



Clery Act Compliance

Campus Security Act Disclosure Statement

Suncoast Technical Education
Center

2017-18

SUNCOAST TECHNICAL EDUCATION CENTER
Campus Security Act Disclosure Statement

Annual Security Report 668.46(b)

Person Responsible:	Nicola Barlow, Manager of Career Enhancement
Area Information is located:	Room 01-028 in Administrative Offices
Date Document was last updated:	9/20/2017
Date Policy & Procedure was last updated:	9/20/2017

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 1/1/2014 and 12/31/2016.

See attached map for the campus which includes outlines the building and parking lots that students use while attending classes at Suncoast Technical Education Center

Note: In complying with the crime statistical reporting requirements, Suncoast Technical Education Center provides a map to current and prospective students and employees that depict its campus. (Suncoast Technical Education Center does not have non-campus building or property, and public property areas)

Crime Statistics 668.46(c)

The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Date updated as of June 27, 2017

Includes the calendar years 2014, 2015 and 2016. The statistics do not include the identification of the victim or the person accused of committing the crime.

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Report Distribution Date:

Occurrences within the 2014, 2015 and 2016 Calendar Years

Crimes Reported	2014	2015	2016	Location: C=Campus N=Non-campus P=Public Area
Criminal Homicide				
• Murder (Includes non-negligent manslaughter)	0	0	0	
• Negligent manslaughter	0	0	0	
Crimes				
Robbery	0	0	0	
Aggravated assaults	0	1	0	
Burglaries	1	1	0	
Motor Vehicle Thefts (on Campus)	0	0	0	
Arson	0	0	0	
Larceny - Theft	7	13	3	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction/Damage /Vandalism of property	1	2	6	
Any other Crime involving bodily injury	11	19	19	
Sex Offenses				
• Sex offenses - forcible	0	0	1	
• Sex offenses - non-forcible	2	0	1	
Number of arrest made for the following crimes				
Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.				
Liquor Laws	1	1	1	
Drug Laws	2	12	7	
Illegal Weapons Possession	2	0	0	
Hate Crimes Reporting				
Larceny-theft	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction, Damage or Vandalism of Property	0	0	0	
Gender Identity	0	0	0	

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Violence Against Women Act				
	2014	2015	2016	
Rape & Forcible Foundling	0	0	0	
Sex offenses - forcible	0	0	1	
Sex offenses - non-forcible	2	0	1	
Domestic violence	0	0	1	
Dating violence	0	0	1	
Stalking (including cyber-stalking)	0	0	0	

Hate Offenses:

The school 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, gender identity, religion, sexual orientation, ethnicity, national origin or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred. Additionally, the school will specify whether each of the crimes occurred:

- On campus
- In or on a non-campus building or property
- On public property

Contact Information:

Office Responsible to provide a copy of the Campus Security information	Suncoast Technical Education Center Administrative Offices
Who to contact to report an incident at the Institution	Suncoast Technical Education Center Administrative Offices – any staff member

Violence Against Women – Definitions of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. “Domestic violence” means 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 a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
 - 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:
 - The length of the relationship;
 - The type of the relationship; and
 - The frequency of interactions between the people 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.”
 - Recording reports of stalking can include activities in more than one calendar year and will be recorded in each year.
 - The institution will record each report of stalking as occurring at only the first locations within the school’s Clery geography in which the perpetrator engaged in the stalking course of conduct or the victim first became aware of the stalking.

If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:

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Contact Information:

Who to contact to report an incident at the Institution	Nicola Barlow: 352-797-7091 or 352-797-7018
Local Law enforcement agency to report an incident that occurred off campus	Hernando County Sheriff's Office: 352-754-6830
List agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim and might need assistance.	United Way Support Programs: 2-1-1 Tampa Bay Cares: Hernando's Resource Center Dawn Center: 352-686-8430 Victim/Witness program at the Hernando County Courthouse: 352-754-4201 Mid Florida Community Services: 352-796-1425

General Information:

1. 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 resource officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. 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 Supervisor of Adult & Technical Education who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics. The confidentiality of victims will be preserved during Clery Act reporting and disclosures in accordance with Section 40002(a) (20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a) (20). Additionally, any accommodations or protective measures provided to the victim will remain confidential.

3. 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

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premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty. The evening time custodial team then set the alarms on each floor 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.

4. 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 the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken. Accurate and prompt reporting of all crimes is a priority for administrators, staff and students alike. Campus resource officers provided by Hernando County Sheriff's Office are available to investigate reports of potential crimes also.
 - c) The institution 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. Locally students can be referred to agencies experienced in such matters.
 - d) The institution is not required to report statistics for crimes reported to a pastoral or professional counselor.

Programs to prevent Dating Violence, Sexual Assault & Stalking 668.46(j)

Office Responsible:	Business Office
Area Information is located:	Student Handbook & Program Catalog
Date Document was last updated:	9/20/2017
Date Policy & Procedure was last updated:	9/20/2017

5. Suncoast Technical Education Center does offer regularly scheduled crime awareness or prevention programs that address dating violence, domestic violence, sexual assault and stalking. New students are provided this training at orientation. However, in addition we provide annual updated training

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to employees and existing students. Suncoast Technical Education Center strongly prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of the interaction between the persons involved in the relationship.

Domestic Violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Florida, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Florida. Students requiring immediate assistance are encouraged to contact the Dawn Center 24-Hour Crisis Hotline (352)686-8430.

Sexual Assault – Any attempt to engage in any sexual or intimate act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, alcohol/chemical or other impairment, mental deficiency or incapacity to give consent. It is the responsibility of the person initiating sexual or intimate activity to make sure the other person is capable of consenting to that activity.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for one’s safety or the safety of others, or suffer substantial emotional distress.

Any sexual activity without consent given will be considered sexual misconduct. Consent must be free of force, threat, intimidation or coercion. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent cannot be given by a person who is asleep, intoxicated, incapacitated or unable to communicate without impaired judgment. Consent to one form of sexual activity does not mean consent is given to another type of activity or subsequent activities. Consent is revocable at any time. Sexual misconduct includes sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking.

Bystander Intervention

Bystander intervention is a strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. It encourages people to get involved when they see something wrong or dangerous – to tell someone, intervene, get help, or speak up. So how do you do it?

Use the 3 D’s: Direct, Delegate, and Distract

Direct: Do something yourself (like ask someone to stop what they’re doing, or check on someone you might be worried about).

Delegate: If you can’t do something yourself because of your barriers, ask a friend, a faculty or staff member, or a trusted peer to help.

Distract: If you don’t want to address the situation directly or even acknowledge that you can see

it, try to think of a distraction that will diffuse the situation or calm things down in the moment. Distractions could be “accidentally” spilling a drink, asking to borrow the phone of someone who is in a risky situation, asking for a ride or starting an unrelated conversation.

6. Students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. 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. Let the administrative team know of any concerns you have with safety on campus.
 - 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) The School has formal programs, including orientation, which disseminates this information. All faculty undergo an annual training on campus security and all students receive written confirmation of campus security procedures during enrollment and at their orientation. The school also provides written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available within the school and in the community. All information is available on request.

Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, domestic violence, sexual assault and stalking 668.46(k)

Office Responsible:	Business Office
Area Information is located:	Clery Security Act Disclosure Report
Date Document was last updated:	9/20/2017
Date Policy & Procedure was last updated:	9/20/2017

Responding

The first priority of a victim of sexual assault, domestic violence, dating violence or stalking should be to get to a place of safety. The second priority is to obtain necessary medical treatment, if needed. Suncoast Technical Education Center strongly recommends that victims report the

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incident to law enforcement in a timely manner. Emergency assistance may be requested by calling dial 9-1-1 or during regular business hours on campus, 352-797-7091. Time is a critical factor for evidence collection and preservation. Although, the victim is encouraged to report directly to law enforcement, she/he may choose to report the incident to a SunTech Manager or School Resource Officer who are available to assist the victim in making a report to law enforcement and assuring the victim has access to free confidential counseling from counselors specifically trained in the area of crisis intervention. The SunTech administration can assist the victim in understanding the various options available and support them in any decision to be made. Appropriate community referrals will be made for services as needed. The SunTech Manager can provide victims with a written packet of materials pertaining to campus and community resources related to physical and mental health, victim advocacy, legal assistance, modified academic schedule or delivery method, and alternative transportation options. This information will be provided to victims, regardless of whether the victim reports the crime to law enforcement or not.

The procedures for campus disciplinary action in cases of alleged sexual assaults, domestic violence, dating violence and stalking will provide for a prompt, fair and impartial investigation and resolution. The procedures will be conducted by an administrator or his/her designee who receives annual training on issues related to domestic violence, dating violence, sexual assault and stalking as well as how to conduct a hearing process that protects victim safety and promotes accountability. Under these procedures, both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceeding including the opportunity to be accompanied to any meeting or hearing by an advisor of their choice. The standard of evidence used during this process is a preponderance of the evidence standard. Additionally, both the accuser and accused will be informed, in writing, of the outcome of any institutional disciplinary proceeding and the applicable appeal process. A student found to have violated SunTech's behavior standards related to violence or harassment may be suspended or expelled from SunTech for the first offense. Reporting to Law Enforcement whether to pursue an investigation through the criminal justice system or to utilize the established confidential reporting procedures is the personal decision of the victim of a crime. It is extremely important that any sex offense, domestic violence, dating violence or stalking be reported for campus safety purposes and also to meet Federal reporting requirements. The SunTech Administration strongly encourages any victim of sexual assault, domestic violence, dating violence and stalking to pursue his/her legal recourse through criminal prosecution of the offender.

Reporting procedure

- Sexual Assault Reporting When a sexual assault victim contacts SunTech's Administration team the employee's first priority is to tend to the medical needs of the victim. In the case of a forcible sexual assault, the employee will summons emergency medical responders. The victim will be transported to a medical facility for medical treatment and evidence collection. Evidence collected at this stage is critical for a successful prosecution. Therefore, the assault should be

reported immediately. Ideally, a victim of a sexual assault should not wash, douche, use the toilet or change clothes prior to the medical examination and treatment. If reported to a law enforcement agency, the officer will gather information in a timely manner, file a police report, attempt to locate the offender, conduct forensic processing of the crime scene and follow other follow-up investigative procedures. Throughout the process, the SunTech Administrators will facilitate the victim in obtaining counseling and support services available through the Center and other organizations.

- Domestic Violence, Dating Violence or Stalking Reporting Victims of domestic violence, dating violence or stalking have the option to pursue criminal prosecution through the criminal justice system or disciplinary action through SunTech administration by utilizing the established procedure for voluntary, confidential reporting. Upon the report of an incident of domestic violence, dating violence or stalking made to SunTech's Administration and consent of the victim to do so, the jurisdictional law enforcement agency will be called, and a criminal investigation will be initiated. In cases where probable cause exists that a domestic assault occurred and the offender is present, the offender may be immediately arrested. In cases where the offender is no longer present, the investigating police officer will obtain or assist the victim in obtaining an appropriate arrest warrant. In cases of dating violence that do not fall under the domestic violence protections of Chapter 741, F.S., the investigating police officer will assist the victim in obtaining an appropriate arrest warrant at the victim's discretion. In cases of stalking, the investigation officer will attempt to establish the identity the offender, if not known to the victim, and admonish the offender to cease all stalking behaviors. If the behavior continues, the police officer will obtain an arrest warrant under the provisions of Chapter 741, F.S. In cases where the offender is an employee or student, victims of domestic violence, dating violence or stalking have the option of utilizing the voluntary confidential reporting procedure.

The Suncoast Technical Education Center Student Handbook & Program Catalog outlines the procedures for campus disciplinary action in cases of alleged domestic violence, dating violence or stalking. Under these procedures, both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings. Additionally, both the accuser and accused will be informed of the outcome of any institutional disciplinary proceeding. A student found to have violated Suncoast Technical Education Center behavior standards related to domestic violence, dating violence or stalking may be suspended or expelled from SunTech for the first offense. Statistics gathered through this process will be included in required annual reporting. Students and employees who are the victims of domestic violence, dating violence or stalking that occur at locations other than the campuses of SunTech should report those incidents to the appropriate law enforcement agency. Any such incident in which the offender is also a SunTech student should be reported to the Center so that appropriate protective measures may be taken. In any case, victims of domestic violence may appear before the Clerk of Court in the victim's county of residence and apply for a Domestic Violence Protective Order under the provisions of Chapter 741, F.S. When applying for such a process, the plaintiff (victim) should

ensure that SunTech is included in the specified list of locations from which the respondent (offender) is prohibited. The plaintiff should also ensure that the SunTech is provided with a copy of any order of protection or Domestic Violence Protective Order. A violation of any Domestic Violence Protective Order is, of itself, a criminal violation subject to immediate arrest. In some situations, upon advice of legal counsel, a student or employee may petition the Court for a civil restraining order. If such a process is issued, the Center should be notified. A violation of any civil process is not a criminal offense subject to arrest. The Center, however, has the option to ban from all SunTech campuses an offender who otherwise has no official Center business. The Court may find a respondent who violates a civil restraining order in contempt and issue an order for arrest.

7. The institution will provide written notification to victims about options for available assistance in, and how to request changes in living, transportation and working situations, or protective measures as requested providing they are reasonably available.
8. All incidents shall be recorded in the Institutions daily Incident Log located on campus at the Administration Office of the Supervisor of Adult & Technical Education. 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.
9. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
10. The institution 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.
11. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff.
12. Sexual assaults (criminal offences) on campus will be accurately reported immediately to the institution's official, who will report it to (911) emergency and police units, when the victim of crime elects to, or is unable to, make such a report. 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.

13. The Institution 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.
14. In the event a sex offense should occur on campus, the victim should take the following steps:
 - Report the offense to the school administration immediately.
 - 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.
 - The victim also has the option to decline to notify the authorities.
15. In the event a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student or employee's rights and options.
 - 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.
 - The victim also has the option to decline to notify the authorities.
16. On campus disciplinary action in cases of alleged sexual assault, dating violence, domestic violence and stalking will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
17. These records are available upon request through the administrative offices.
18. Information for crime victims about disciplinary proceedings. The institution 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 the institution 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.
19. 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. The Florida Department of Law Enforcement hosts the Florida Sexual Offenders and Predators website for the exact location determination.
Link: <http://www.offender.fdle.state.fl.us/offender/homepage.do>
Link: <http://www.city-data.com/soz/soz-34604.html>

20. The institution will not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non campus official.

21. The institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime, and have made a formal determination that the crime is “unfounded.”

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 technical centers Manager of Career Enhancement but rather contact the appropriate agency by calling (911).

Timely Warning and Emergency Notification - 688.46(e)

Person Responsible:	Nicola Barlow, Manager of Career Enhancement
Area Information is located:	Room 01-028 in Administrative Offices
Date Document was last updated:	9/20/2017
Date Policy & Procedure was last updated:	9/20/2017

The institution will, in a manner that is timely, and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a) (20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a) (20)), and that will aid in the prevention of similar crimes report to the campus community on crimes that are described and have reported statistics in this document. If the crimes reported are considered to be a threat to students and employees timely warning will be given. Timely notification will be provided as a follow up to the community. If there is an immediate threat to health and safety of students or employees on campus, emergency notification procedures will be followed. Crimes recorded include those reported to campus security authorities or local police agencies that cover Clery requirements and covers crimes that are not considered by the school to represent a threat to students or employees. If the institution has followed emergency notification procedures then it is not required to issue a timely warning. However, adequate follow up information will be provided to the community.

The Daily Crime Log

Office Responsible:	Business Office
Area Information is located:	Room 01-028 in Administrative Offices
Date Document was last updated:	9/20/2017
Date Policy & Procedure was last updated:	9/20/2017

Suncoast Technical Education Center maintains a campus based resource officer from Hernando County Sheriff’s office. A daily crime log is maintained that is written and easily understandable. It details any crime occurring within our Clery geography and that is reported to campus police. The log includes the nature, date, time and general location of each crime. The disposition of the complaint if known is also

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recorded. An entry or addition to the log is made within two business days as defined by 34 CFR668.46 (a).

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. The crime log for the school is open to public inspection for the most recent 60 day period during normal business hours.

GENERAL EMERGENCY PROCEDURES

Office Responsible:	Business Office
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Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the Suncoast Technical Education Center 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 (including student 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 Administration 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:

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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 Manager of Career Enhancement. All injuries and accidents should be reported to the Manager / Instructor by the end of the day.

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

Alcoholic beverages are not allowed on the School 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 Manager / 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

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

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- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property.

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.

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School 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 manager / instructor or the Supervisor of Adult & Technical Education.

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 EXTINGUIDHER 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

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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

SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

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 regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

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.

SEVERE WEATHER

Tornado

If (in the judgment of the Supervisor of Adult & Technical Education or designee in charge) the threat of impending danger warrants it, the following actions may be taken:

- 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 Supervisor the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the elevation of the School, buildings at Suncoast Technical Education Center are not likely to flood. However, during periods of flooding, the Supervisor of Adult & Technical Education will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the unlikely event that ice and/or snow threaten to make highway travel hazardous, the Manager of Career Enhancement, under the guidance of the Supervisor of Adult & Technical Education, may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the Supervisor of Adult & Technical Education has the authority to close the School. When this action is taken, the Supervisor of Adult & Technical Education will notify the students and faculty through email, text and telecommunication. 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).

EVACUATION PROCEDURES

Emergency Response/Evacuation 668.46(g)

Office Responsible:	Business Office
Area Information is located:	Room 01-028 in Administrative Offices
Date Document was last updated:	9/20/2017
Date Policy & Procedure was last updated:	9/20/2017

Emergency Evacuation

Curing 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.
- Never return to the building until instructed to do so by the appropriate authorities.

CRITICAL INCIDENT RESPONSE PLAN

OBJECTIVES

1. To coordinate the School's response to critical incidents while pay special attention to the safety and security needs of members of the Suncoast Technical Education 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 Suncoast Technical Education Center 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

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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 Manager of Career Enhancement of Suncoast Technical Education Center will act as the referral agent for student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR SUNCOAST TECHNICAL EDUCATION CENTER

Step 1 Suncoast Technical Education Center - The Manager of Career Enhancement is notified of a critical incident involving a Suncoast Technical Education Center student or employee at (352) 797-7091 during the day, (352) 345-0290 after hours or holidays.

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 Suncoast Technical Education Center – The Manager of Career Enhancement 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 Manager of Career Enhancement will contact the faculty. The Manager will contact the student's through email and text and the closure will be posted on the centers website. www.SunTechEd.com

Any media contact, press releases, email or website assistance must be coordinated through the Supervisor of Adult & Technical Education and the Public Information Officer for Hernando County School District.

Step 3 Suncoast Technical Education Center – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – Suncoast Technical Education Center 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 Manager of Career Enhancement goes to scene of the incident to assess the need for back-up personnel.

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Based on the initial findings and upon agreement with either the Supervisor of Adult & Technical Education, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **Step 3B** - 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 Supervisor of Adult & Technical Education. Current contact information for the CIRT is posted around campus in each building at Suncoast Technical Education Center and is provided to all Suncoast Technical Education Center faculties on a laminated business card.
- **Step 3C** – Manager of Career Enhancement initiates family contacts.
- **Step 3D** – CIRT Command Headquarters is activated in the Manager of Career Enhancement office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.
- **Step 3E** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the Manager of Career Enhancement 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 Suncoast Technical Education Center** – 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 Suncoast Technical Education Center** – The CIRT will recommend to the Manager of Career Enhancement any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the Supervisor of Adult & Technical Education.

Suncoast Technical Education Center - Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) 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 Supervisor of Adult & Technical Education 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. The Supervisor of Adult & Technical Education will liaise with Hernando County School Boards

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Manager of Safety and Security and the District Leadership Team regarding procedures for disseminating emergency information to the larger community.

Suncoast Technical Education Center Critical Incidence Response Team

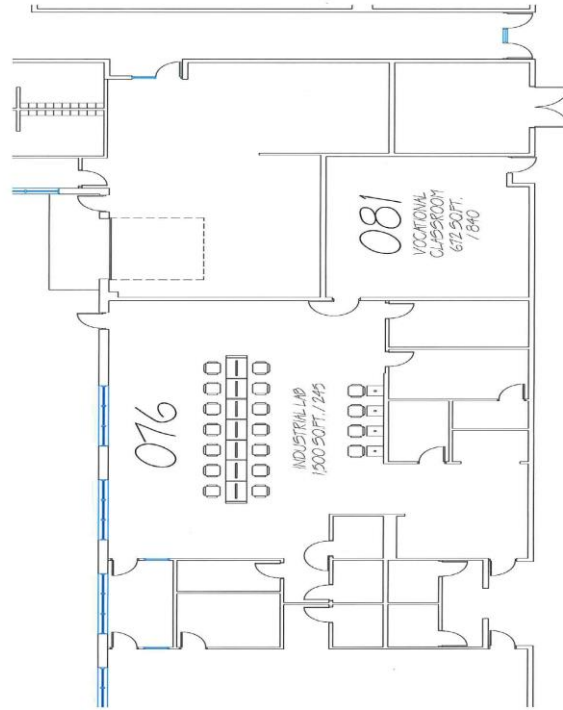
Critical Incident Response Team			
Supervisor of Adult & Technical Education	Sophia Watson	Contact: 352-797-7018 After hours: 352-398-3817	24 - 7
Manager of Career Enhancement	Nicola Barlow	Contact: 352-797-7091 After hours: 352-345-0290	24 - 7
Instructor	Dorothy Poteet	Contact: 352-797-7091	School hours only

Local Community Emergency Services

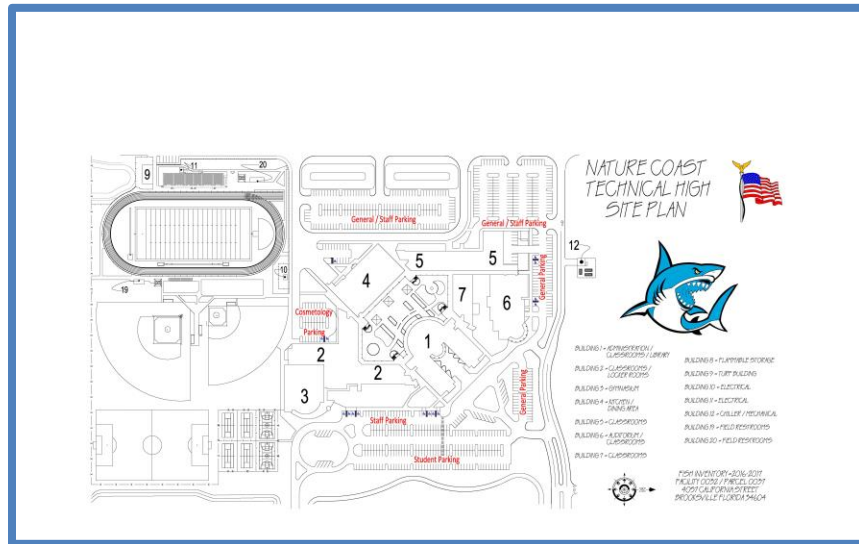
All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-727-562-1543
Hospitals: Phone number	
Bayfront Health Brooksville	352-796-5111
Bayfront Health Spring Hill	352-688-8200
Oakhill Hospital	352-596-6632
Clinics: Phone numbers	
Care One of Brooksville	352-556-5216
Care One of Spring Hill	352-683-1982
VA Brooksville Clinic	352-597-8287
Crescent Community Clinic	352-610-9916
Accident & Medical Walk In	352-797-5500
Suncoast Urgent Care	352-684-3288

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Cosmetology Classroom



School Map



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Emergency Communication Guidelines

In the event of a significant emergency or dangerous situation that directly affects Suncoast Technical Education Center and its campus community, all students and employees will **immediately** be notified by telephone, google text, e-mail and the School website of situation by an institutional official. As part of that notification we will inform those affected of the steps we will take to address the situation. Depending on the populations affected, we will provide updates via our communication methods, and advise them accordingly of the actions they should take to maintain safety. The Supervisor of Adult & Technical Education and/or designee will without delay, and taking into account the safety of the community, determine the content of the notification and begin the notification. The only reason Suncoast Technical Education Center would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency or otherwise mitigate the emergency.

EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

FIRES:

Examples: Buildings, Grounds, Automobiles

1. Call the appropriate college official at the location.
2. Clearly identify the location of the incident.
 - a. Building name
 - b. Physical location on campus
 - c. Room or area where fire is located
3. Evacuate the area.
 - a. Check the evacuation signs posted in hallway and
 - b. Follow to the Exit
 - c. Gather in Parking lot
4. Call the Fire Department
 - a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

SEVERE WEATHER: (i.e., Tornadoes)

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.

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- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
 - When a tornado **WARNING** is received by way of siren or public broadcast:
 - Suncoast Technical Education Center faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
 - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
 - Protect yourself by:
 - Lying face down
 - Drawing your knees up under you
 - Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH OF THE BUILDINGS.

POWER OUTAGE:

If an electric power outage occurs, the following procedures need to be taken:

- Emergency flashlights will come on in each room.
- Open doors and window coverings to take advantage of natural lighting.
- Help those in need of assistance.
- Carry flashlight to the Exits.

CRIMINAL DISTURBANCE:

EXAMPLES:

- Robbery
 - Assault (verbal or physical)
 - Theft in progress
 - Hostage situation
 - Gang activity
 - Weapon on campus
1. Do not resist or attempt to retaliate unless your life depends on self-defense.
 2. Call local law enforcement.
 3. Report any criminal disturbance to the Supervisor of Adult & Technical Education immediately.

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BOMB THREATS:

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the Supervisor of Adult & Technical Education.
5. The Supervisor of Adult & Technical Education will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

DISRUPTIVE BEHAVIOR:

Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the Manager of Career Enhancement.

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 Manager of Career Enhancement.

UNUSUAL BEHAVIOR:

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

1. Contact the Supervisor of Adult & Technical Education and or designee.
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.

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.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the Supervisor of Adult & Technical Education should be notified of the location of the emergency.
 2. 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 in the Business office with band aids and supplies for minor injuries.

EVACUATION PROCEDURES:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

LOCKDOWN PROCEDURES:

The lockdown process will only be initiated with the approval of the Supervisor of Adult & Technical Education and/or the Manager of Safety and Security for Hernando County School District.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order

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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. Faculty/Staff will be updated through their cell phones.

EMERGENCY RESPONSE AND EVACUATION DRILLS

Suncoast Technical Education Center conducts a scheduled test of each emergency response and evacuation procedures at least once a year. 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. The drills contain exercises and are logged and addresses the coordination efforts of other agencies. An emergency response log is maintained in the Supervisor of Adult & Technical Education’s office and includes the date, time and whether the Drill was announced or unannounced. There are drill practices for:

- Bomb Threat <https://www.hernandoschools.org/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=105>
- Campus Lockdown - <https://www.hernandoschools.org/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=106>
- Fire - <https://www.hernandoschools.org/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=107>
- Tornado - <https://www.hernandoschools.org/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=110>

A follow-through review is conducted of the test and whether the goals of the emergency plan have been met. Strategies to ensure that everyone involved in the emergency response and notification process will understand their role and responsibility. In order to inform our campus community about our emergency response and evacuation procedures we will publicize in conjunction with at least one test per calendar year.

Timely Warning

Suncoast Technical Education Center will alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The warning will be issued as soon as pertinent information is available. Information disseminated will help promote safety that would aid in the prevention of similar crimes.