on campus and in those neighborhoods surrounding the campus. Other resources include various safety tips students can employ to prevent becoming a victim of a crime. They are encouraged to look out for themselves and one another. Student and employees have access to information on crime prevention and victim resources through the Campus Director and the Campus Title IX Coordinator. Included is information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration

assistance and other services, as well as options and available assistance for changing academic, living, transportation, and working situations, if requested, if reasonably available and regardless of whether a report is filed with local law enforcement.

As described more fully in the school's Campus Sexual Misconduct Policies, Taylor College is committed to offering educational programs to promote awareness and prevention of crimes that constitute prohibited sexual misconduct. Students and staff should also employ the following 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.
- Don't 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.
- Remain calm. Don't panic. 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.
- Don't 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, don't 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.
- Don't hide spare keys in mailboxes, planters, or under doormats.

Campus Safety and Security Awareness Programs

During orientation new students are informed about safety and security procedures and practices while on campus and are told of the process to obtain information about crimes on campus and in those neighborhoods surrounding the campus. Information includes various safety tips students can employ to prevent becoming a victim of a crime. They are encouraged to look out for themselves and one another. Students and employees have access to information on crime prevention and victim resources through the Annual Security Report (this document) and materials maintained in the office of the Director of Career Services/Compliance Director. Materials provide information about existing counseling, health, mental health, victim advocacy,

legal assistance, and other services, as well as options and available assistance for changing academic, living, transportation, and working situations, if requested, if reasonably available and regardless of whether a report is filed with local law enforcement.

The School does offer any crime prevention lectures, workshops or seminars and does not have any off-campus student organizations.

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, chance is 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.
- Always keep your car locked. 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.
- Don't 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.
- In support of awareness and crime prevention, Taylor College encourages its students and employees to take responsibility for their own security and the security of others.
 - College Drinking Prevention <http://www.collegedrinkingprevention.gov/>
 - Alcoholics Anonymous Marion County <http://www.aaocalamarion.org>
 - Narcotics Anonymous <http://www.na.org/>
 - Higher Education Center for Alcohol, Drug Abuse and Violence Prevention www.edc.org/projects/higher_education_center_alcohol_drug_abuse_and_violence_prevention
 - Mothers Against Drunk Driving (MADD) www.madd.org

- Drug Treatment Center Ocala <http://www.drugtreatmentcentersocala.com>
- The Vines Hospital <http://www.thevineshospital.com/>

Identity Theft

Don't be a victim. Protect your good name. If your wallet or purse is ever stolen, call the police and then notify a Taylor College CIRT member.

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
OTHER IMPORTANT CONTACTS	
Federal Trade Commission 877-ID-THEFT and/or 877-FTC-HELP (to report ID theft)	
Social Security Administration (to replace your card) 800-772-1213	

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.

THREE NATIONAL CREDIT REPORTING ORGANIZATIONS		
Experian Information Solutions, Inc. www.experian.com P.O. Box 2002 Allen, TX 75013 888-397-3742 • Security 800-311-4769 • Fraud Alert	TransUnion (formerly TRW) www.transunion.com P.O. Box 2000 Chester, PA 19022 800-888-4213 • Security 800-680-7289 • Fraud Alert	Equifax Credit Information Services, Inc. www.equifax.com P.O. Box 740241 Atlanta, GA 30374 800-685-1111 • Security 800-525-6285 • Fraud Alert

You may request a FREE credit report once a year by contacting: www.annualcreditreport.com or by calling 877-322-8228.

Policy on Students with Criminal Records

Taylor College does request information concerning any previous criminal conviction for admission to the School except on some financial aid applications. The School does recognize its responsibility to ensure the safety of the campus community and evaluate any enrolled student's status with the School based on our student code of conduct policies.

Taylor College Disciplinary Sanctions Regarding Campus Safety Violations

The School will impose disciplinary sanctions on faculty, staff, and students (consistent with local, state, and federal laws described here in) for campus safety policy violations. Allegations of prohibited conduct under the school's Campus Sexual Misconduct Policies will be investigated and adjudicated in accordance with the procedures set forth in that policy. Campus safety policy violations will be referred to the President for review, adjudication, and referral when appropriate and will be adjudicated using the process outlined below in the Taylor College Honor Pledge and Policies. Disciplinary action, including but not limited to, warnings, fines, probation, suspension, expulsion or referral for prosecution may result from violations.

CRITICAL INCIDENT RESPONSE PLAN

Objectives

1. To coordinate the Taylor College's response to critical incidents while paying special attention to the safety and security needs of members of the Taylor College community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

Definition of a critical incident

A critical incident is a situation that involves Taylor College student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life-threatening injury or illness.

(Note: This plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

Student Assistance Services

Personal Counseling Referrals

The President of Taylor College will act as the referral agent for a student seeking assistance for emotional or personal counseling services.

Taylor College Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the President's office. The CIRT will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

Members of the Taylor College CRITICAL INCIDENT RESPONSE TEAM:

- Campus President
- Senior Director of Finance/Controller
- Executive Assistant
- Registrar
- Financial Aid Director
- Director of Career Services/Compliance Director

Procedures for Taylor Collge

Step 1 Taylor College - The President or Director is notified of a critical incident involving a TAYLOR COLLEGE student or employee at (352) 245-4119 during the day, (352) 245-4119 after hours or holidays to leave a message.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 Taylor College – The President gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the Program Directors will contact the faculty. The President will contact the students and the closure will be posted on the college website. www.taylorcollege.edu Any media contact, press releases, email or website assistance must be coordinated through Taylor College's President.

Step 3 Taylor College – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – Taylor College will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency. The President goes to scene of the incident to assess the need for back-up personnel.
- **Step 3B** - Based on the initial findings and upon agreement with either the President or Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling services.
- **Step 3C** -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information, emergency phone numbers, for the CIRT is posted around campus at Taylor College and is provided to all Taylor College employees.
- **Step 3D** – President initiates family contacts.
- **Step 3E** – CIRT Command Headquarters is activated in the President’s Office. The Crisis Center (if activated) will be located in the Administration hall. The CIRT Command Head Quarters will communicate directly with the Crisis Center (if activated) on activities and communications to be carried out.
- **Step 3F** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the President in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or college employees, gathering additional information, etc.

Step 4 Taylor College – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.

Step 5 Taylor College – The CIRT will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President.

Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	352-629-9595
Animal Control	352-671-8727
Law Enforcement Agencies	
Marion County Sheriff's Office	352-620-7810
Belleview Police Department	352-245-7044
Victim Services	
Florida: Domestic Violence Resources	352-351-4009 www.aardvarci.org
Ocala-Marion County Sexual Assault/Domestic Violence Center	352-351-4009 www.ocaladvshelter.org Hotline: 352-622-8495 or 352-622-5919
Alachua County Victim Services and Rape Crisis Center	352-264-6760 Hotline: 866-252-5439 http://www.alachuacounty.us/Depts/CSS/VictimServices
National Center for Victims of Crime	www.ncvc.org
Rape, Abuse, & Incest National Network	www.rainn.org
More Helpful Information	
The Centers	352-291-5580
Legal Assistance	http://www.floridabar.org