



**Commercial Training Solutions**

---

AIRLINE ACADEMY

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

Campus Policies and Statements

2700 Flightline Avenue  
Sanford, FL 32773

August 2018

*This page intentionally left blank*

## **OVERVIEW**

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act and is in section 485(f) of the HEA.

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

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

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

## **CAMPUS SAFETY DEPARTMENT**

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

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

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

All crime victims and witnesses are strongly encouraged to immediately report crime to the L3 Campus Safety Department or to local law enforcement

The Academy does not have on staff Pastoral Counsellors as defined by an employee of the Academy who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counselling and who is functioning within the scope of that recognition as a pastoral counsellor. Nor does the Academy have on staff

Professional Counsellors as defined by an employee of the Academy whose official responsibilities include providing psychological counselling to members of the Academy's community and who is functioning within the scope of his or her license or certification. The Academy recommends that any member of the Academy community that is seeking counselling see the Head of Human Resources for the contact information for the professional counselling service being utilized.

## **SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

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

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

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

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

## **Facilities Access**

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

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

## **ADAM WALSH CHILD PROTECTION AND SAFETY ACT**

The Adam Walsh Child Protection and Safety Act is a federal statute that was signed into law by U.S. President George W. Bush on July 27, 2006. The Walsh Act organizes sex offenders into three tiers according to the crime committed, and mandates that Tier 3 offenders (the most serious tier) update their whereabouts every three months with lifetime registration requirements. Tier 2 offenders must update their whereabouts every six months with 25 years of registration, and Tier 1 offenders must update their whereabouts every year with 15 years of registration. Failure to register and update information is a felony under the law. States are required to publicly disclose information of Tier 2 and Tier 3 offenders, at minimum. It also contains civil commitment provisions for sexually dangerous people.

The Act also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the internet. The national sex offender registry is located at: <https://www.nsopw.gov/> and the Florida sex offender registry is located at: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>.

## **WEAPONS**

Possession or use of firearms or weapons, by the student, any person present with the student, or any person present on campus with the permission of the student during the student's absence, are strictly prohibited on the L3 Airline Academy campus, including any resident housing facility. Prohibited items include, but are not limited to: firearms, BB guns, pellet guns, air soft guns, paint ball guns, stun guns, bow and arrows, swords, switch blades, knives, nun-chucks, sling shots, martial arts or medieval weapons. Also prohibited under this paragraph are toy weapons and/or replicas that mimic the appearance of real weapons, or which could be mistaken for a real weapon. Any student who violates this policy is subject to immediate dismissal from the Academy and possible criminal charges.

## **HOW TO REPORT CRIMINAL OFFENSES**

**Dial 911 for all emergencies** and/or the Orlando/Sanford Airport Control Center at 407-585-4101. Any suspicious activity or person(s) seen inside buildings, in the parking lots, or loitering around vehicles, aircraft, or the dormitory, should be reported to L3 Airline Academy Campus Safety at 407-408-7872 or 407-276-6371

Prompt reporting to the Campus Security Authority personnel listed below will assure timely warning notices on campus and timely disclosure of crime statistics:

- Richard Hilmer Jr      Head of Campus Safety
- Randy Thomas        Campus Safety Supervisor
- Shari Riddell         Head of Human Resources
- Bridget DiRuscia     Manager of Student Affairs

If a victim of a crime does not want to pursue action within the Academy system or the criminal justice system, the victim may still want to consider making a confidential report. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the Academy community. With such information, the Academy can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics report for the Academy.

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

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

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

L3 Airline Academy will provide both the accused and the accuser with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking. In these cases, it is not necessary for a victim to make a written request.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

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

## **DRUGS AND ALCOHOL**

### **Federal law:**

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

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

### **Florida Statute 893:**

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

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

## **Drug and Alcohol Abuse Prevention**

Federal regulations require each postsecondary institution, which participates in Federal student financial aid programs, to certify to the Secretary of Education that it has a program in effect to prevent the use of illicit drugs and the abuse of alcohol by employees and students. It also requires a distribution of drug- and alcohol-related information to employees and students on an annual basis. Please refer to the Academy's Student Drug and Alcohol Abuse Prevention Program for further information.

## **TIMELY WARNING AND EMERGENCY NOTIFICATION**

### **Clery Designated Crimes**

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

These crimes are:

- Criminal Homicide
  - Murder and nonnegligent manslaughter
  - Negligent manslaughter
- Sex Offenses
  - Rape
  - Fondling
  - Incest
  - Statutory rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests and referrals for disciplinary actions, including:
  - Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - Persons not arrested for liquor law violations, drug law violations, and illegal weapons possession; but who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate Crimes
  - Larceny-theft
  - Simple assault
  - Intimidation
  - Destruction/damage/vandalism of property
- Dating Violence
- Domestic Violence
- Stalking

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

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

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

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

that is within or reasonably contiguous to the above paragraph of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

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

**Public property is defined as:**

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

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

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

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

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

**Geographic Locations Not Requiring Timely Warnings**

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

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

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

**Types of Timely Warnings**

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

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

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

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

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

### **Criteria to Determine the Need for Timely Warnings**

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

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

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

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

### **Distribution/Publication of Timely Warnings**

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

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

### **Timely Warning Decisions**

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

- Head of Campus Safety
- Head of Human Resources
- Academy Director

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

### **Crime Log**

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

The school may withhold information required under 34 CFR 668.46(f)(1) and (2) if there is clear and convincing evidence that the release of the information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual
- Cause a suspect to flee or evade detection
- Result in the destruction of evidence

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

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

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

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

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

# Crime Statistics

Clery Crimes	YEAR	ON-CAMPUS		NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
		ON-CAMPUS STUDENT HOUSING	ON-CAMPUS TOTAL			
MURDER / NON-NEGLIGENT MANSLAUGHTER	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
RAPE	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
FONDLING	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	1	0	1
INCEST	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
STATUTORY RAPE	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ROBBERY	2015	0	0	1	0	1
	2016	0	0	1	0	1
	2017	0	0	1	0	1
AGGRAVATED ASSAULT	2015	0	0	11	0	11
	2016	0	0	6	0	6
	2017	0	0	13	0	13
BURGLARY	2015	0	0	7	0	7
	2016	0	0	8	0	8
	2017	0	0	3	0	3
MOTOR VEHICLE THEFT	2015	0	0	2	0	2
	2016	0	0	1	0	1
	2017	0	0	4	0	4
ARSON	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
VAWA Offenses	YEAR	ON-CAMPUS		NONCAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
DOMESTIC VIOLENCE	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
DATING VIOLENCE	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
STALKING	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Weapons; Drugs; Liquor	YEAR	ON-CAMPUS		NONCAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
ARRESTS: WEAPONS VIOLATIONS	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0

There were no reported Hate Crimes for the years 2015, 2016, or 2017.

There were no unfounded crimes for the years 2015, 2016, or 2017.

## **EMERGENCY RESPONSE & EVACUATION PROCEDURES**

### **Notification of Significant Emergencies**

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

Some other examples of significant emergencies or dangerous situations are:

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

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

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

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

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

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

### **Dissemination of Emergency Information**

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

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

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

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

## **MISSING RESIDENT STUDENT**

### **Overview**

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

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

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

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

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

### **Designated Contact**

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

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

### **Resident Student Missing Procedures**

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

### **Student & Staff Reporting**

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

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

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

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

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

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

### **Head of Campus Safety Role**

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

The Head of Campus Safety will inform the Head of Human Resources, and any additional senior leadership, as necessary, of the missing resident student. All dormitory and campus investigating

procedures should be completed within 24 hours after first notification of the missing resident student.

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

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

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

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

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

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

Similar circumstances, not listed, may also require deviation.

## **VIOLENCE AGAINST WOMEN ACT (VAWA) SEXUAL MISCONDUCT POLICY**

Sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking, are violations of L3 Commercial Training Solutions Airline Academy's Conduct of Code and its sexual misconduct policy. A number of federal laws and regulations, including Title IX, the Violence Against Women Act, and the Clery Act mandate how institutions respond to such allegations. Many types of sexual misconduct also constitute violations of Florida law.

Members of the campus community, guests, and visitors have a right to be free from sexual misconduct. All members of the community must conduct themselves in a way that does not infringe upon the rights of others. The Academy's sexual misconduct policy is intended to define expectations for appropriate conduct and outline resolution processes to address conduct that does not meet these expectations. When individuals accused of sexual misconduct are found to be in violation of the policy, the Academy will impose serious sanctions.

All members of the campus community, guests, and visitors are protected by this policy regardless of their sexual orientation or gender identity. The Academy has jurisdiction over all acts of sexual misconduct involving members of the campus community, no matter where they occur, whether on or off campus.

### **Sexual Misconduct Violations**

*The following are the definitions of conduct prohibited by the sexual misconduct policy.*

#### **Sexual Assault**

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

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

"Fondling" is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

"Incest" is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

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

## Domestic Violence

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

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

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Florida Statute § 741.28 defines “domestic violence” as:

“Domestic violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

## Dating Violence

The Department of Education defines the term “dating violence” to mean violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and,
- 2) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:
  - (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - (ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

“Dating violence” means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

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

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

## Stalking

The Department of Education defines the “stalking” as:

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

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

## Consent

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

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

Consent, to be valid, must be:

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

## If You Have Experienced Sexual Misconduct

1. Go to a safe location as soon as you are able.

2. Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD or potential pregnancy.
3. Contact any of the following for immediate assistance:
  - a. Title IX Coordinator: Richard Hilmer Jr., Head of Campus Safety, 407-430-4154 and 407-408-7872, [Richard.Hilmer@L3T.com](mailto:Richard.Hilmer@L3T.com), Administration building
  - b. Campus Safety Department: 407-276-6371, M-F 1630-0600 and S-S 24 hours
  - c. Student Affairs Manager: 407-625-6196, M-F 0800-1700 and On-Call after hours/weekends\*
  - d. Head of Human Resources, 407-625-0551, M-F 0800-1700 and On-Call after hours/weekends
  - e. Rape Crisis Center, 407-321-7273, 24-hour hotline\*
  - f. Domestic Violence Agency, 407-330-3933, 24-hour hotline\*

Note that campus officials may contact on-call staff from other departments when their offices are closed or they are otherwise unavailable to assist immediately.

If you are experiencing an emergency, call local police by dialing **911**. On campus, you may also call the Sanford Airport police department's control center at 407-585-4101.

1. It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at the local hospital, if possible. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence, and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint.
2. Choose how to proceed. You have options, and are encouraged to contact the Student Affairs Manager to discuss your options: 1) Do nothing until you are ready; 2) Pursue resolution by the Academy; and/or 3) Initiate criminal proceedings; and/or 4) Initiate a civil process against the perpetrator. You may pursue whatever combination of options is best for you. If you wish to have an incident investigated and resolved by the Academy, students should contact the Head of Campus Safety. Employees should contact the Head of Human Resources. Academy procedures will be explained. Those who wish incidents to be handled criminally should contact the Sanford Airport police or local police where the assault occurred. A campus official is available to accompany students in making such reports, if desired. Contact the Head of Campus Safety for more information.

\*Denotes that this resource is confidential

## About Confidentiality

*To make informed choices, all parties should be aware of confidentiality and privacy issues, as well as institutional mandatory reporting requirements.*

### CONFIDENTIAL REPORTING

If reporting students wish that details of an incident be kept confidential, they should speak with members of the clergy, chaplains, and/or off-campus rape crisis center staff. In addition, the Academy has designated the Student Affairs Manager as an employee who can be consulted confidentially by students. Local resources such as crisis centers are also confidential and have no duty to report your information to the Academy.

### MANDATED REPORTING

All Academy employees who are not designated above as confidential, are mandated reporters for all the details of which they are aware about an incident. They share this information with the Title IX coordinator. Giving a mandated reporter notice of an incident constitutes official notice to the institution. Incidents of sexual misconduct will be taken seriously when official notice is given to the institution. Such incidents of sexual misconduct will be investigated and resolved in a prompt and equitable manner under the Academy's resolution procedures.

You may request confidentiality and/or that the Title IX coordinator provide you with remedies and resources without initiating a formal resolution process. The coordinator will weigh requests for confidentiality against the institutional need to address and remedy discrimination under Title IX. Generally, the Academy will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

In cases where your request for confidentiality is granted, the Academy will offer you available resources, supports, and remedies. You are not obligated to pursue formal resolution in order to access the resources that are available. If the Academy decides that it is obligated to pursue a formal resolution based on the notice you have given, you are not obligated to participate in the resolution process. However, the ability of the Academy to enforce its policies or provide some remedies may be limited because of your decision not to participate.

### INCIDENTS INVOLVING MINORS

Please be aware that institutional duties with respect to minors (those under the age of 18) may require reporting sexual misconduct incidents to state agencies and/or local law enforcement. As a result, confidentiality cannot be guaranteed in sexual misconduct incidents involving minors.

## Your Rights

*The Academy strives to provide members of the campus community with fair and equitable resolution processes that include both formal and informal options.*

### REPORTING

- Reporting parties have the right to notify law enforcement of incidents and to receive assistance from campus personnel in doing so.
- Reporting parties may decline to report to law enforcement if they so wish.
- Reporting parties have the right to have their allegations investigated and resolved internally by the Academy.

## FAIRNESS

- All members of the campus community have the right to have reported incidents addressed according to the published Academy procedures.
- All parties have equal opportunities to have a support person of their choosing or offered by the school present throughout all resolution proceedings (including intake, interviews, hearings, etc.). This person can be an advisor, advocate, attorney, family member, friend, faculty member, etc.
- All parties have the right to written notice of the outcome of sexual misconduct resolution proceedings.
- Reporting parties and witnesses will receive amnesty for minor infractions (e.g., alcohol and drug violations) that are secondary to incidents of sexual misconduct.
- Reporting parties, their supporters, and witnesses have a right to be free from retaliation.

## SUPPORT

- Students have a right to be notified of their ability to access campus counseling and health services.
- Students and employees have a right to be notified of on- and off-campus supportive resources.
- All parties involved in sexual misconduct allegations will receive the information and assistance needed to effectively participate in all proceedings.
- Reporting parties have the right to seek orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts, and may seek the help of Campus Safety in requesting and/or enforcing.

## Remedies

The Academy may take whatever steps are deemed necessary to appropriately respond to allegations of sexual misconduct, protect students' rights, and keep members of the campus community safe from further harm. Measures include, but are not limited to:

- Issuing interim suspensions pending a hearing.
- Reporting incidents to local police and/or prosecutors.
- Referring to counseling and health services.
- Referring to the Employee Assistance Program.
- Providing education to the community.
- Altering the housing situation of the reporting or responding party.
- Altering work arrangements for employees.
- Providing campus escorts.
- Providing transportation assistance.
- Implementing contact limitations between the parties.
- Offering adjustments to academic deadlines, course schedules, etc.

These measures are available regardless of whether a reporting party seeks formal resolution or makes a crime report.

## Procedures

### INTAKE

An Academy official will assist the reporting party with making choices and accessing resources. Assuming the reporting party chooses to move forward with a campus resolution, the next step is a preliminary inquiry.

All resolutions will be conducted by campus officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The resolution process is confidential. The institution will protect the confidentiality of victims, consistent with federal law. Title IX-related resolutions are not subject to publicly available recordkeeping provisions. Any release of information about a resolution will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

#### PRELIMINARY INQUIRY

An initial determination is made about the allegations and whether to move them forward to a formal investigation. The Title IX coordinator, taking into account the nature of the allegations and the reporting party's wishes, makes this decision. If the decision is made to move forward, the coordinator refers the allegations to investigators.

#### INVESTIGATIONS

An investigative model is used to resolve allegations. Trained investigators will provide an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview reporting and responding parties and witnesses, and prepare reports with their findings and sanctioning recommendations.

#### HEARINGS

The hearing panel will have the opportunity to question the investigators during hearings. The panel may accept or reject investigators' recommendations. If the panel rejects the recommendations or decides to issue alternate sanctions, it must do so within the framework of the policy, citing clear evidence to support its decisions. The panel may additionally return the report to investigators for modification.

The parties may make opening and closing statements to address the issues raised in the investigators' report. If a party is found responsible of a policy violation, the panel may review a written impact statement, which can include desired sanctioning outcomes.

#### STANDARD OF EVIDENCE

The Academy uses a preponderance of evidence standard. Decision-makers consider whether, given the available credible evidence, it is more likely than not that a violation occurred.

#### PAST HISTORY

The past sexual history or character of an individual is not considered unless it is determined to be highly relevant. All such information sought to be entered for consideration by a party or the Academy will be presumed irrelevant until evidence of its relevance is offered. The existence of a pattern of behavior by a responding party may be relevant to the finding and sanction imposed. Both parties will be notified in advance if such information has been deemed relevant and will be considered during the process.

#### FINAL DETERMINATION

The parties will be informed in writing of the outcome of the resolution, without significant delay between the notifications to each party. This notice will include any change to the results that occurs prior to the time that such results become final and when results are considered final.

## Risk Reduction

While victim-blaming is never appropriate and the Academy fully recognizes that only those who commit sexual misconduct are responsible for their actions, L3 Airline Academy provides the suggestions that follow to help individuals reduce their risk of being victimized and their risk of committing acts of sexual misconduct.

### REDUCING THE RISK OF VICTIMIZATION

- ✓ Make any limits/boundaries you may have known as early as possible.
- ✓ Clearly and firmly articulate consent or lack of consent.
- ✓ Remove yourself, if possible, from an aggressor's physical presence.
- ✓ Reach out for help, either from someone who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
- ✓ Take affirmative responsibility for your alcohol and/or drug consumption. Alcohol and drugs can increase your vulnerability to sexual victimization.
- ✓ Look out for your friends, and ask them to look out for you. Respect them, and ask them to respect you, but be willing to challenge each other about high-risk choices.

### REDUCING THE RISK OF BEING ACCUSED OF SEXUAL MISCONDUCT

- ✓ Show your potential partner respect if you are in a position of initiating sexual behavior.
- ✓ If a potential partner says "no," accept it and do not push. If you want a "yes," ask for it, and do not proceed without clear permission.
- ✓ Clearly communicate your intentions to your potential sexual partners, and give them a chance to share their intentions and/or boundaries with you.
- ✓ Respect personal boundaries. If you are unsure what is OK in any interaction, ask.
- ✓ Avoid ambiguity. Do not make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you do not have consent.
- ✓ Do not take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way. Others' loss of control does not put you in control.
- ✓ Be on the lookout for mixed messages. That should be a clear indication to stop and talk about what your potential partner wants or does not want to happen. That person may be undecided about how far to go with you, or you may have misread a previous signal.
- ✓ Respect the timeline for sexual behaviors with which others are comfortable, and understand that they are entitled to change their minds.
- ✓ Recognize that even if you do not think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex, physical size, or a position of power or authority you may hold.
- ✓ Do not assume that someone's silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.
- ✓ Understand that consent to one type of sexual behavior does not automatically grant consent to other types of sexual behaviors. If you are unsure, stop and ask.
- ✓ Understand that exerting power and control over another through sex is unacceptable conduct.

## Programs

### AWARENESS AND PRIMARY PREVENTION

Incoming students are provided with education and training on awareness and prevention of sexual violence, dating violence, domestic violence, stalking, and consent in compliance with the Violence Against Women Act and the Clery Act.

#### **BYSTANDER INTERVENTION**

The Academy offers bystander intervention programming to all new students in an effort to ensure that each member of the campus community is invested in creating a safe campus environment for themselves and others. Program participants are instructed on safe options for preventing harm and intervening when a risk of sexual misconduct exists.

#### **ONGOING CAMPAIGNS:**

Ongoing awareness and prevention campaigns are provided throughout the school year to students, faculty, and staff.

#### **Statement of Nondiscrimination**

The policy of L3 Commercial Training Solutions Airline Academy assumes that no person in the United States shall be discriminated against because of race, religion, age, color, sex, disability, handicap, national origin, marital status, veteran's status, political belief or affiliation, and that equal opportunity and access to facilities shall be available to all.

## **FIRE SAFETY**

### **Overview**

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

### **Fire Prevention Program**

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

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

### **Fire Safety Systems**

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

### **Fire Drills and Training**

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

### **Fire Prevention Policies**

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

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



- Review emergency evacuation and meeting area procedures located on the inside of the dormitory room and in the common areas.
- The Academy Housing or Campus Safety Offices can further assist with questions about the evacuation and meeting area procedures.

If the Fire Alarm activates:

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

## **FIRE SAFETY AWARENESS**

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

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

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

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

are available within 2 business days. The fire log is available in the Campus Safety Main Office in the Administration building.

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

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

### Fire Statistics

On-Campus Residential Facilities	YEAR	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Building 310; 1345 East 28th Street	2015	0	0	0	0	0	NA
	2016	1	1	Unintentional: Cooking on stove	0	0	\$10.00
	2017	2	1	Unintentional: Cooking on stove	0	0	\$10.00
			2	Unintentional: Cooking on stove	0	0	\$10.00