FLAGLER COLLEGE

2024 ANNUAL SECURITY AND FIRE SAFETY REPORT

October 2025

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SECURITY AT FLAGLER COLLEGE

Your safety and security are extremely important to us at Flagler College. The following information is provided to share our commitment to the security of our College family, to inform you about our campus security policies and procedures, and to instruct you on how to report crime or suspicious behavior and the steps you can take to assist the Office of Campus Safety & Security in keeping the College community safe.

The total undergraduate full-time enrollment at The St. Augustine campus for the fall of 2025 was 2294. As of September 2025, 1155 undergraduate students lived on the St. Augustine campus and 1139 were commuter, and 448 non-student full time personnel were employed by the College.

Campus security continues to be improved by updating and enhancing the lighting, access control, and security camera systems throughout campus. In addition, the College continues to update and vigorously enforce the Flagler College Student Handbook. It is the responsibility of every Flagler student to familiarize themselves with the Handbook, which informs students of the College's expectations of a Flagler Student, each student's responsibilities as a member of the Flagler community, and informs students of disciplinary procedures and sanctions.

WHY AN ANNUAL SECURITY & FIRE SAFETY REPORT

Federal Requirements – The Clery Act

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

- Publish an annual report every year on or before October 1st that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus Facilities Management locations. The statistics must be gathered from campus police or security, local law enforcement, and other college officials who have "significant responsibility for student and campus activities,"
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees."
- Disclose in a public crime log "any crime that occurred on campus ... or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department."

The purpose of this report is to keep enrolled students and current employees, as well as prospective students or employees, informed about security and fire safety at Flagler College, and to equip you with the information you need to stay safe while at Flagler. It also describes the public safety policies and procedures of the College, in the hope that an informed campus will be a more secure campus.

Links to individual security and public safety policies and procedures are also available on the Flagler website under "Safety & Security" at www.flagler.edu/safetyprocedures/.

PREPARING THE REPORT

The Flagler College Office of Campus Safety & Security is responsible for preparing and distributing this report which includes crime statistics for the past three calendar years. The Office of Campus Safety & Security works with many other College departments, including the Department of Residential Life, the Facilities Management Department, and the Title IX Coordinator to compile the information.

The report is available online at *Annual Security and Fire Safety Report.* Each member of the College community receives an email on/before October 1 of each year that describes the report and provides its Web address. For a printed copy of the report, contact the Office of Campus Safety & Security at 904-819-6200 or email security@flagler.edu.

The St. Augustine Police Department, as well as other persons identified by the College as "Campus Security Authorities" (CSAs), all cooperate in the preparation of the report. CSAs include members of the Office of Campus Safety & Security, individuals who have responsibility for campus security but are not part of the Office of Campus Safety & Security, and certain designated College officials who have the authority and the duty to take action or respond to particular issues on behalf of the institution. Other CSAs include:

- Vice President for Student Affairs
- Dean of Students
- Director and Assistant Director of Residence Life
- Student Resident Advisors
- Director of Student Activities
- Title IX Coordinator
- Chief Human Resources Officer
- Dean of Health and Wellness
- Director & Assistant Director of Undergraduate and Graduate Admissions
- Admissions staff directly involved in student recruiting
- Director of Athletics
- Athletic Department coaches, trainers, and advisors
- Faculty members with student-advising responsibilities

CSAs report allegations of Clery Act crimes made in good faith to either the Office of Campus Safety & Security or the St. Augustine Police.

Resident Advisors in particular play a key role in reporting criminal activity in the residence halls and houses, and are required to keep a log of incidents occurring during their shifts. In most instances, Residence Life staff will also be involved in answering a call for assistance.

The Clery Act requires, among other things, an annual statistical report of certain crimes reported to the Office of Campus Safety & Security, the local police department, or to a Campus Security Authority.

Those crimes—known collectively as "Clery Act Crimes"—include the following:

- Criminal homicide (murder, non-negligent manslaughter, negligent manslaughter)
- Sexual Assault (including rape, fondling, incest, statutory rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Stalking
- Dating Violence
- Domestic Violence

The Clery Act also requires colleges and universities to compile statistics on hate crimes, liquor law and drug law arrests as well as arrests for possession of illegal weapons.

Additionally, the report includes statistics on the number of students referred for campus disciplinary action for liquor and drug law violations, and weapons possession violations.

The report also includes additional safety requirements, emergency notification protocols, response and evacuation procedures, missing student notification policy, maintenance of a fire log and related fire safety issues, all of which are described in more detail herein. The statistics are broken down by location—those reported to have occurred on campus, in residence halls, and on non-campus and public property.

We hope you will find this report informative and helpful, and that your time at Flagler College will be both pleasant and safe. If you have questions or would like further information about safety and security at Flagler, please visit our website at Safety & Security | Flagler College.

THE OFFICE OF CAMPUS SAFETY & SECURITY

The Office of Campus Safety & Security is the primary department at Flagler College charged with creating a safe, secure and inviting environment for students, faculty, staff, and visitors. Our mission is to respond to calls for service, both routine and emergency, in an expeditious manner, and to provide the very best service possible; to maintain courtesy and professionalism, while offering guidance and assistance; and to treat all members of the Flagler community equitably and respectfully.

This mission is accomplished by seeking the support of and building partnerships with the entire community, and supporting the mission and Service Standards of Flagler College. Our efforts to maintain a safe and secure environment rely on our ability to develop collaborative relationships with the many communities that make up the College. This task, however, is not one we can accomplish alone. Crime prevention, risk identification, and problem solving are the responsibilities of everyone. We ask you to join us in these efforts by reading this report and referring to it often.

The Office of Campus Safety & Security staff consists of a Director, a systems coordinator, an administrative assistant, 3 Sergeants, 3 Corporals, and 20 uniformed Security Officers dedicated to providing safety and security services to the College community. Additionally, the College contracts with the St. Augustine Police Department to have dedicated service from two sworn officers.

Trained personnel promote the Flagler Service Standards and the Strategic Initiatives of the College by patrolling the campus, responding to calls for assistance, monitoring intrusion detection and fire alarms, and enforcing College policies.

Officers receive basic security training in areas such as building security, key control, and patrol procedures, and are required to attend mandatory in-service training throughout the year to enable them to perform more efficiently and safely, to include CPR, first aid, use of automated external defibrillators (AEDs), fire safety, and report writing. They also train in specialty areas including medical emergencies, proper handling of hazardous materials, blood borne pathogens, spill prevention, response to Active Shooter incidents, de-escalation and assisting outside law enforcement and emergency medical responders in all of these areas.

Enforcement Authority & Jurisdiction

The Office of Campus Safety & Security is comprised of non-sworn Security Officers who derive their enforcement authority from the Board of Trustees. Their authority includes but is not limited to requesting identification to determine whether individuals have lawful business on campus, attaching immobilizing boots to illegally parked vehicles and those with unpaid parking tickets, and enforcing the Student Code of Conduct.

Security Officers patrol the St. Augustine campus on foot and in vehicles 24 hours each day, 7 days a week year-round, and are responsible for the security of certain off-campus buildings and facilities within the City of St. Augustine.

Since the use or possession of firearms or other dangerous weapons is not permitted on campus, Security Officers do not carry weapons, aerosol chemical dispensers, or handcuffs and do not have arrest or detention powers, but work with local police to carry out an arrest.

Upon receipt of any complaint (criminal or otherwise), a Security Officer will respond to the site to investigate and take an Incident Report as needed and, if applicable, enter it into the Daily Crime Log and include the crime in the Annual Security Report. A follow-up investigation will be conducted in appropriate situations.

The Office of Campus Safety & Security works with the Facilities Management Department to monitor the safety and security of College buildings and grounds located within the City of St. Augustine. As a result of this collaboration, the College has installed high intensity discharge lighting, LED lighting in high traffic areas, and has trimmed shrubbery that could provide cover or concealment for criminals or suspicious behavior. Modifications and upgrades campus security are ongoing.

The Office of Campus Safety & Security also works closely with the Office of Residence Life to maintain a safe environment in and around residence halls.

Emergency Phones

Telephones are located at each residence hall and in all campus elevators. Flagler College also provides to all students, staff, and faculty the Omnilert Panic Alarm App for their cellular phones. The app allows cellular phones to be used as panic alarms that send GPS location alerts to the entire security team and select Saint Augustine Police Department members.

SafeSaints – Safe On-Campus Escort & Transportation Options

During the regular Academic Year, students with mobility issues who have registered with Health Services or the Disability Services Center may call the Office of Campus Safety & Security from 24/7 and request a mobile escort by golf cart to and from on-campus buildings and the residence halls.

A nighttime mobile and walking escort service – *Security Ride/Walk* – utilizing Security Officers on foot, golf carts, and a multi-passenger van is also available upon request for escorts and transportation to and from on-campus buildings and the residence halls from 11:00 PM until 6:00 AM daily during the fall and spring semesters. The department also offers a campus shuttle operating on a scheduled route from 7:00 AM to 11:00 PM Monday through Friday.

Other Services

In an effort to enhance the safety of Flagler College, the Office of Campus Safety & Security offers a variety of services throughout the academic year, including emergency notifications, and room lock-outs. The Office of Campus Safety & Security also issues all student, faculty and staff photo ID cards and parking permits, and maintains the College's main Lost-and- Found repository.

BUILDING SECURITY

Residence Halls

The St. Augustine campus of Flagler College offers a variety of housing configurations, including singles, doubles, triples, quads, and suites.

The Office of Campus Safety & Security, the Office of Residence Life, and the student residents themselves share responsibility for the security and safety of the residence halls and houses. A Director and Assistant Director, who are full-time Residence Life staff members, manage all aspects of their assigned campus areas and also serve in counseling, supervising, advising, disciplinary and programming roles.

Residence Life staff monitor residence hall safety conditions, and are trained in safety and security issues and fire safety during summer workshops.

The entrance doors to all residence halls and houses are locked 24/7.

Students' room doors are equipped with heavy-duty dead bolt locks. The side and back doors of all residence halls and houses are alarmed.

The Office of Campus Safety & Security patrols all residence halls on a regular basis, and RAs are on-duty in the residence halls until 2:00 AM each night.

Academic Buildings

All academic buildings are secured 24/7 using swipe card access systems and classroom doors are lockable from inside the classroom. If equipped with card access, doors can be locked remotely from the Security Office. The Office of Campus Safety & Security patrols all academic buildings on a regular basis.

Card Access

Residence Halls and classroom buildings are secured using a swipe-card system 24 hours a day, 7 days a week. The main entrances of each residence hall may only be accessed through the College's electronic identification swipe-card system. It is a violation of College policy for a student to permit someone else to use his or her identification card to gain entrance to a residence hall.

CCTV Monitoring

Most residence halls and academic buildings are equipped with high-resolution video cameras. The college is currently in the process to increase the CCTV coverage throughout the campus.

CAMPUS ACCESS

Flagler College is an open campus, but access to certain buildings is limited. All campus buildings, including Ponce de Leon Hall, are closed to the public after 8:00 PM daily. The Residence Halls are all secured using card access technology. Flagler College St. Augustine campus is considered private property, trespassers are escorted off campus by Security Officers and/or arrested by St. Augustine Police.

INTER-AGENCY COOPERATION

The St. Augustine Police Department, the St. Augustine Beach Police Department, and the St. Johns County Sheriff's Office are the major partners in a crime-prevention. The Flagler College Office of Campus Safety & Security works closely with these and other local law enforcement agencies surrounding our campus. Students attending Flagler College benefit from the cooperative relationship that the Office of Campus Safety & Security enjoys with federal, state, county, and local police agencies. We rely on these relationships for support on several levels.

Off-Campus Incidents

When a Flagler College student is involved in an off-campus criminal offense, the St. Augustine Police Department, St. Johns County Sheriff's Office, and the St. Augustine Beach Police Department routinely work and communicate with the Office of Campus Safety & Security and the Dean of Students on any serious incidents or arrests involving a Flagler College student occurring on-campus or in the immediate neighborhood and business areas surrounding campus.

While Flagler-St. Augustine does not operate off-campus housing or off-campus student organization facilities, some undergraduate students live in the city neighborhoods near campus. While local law enforcement agencies have primary jurisdiction in all areas off campus, College Security Officers may, at the request of local law enforcement, respond to student-related incidents that occur in close proximity to campus.

In addition to sharing critical information with other law enforcement and public safety colleagues, the Office of Campus Safety & Security has immediate contact with the St. Augustine Police Department Communications Center. This arrangement allows timely access to mutual aid and support from St. Augustine Police, Fire Department, and Emergency Medical Services. Police Officers from the St. Augustine Police Department regularly patrol city streets that border and crisscross the campus, and occasionally patrol the campus.

Police Services Agreement

A police services agreement exists between the College and the St. Augustine Police Department that provides for the response of their Police Officers to all campus emergencies and alleged criminal incidents when contacted. This agreement also provides for two uniformed Police Officers to be assigned to patrol the St. Augustine campus daily to supplement the College's Security Officers and provide a visible law enforcement presence.

Significant criminal incidents and suspicious criminal activity are reported to the St. Augustine Police Department as they are discovered by or reported to the Office of Campus Safety & Security or other CSAs.

Similarly, reports concerning criminal events occurring off campus, but in areas that could impact the safety of the College community, are transmitted by the St. Augustine Police Department to the Flagler College Office of Campus Safety & Security. Flagler College has no officially recognized off campus student organizations.

REPORTING CRIME

We strongly encourage all students, employees, contract workers, and guests to accurately and promptly report all criminal incidents, motor vehicle collisions, and other emergencies to the Office of Campus Safety & Security or a police agency when the victim elects to or is unable to make a report. To the extent possible, confidentiality and anonymity are respected when requested.

St. Augustine Campus

It is critically important that all crimes occurring on campus or in/on College owned or leased off-campus buildings and property be immediately reported to the Office of Campus Safety & Security to ensure that appropriate action is taken. For each incident reported, an investigation is conducted and a digital file is created. Crimes can be reported at any time of day or night seven days a week at the St. Augustine campus as follows:

- **In person** (walk-ins) – at the satellite Security Office located in the Rotunda of Ponce de Leon Hall (24/7/365) or at the main Security Office located at The Commons 1 Malaga Street (Monday through Friday, 7:00 AM – 3:00 PM).
- **By calling** – the Office of Campus Safety & Security at **904-819-6200** or by using one of the phones on campus. Security Officers assigned as dispatchers will answer this line promptly.
- **By using the Omnilert App** – In an emergency situation the Omnilert App can be used to call 9-1-1 and notify the Security Department of a situation simultaneously.

Reports of motor vehicles stolen from the St. Augustine campus are immediately referred to the St. Augustine Police Department. The Office of Campus Safety & Security will take an internal report of the incident, but St. Augustine Police will be responsible for investigating the theft and entering the specifics about a stolen vehicle into the FBI's National Criminal Information Center (NCIC) computer system.

Routinely through the distribution and posting of brochures, pamphlets, memoranda, and in-house publications, members of the St. Augustine campus community are educatedregarding the reporting of all criminal or suspicious activities that occur on campus to the Office of Campus Safety & Security. Additionally, the campus community is informed of security matters ofconcern both on and off campus. They are also advised to report all criminal acts occurring off campus to the St. Augustine.

CONFIDENTIAL REPORTING PROCEDURES

If you are a victim of a crime but do not want to pursue action either within the College or through the external criminal justice system, you may still wish to consider making a confidential report to the College. You may report an incident without revealing your identity by going to my.flagler.edu Home | Home (flagler.edu) and going to the Referrals/Incident Reports link to file a report once you have logged in. Reporting forms are also available at www.flagler.edu/reporting.

A confidential report helps the College to comply with your wish to keep the matter confidential while assisting the College in its efforts to make the campus a safe place. Such reports also assist the Office of Campus Safety & Security in maintaining accurate records of the number of incidents involving students, recognizing if there is a discernible pattern of crime, and alerting the campus community to any potential danger.

Reports filed in this manner are included in the crime statistics for the College if they are "Clery Act crimes," and are listed in the Daily Crime Log but in a confidential manner.

Counseling Service professionals, when functioning within the scope of their license or certification and acting as a counselor, are not CSAs, and are not required to report crimes for inclusion in the Annual Security Report's disclosure of crime statistics. Counselors are, however, encouraged to inform a person being counseled of the procedures to report crimes on a voluntary and/or confidential basis.

DAILY CRIME LOG

St. Augustine Campus

The Office of Campus Safety & Security maintains a daily log of all crimes reported to the department, whether occurring on campus, in/on a non-campus building or property, or on public property within the patrol jurisdiction of the department.
All crimes reported to the Office of Campus Safety & Security are documented in the Daily Crime Log. The entry or an addition to the entry is made within two business days of the date when the initial report was made. The Daily Crime Log records information on each alleged criminal incident, to include the nature of the crime, its general location, the date reported, the date and time it occurred, and the disposition of the complaint (if known).

The crime log for the last 60-day period is located in the main Security Office at 1 Malaga Street, and is available to the public for review during normal business hours. Portions of the crime log older than 60 days are made available within two business days of a request for inspection.

EMERGENCY NOTIFICATION SYSTEM

Flagler College maintains a Comprehensive Emergency Management Plan outlining responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

College units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

Office of Safety and Security supervisors and members of the Cabinet Crisis Management Team (CCMT) have received Incident Command System (ICS) training. ICS training is also provided to other selected College employees who CCM may call upon to help manage an emergency. The campus regularly sends email messages to staff and students to educate the campus communities about seasonal safety issues and what to do in the event of specific emergencies.

To report an emergency, dial 911, use an emergency phone in an elevator, or use the Omnilert Panic Alert feature in the Omnilert App. Reports about all other police non-emergencies On Flagler College Campuses should be directed to the Office of Safety and Security by phoning 904-819-6200.

Due to the immediacy and nature of an incident, OSS may initiate the Omnilert notification system and send immediate notifications to the campus community or the appropriate segment of the communities. The initial notification will occur through the Omnilert notification system which allows participants to choose to be contacted via text message or email. Face to face and Public Announcement communication may also be used in the event of an emergency on campus. Students and employees are automatically enrolled in Omnilert. To update your contact information in Omnilert, employees should go to Breezeway; students should submit a Change of Address form to the registrar.

As soon as is practical, OSS contacts members of the CCMT . If OSS has not already made an emergency notification, the CCMT will determine who should be notified (i.e. the appropriate segment(s) of the Flagler College community) and the content of the notification.

After the initial notification, the CCMT may issue subsequent updates/follow-up messages using the previously identified communication methods. The CCMT will determine the content of subsequent updates. Flagler College Marketing and Communications may also post subsequent notifications on the campus webpage at Flagler College | Nationally Ranked College. will issue an all clear notification using any of the previously identified communication methods.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

The CCMT may issue subsequent notifications to specific areas on a campus. OSS or their agents may post flyers at each entrance to academic buildings affected by the emergency. Likewise, Residence Life may post flyers at the entrance to residence halls, stairwell that is affected by the emergency. OSS may use public address systems on the East side of campus.

Omnilert

Omnilert is a mass notification system that sends out emergency safety alerts to students, parents, staff and faculty. These alerts arrive in the form of text and email messages. Essential to the success of the Omnilert notification system is the providing of accurate cell phone numbers and email addresses upon enrollment/employment at the college. These alerts will notify of potentially dangerous situations. Generally, Omnilert notifications will be brief and direct recipients to the College's email system or emergency website (Emergency Information | Flagler College) for additional information and/or updates.

Omnilert also provides an opt-in Panic Alert app for all Flagler College users. The feature allows for users to send an emergency notification to all OSS members, giving the geographic location of the Panic Alert and connecting the user with emergency operators at either 9-1-1 or the OSS. A Silent Alert is also a feature for those unable to speak to an operator. Contact the Office of Safety and Security for information to sign up.

The emergency notification system is tested semi-annually on an unannounced basis.

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

The Flagler College Comprehensive Emergency Management Plan (CEMP) serves as a guideline for College personnel on the St. Augustine campus when planning for, responding to, and recovering from any disaster or emergency situation that could or does affect the College. The CEMP sets forth an operational structure and outlines basic operational procedures that direct those individuals and departments that may be called upon to assist in an emergency response.

The CEMP is applicable to any man-made and natural disaster, including, but not limited to floods, hurricanes, earthquakes, power failures, hazardous material releases, civil disturbances, and active shooter situations.

Because of the unpredictable nature of emergencies, the CEMP is organized according to *general* detection, notification, and response guidelines. Sections of the Plan contain specific response strategies— Incident Specific Emergency Plans—pertinent to specific kinds of emergencies where appropriate.

It is recognized that no plan can cover all contingencies. Therefore, the Cabinet Crisis Management Team possesses authority to employ strategies not specified in the CEMP commensurate with their responsibility to protect life and property.

The maintenance of resource information in the Plan is the responsibility of the Safety, Security, and Risk team and is verified on an annual basis.

The Safety Security and Risk team member shall monitor the immediate response of external emergency assistance (*e.g.*, Police, Fire, Ambulance) based on the circumstances of the emergency; direct the deployment of all appropriate College resources (*e.g.*, Facilities Management,Student Affairs); and evaluate the need for additional outside assistance from private and governmental entities based on the circumstances of the emergency conditions (*e.g.*, housing, transportation, environmental hazard, etc.).

The Flagler College CEMP incorporates the use of the National Incident Management System (NIMS) model according to FEMA guidelines for institutions of higher education, enabling a coordinated response and unity of command in the event of a critical incident on campus.

TIMELY WARNING

Timely warning notices may be issued when a Clery-reportable crime occurs on or within Flagler College's Clery Geography (On Campus, Public Property and Noncampus property), is reported to a campus security authority and is considered to represent a serious or continuing threat to students and employees. Timely warnings will be issued through the College's emergency notification system called Omnilert. In such instances, timely warnings disseminated through the College email system and/or posted to the College website will report an incident has occurred, issue brief instructions about self-protective measures to be taken immediately, and reference where additional information will be posted as it becomes available. A copy of the notice may also be posted in each residence hall or on the front door of other buildings which may be affected by the particular criminal threat.

Timely warning notices are usually distributed by the Director of Safety and Security or their designee for:

- Major incidents of arson
- Murder / non-negligent manslaughter
- A burglary or motor vehicle theft
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice but will be assessed on a case by case basis)
- Aggravated assaults will be evaluated on a case-by-case basis to determine the seriousness of the offense; or whether a continuing threat is present
- Reports of sex offenses are considered on a case-by-case basis, depending on the facts of the case and if it is reported within six months of the incident
- Other Clery crimes as determined by the Director of Safety and Security or their designee.

Flagler College does not issue timely warning notices for the above listed crimes if:

- The police apprehends the subject(s) and the threat of imminent danger for members of the College community has been mitigated by the apprehension.
- If a report was not filed in a timely manner.
- If a report was not filed or if the crime was not reported in a manner that would allow notice of a "timely" warning for the community. A general guideline is that a report filed more than ten days after the date of the reported incident may not allow the OSS to post a "timely" warning to the community. This type of situation will be evaluated on a case-by-case basis.

Flagler College is not required to issue a timely warning notice with respect to crimes reported to a pastoral or professional counselor.

All timely warning notices will include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips)
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- Flagler College OSS contact information
- Other information as deemed appropriate by Flagler College.
- The description of subjects in a case will only be included in the timely warning notification if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the notification.

Timely warning notices will be distributed as soon as pertinent information is available, in a manner withhold the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences. The Violence Against Women Act (VAWA) strictly prohibits publishing victim names in timely warning notifications.

SEXUAL MISCONDUCT

DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING: PREVENTION POLICY STATEMENT

Policy Statement of prohibition of Sexual Harassment

Flagler College ("Flagler" or "College") is committed to providing and maintaining programs, activities, and an educational and work environment founded on civility and respect, where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity on the basis of sex. Sexual Harassment encompasses all forms of sex discrimination that may deny or limit an individual's ability to participate in or benefit from College programs or activities. It is the policy of the College to provide educational, preventative, and training programs regarding Sexual Harassment; to encourage reporting of incidents of Sexual Harassment; to take appropriate action to prevent incidents of Sexual Harassment in College programs and activities; to make services available for those who have been affected by Sexual Harassment; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, address its affects, and prevent its recurrence. Sexual Harassment and Retaliation, as defined in this Policy, are prohibited. Violations of this Policy may result in the imposition of sanctions up to and including suspension, dismissal, expulsion, or termination from employment.

Definition of Sexual Harassment including Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Sexual Harassment means conduct on the basis of sex/gender that includes one or more of the following: 1. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct; 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or 3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), " dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

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 Reporting Party. The existence of such a relationship shall be determined based on the consideration of the length of the relationship, the type of relationship, and the frequency of 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 victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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 Florida.

Sexual Assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, which are as follows: any sexual act including Rape, Sodomy, Sexual Assault with An Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse.

> Rape — (Except Statutory Rape) The carnal knowledge of a person, 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 or physical incapacity

Sodomy — Oral or anal sexual intercourse with another person, 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 or physical incapacity

Sexual Assault With An Object — To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity

Fondling — The touching of the private body parts of another person for the purpose 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 or physical incapacity.

Incest — Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape — Nonforcible sexual intercourse with a person who is under the statutory age of consent

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Risk Reduction

No tips can absolutely guarantee safety—sexual violence can happen to anyone. It's important to remember that if you are sexually assaulted, it is not your fault; help and support are available. The following tips may reduce your risk for many different types of crimes, including sexual violence. (sourced from Rape, Abuse, & Incest Nation Network, www.rainn.org)

Trust your gut & be true to yourself. If something doesn't feel right, it probably isn't. If you feel uncomfortable in a situation, trust your instincts and leave. If someone is pressuring you, it's better to lie and make up an excuse to leave than to stay and be uncomfortable, scared, or worse. Your safety comes before someone else's feelings or what they may think of you.

Take control of your online life. Think twice before you share personal information. Constantly posting social media updates on your whereabouts, activities or class schedules may allow someone to track your every move. Use your best judgment when "checking-in" and geo-tagging images you post. Remember this motto: If you would not share the information with a stranger, then you shouldn't share it online.

Be secure. Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

Make others earn your trust. The college environment can foster a false sense of security. Remember that you just met these people, even if it feels like you have been best friends for years. Don't assume that your new friends will have your back or be looking out for your best interests.

Be aware & stay alert. Whether you are hanging out at a party or walking across campus, pay attention to what is going on around you. If you're alone, only use headphones in one ear to stay aware of your surroundings. Try to take well-trafficked routes and avoid being isolated with someone you don't know or trust. Get to know your

surroundings—take notice of the blue light locations and don't be hesitant to use them if necessary. If your campus has a bus or public safety escorts that will walk you home at night, take advantage of them.

Make plans & be prepared. When going out, know ahead of time who is going and plan to stay together as a group. Construct a backup plan for the day/night so that all of your friends know where to meet up if someone gets separated and/or their phone dies. Don't leave someone stranded in an unfamiliar or unsafe situation. Be sure to check that you have everything you need before you leave—a fully charged phone, the number for a reliable cab company, enough cash to get you home, the address to your dorm or college memorized, etc. Keep your phone on you at all times in case you find yourself in an uncomfortable or dangerous situation.

Party smart. Guard your drink at parties. Don't accept one from people you don't trust or know well. Stick to drinks you got or prepared yourself. If you go to the bathroom or step outside, take the drink with you or toss it out. It's not always possible to know if something has been added to someone's drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor. Keep track of what you've consumed so that you can stay in control. If you can't remember how many drinks you've had, that means you've had too many. If you feel like you're getting sick or are too intoxicated, ask a friend to help you get to a safe place or to a hospital.

It's okay to lie. If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

Be a good friend. Watch out for each other. Stick together in groups, especially when traveling from one place to the next. If a friend is acting in a way that seems out of character, take notice. If he or she is overly intoxicated or seems to need assistance, get them to a safe place and support them. If you suspect that a friend has been drugged or needs medical attention because of over-intoxication or for any other reason, call a resident assistant, campus police, or 911.

Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetrate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Procedures for reporting an incident of Sexual Assault, Dating Violence, Domestic Violence or Stalking

Sexual Harassment constitutes a violation of College policy and can be a criminal offense. The College strongly encourages individuals to report alleged Sexual Harassment promptly to campus officials and to law enforcement authorities, where appropriate. The College respects an individual's decision to not report an incident of Sexual Harassment; however, if information about Sexual Harassment comes to the attention of the College, the College will review all information available to it to determine if an investigation must be initiated and/or may notify appropriate law enforcement authorities if required or warranted by the nature of the information of which it becomes aware. Because reporting carries no obligation to initiate a formal response, and as the College respects when a Reporting Party requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Reporting Party is largely in control and should not fear a loss of privacy by making a report that allows the College to discuss and/or provide supportive measures. To file a report, students and employees should email titleix@flagler.edu or submit an online report by visiting https://flagler.edu/reporting

The Title IX Coordinator and Responsible Employees are Mandatory Reporters. These individuals are required to relay the allegations to the Title IX Coordinator. Individuals who are not classified as Mandatory Reporters are not subject to the same reporting requirement and, in some instances, are prohibited from reporting alleged Sexual Harassment to others absent an express directive from the individual to do so. Individuals may report information regarding Sexual Harassment on their own behalf (i.e., personal experience) or on behalf of another person individual (i.e., Third-Party reporter). Failure of a Mandatory Reporter to report an incident of harassment or discrimination of which they become aware is a violation of College policy and can be subject to disciplinary action for failure to comply.

Individuals may also file anonymous reports by visiting www.flagler.edu/title-ix and selecting "Report an Incident". Individuals who choose to file a report anonymously must understand it may limit the extent to which the College is able to address the issue.

DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING: RESPONSE PROCEDURES

The College's first priority is to help you take steps to address safety, medical needs and emotional well-being if you have been involved in an incident of sexual violence, including dating violence, domestic violence, sexual assault, and stalking. You are encouraged to take the following actions regardless of whether you have made a decision about whether to pursue criminal or College disciplinary charges.

1. Ensure Your Physical Safety

If you are in immediate crisis call 911. Flagler
College St Augustine:
Office of Campus Safety and Security
170 Malaga Street
(904) 819-6200

2. Seek Medical Assistance and Treatment

Get medical attention as soon as possible after a sexual assault to determine the possibilities of physical injury, to prevent or treat sexually transmitted diseases, and, if applicable, to prevent pregnancy. Medical facilities can also screen for the presence of drugs given to you without your knowledge. Local options for medical care can be found on the next page.

You can immediately notify law enforcement of the incident or you may wish to maintain confidentiality while you

consider what options to pursue. Regardless, it is advisable to have an evidence collection kit, free of charge, completed as soon as possible after the incident. You have the option of maintaining anonymity while you consider your options to report the incident to the police. The hospitals listed on the next page administer evidence collection kits.

In order to best preserve evidence for a collection kit, you should avoid showering, bathing, going to the bathroom or brushing your teeth before the kit is completed. You should also wear (or take with you in a paper – not plastic – bag) to the hospital the same clothing that you were wearing during the incident. An evidence collection kit can still be completed if you have showered or bathed. You may be accompanied to the hospital by a friend or other support person. A physician will briefly screen you, and a forensic nurse trained in evidence collection procedures will conduct the examination, collecting hair, fluid and tissue samples. The costs associated with evidence collection kits, including their administration, are paid by the State of Florida and are therefore free of charge. You can obtain an evidence collection kit without filing a police report.

3. Obtain Emotional Support

Counseling Services can assist as you begin the recovery process. Counselors are trained to provide crisis intervention on short-term and emergency issues. Counseling can also offer a referral to you for outside providers, law enforcement, and/or put you in touch with an advocate. Counseling is free of charge to all Students. In some instances, the law may require the disclosure of information shared by Students with counselors. However, absent such a legal mandate, counseling services are strictly confidential and will not be reported to other College personnel.

4. Obtain Information

You are encouraged to report incidents of Sexual Harassment to the College's Title IX Coordinator even if you filed a report directly with law enforcement. College personnel can help you access resources and can provide you with support and information, including information on the College's procedures for investigating and addressing instances of Sexual Harassment.

ST. AUGUSTINE CAMPUS

Mandatory Reporting Resources - *A Mandatory Reporting Resource is obligated to disclose any information about Sexual Harassment to the Title IX Coordinator.*

Title IX Coordinator Dr. Jessica Kobryn (904) 826-8553 Lightner Museum, Lobby D, 3rd Floor JKobryn@flagler.edu	Office of Campus Safety and Security (904) 819-6200 170 Malaga Street Security Officers are available 24/7 Security@flagler.edu
Human Resources (904) 826-8605 Lightner Museum, Lobby D, 3rd Floor humanresources@flagler.edu	CARE Team Coordinator (904) 819-6308 Care@flagler.edu www.flagler.edu/care
Dean of Students Dr. Andrea Adams-Manning (904) 819-6336 Student Affairs Suite, Student Center AAdamsManning@flagler.edu	Vice President of Student Affairs Tara Stevenson (904) 819-6238 TStevenson@flagler.edu
Office of Financial Aid financialaid@flagler.edu	Global Education (Visa and Immigration) global@flagler.edu

All Faculty and Staff members with the exception of those included in the non-reporting resources.

Non-Reporting Resources - *A non-reporting resource will not disclose information about Sexual Harassment to the Title IX Coordinator without the student's permission.*

Flagler College Counseling Center (904) 819-6305 65 Valencia St., Tinlin Cottage Counseling@flagler.edu 8:00 a.m. until 5:00 p.m. Monday through Friday while classes are in session	Flagler College Health Services (904) 819-6211 74 King St., located at the southwest side of the Ponce Breezeway healthservices@flagler.edu 7:00 a.m. until 4:00 p.m. Monday through Friday while classes are in session

Community Resources - *Community Resources are organizations that are available in addition to on campus resources.*

St. Augustine Police Department 911 (Emergency) (904) 825-1074 (Non-emergency) 2300 A1A S, St. Augustine, FL	St. Johns County Sheriff's Office 911 (Emergency) (904) 824-8304 (Non-emergency) 4015 Lewis Speedway, St. Augustine, FL
St. Augustine Beach Police 911 (Emergency) (904) 471-3600 (Non-emergency) 2300 A1AS, St. Augustine, FL	Flagler Hospital (904) 819-5155 (Emergency Department) 400 Health Park Blvd., St. Augustine, FL
Betty Griffin House Risk Crisis Center and Legal Assistance (904) 824-1555 www.bettygriffinhouse.org	Betty Griffin 24-hour Help Line (904) 824-1555 Assistance is available 24/7
RAINN Sexual Violence Crisis Hotline 1-800-656-HOPE (4673)	RAINN National Sexual Assault Online Live Chat https://www.rainn.org/
Visa and Immigration Services USCIS https://www.uscis.gov/ 1-800-375-5283	National Domestic Violence Hotline https://www.thehotline.org/ 1-800-799-7233

Outside resources on Title IX and your rights

The Office of Civil Rights' mission is to ensure equal access to education and to promote educational excellence through vigorous enforcement of civil rights in our nation's schools. https://www.ed.gov/

Know Your IX is a survivor and youth-led project of Advocates for Youth that aims to empower students to end sexual and dating violence in their schools.

Title IX includes discrimination on the basis of pregnancy, childbirth, false pregnancy, miscarriage, abortion, or related conditions, including recovery.
http://www.thepregnantscholar.org/

Filing with a Law Enforcement Agency

Individuals who have experienced sexual assault, domestic violence, dating violence, or stalking are encouraged to contact law enforcement as soon as possible. For criminal complaints, as time passes, evidence may dissipate or become lost or unavailable, thereby making an investigation, possible prosecution, disciplinary proceedings, or

obtaining protection from abuse orders related to the incident more difficult. If a Complainant chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with law enforcement to preserve evidence if the Complainant chooses to pursue charges at a later date, including completing a forensic examination at Flagler Hospital or a Sexual Assault Treatment Center.

College Response and Investigation Procedures

The following information summarizes the general procedures used by Flagler College to respond to and investigate allegations of sexual assault, domestic violence, dating violence, and stalking. Investigative procedures for Title IX sexual harassment, including sexual assault, domestic violence, dating violence, and stalking, are found in the Flagler College Sexual Harassment Policy. Procedures for sexual misconduct and related interpersonal violence which occur outside of the College's programs or activities, or off campus, are found in the Student Handbook and Code of Conduct (if the Respondent is a student) or in the Employee Handbook (if the Respondent is an employee).
Upon receipt of report or formal complaint of sexual assault, dating violence, domestic violence or stalking, the Title IX Coordinator promptly makes supportive measures available to the parties. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, and/or deter harassment, discrimination, and/or retaliation. The College will maintain the privacy of the supportive measures, provided that privacy does not impair the College's ability to provide the supportive measures. The College will act to ensure as minimal an academic/occupational impact on the Parties as possible. The College will implement measures in a way that does not unreasonably burden the other Party. These measures include, but are not limited to the following:

For students: Issuing no-contact orders to prevent any contact between the Reporting Party, the Responding Party, witnesses, and/or Third Parties; Changing on-campus housing, if any, to a different on-campus location and providing assistance from College personnel in completing the relocation; Assigning dining facilities and/or study areas; Changing on campus work arrangements or schedules; Changing academic schedules; Provide alternate course completion options; Excusing class absences; Providing security escorts as determined by the Title IX Coordinator; Provide counseling services by the College through campus resources; Prohibiting from being on College property and/or using College facilities (including residence halls and all other areas controlled, leased, or used by the College); Prohibiting from attending classes or limiting class attendance; Prohibiting from participating in and/or attending Student programs and activities; Prohibiting from representing the College on athletic teams or in leadership positions; and/or Emergency removal.

For employees: When an employee's alleged actions or behaviors affect the safety, health, or general welfare of the Reporting Party, the Responding Party, students, other employees, and/or the College community, the Title IX Coordinator may: take such steps as are reasonable, appropriate, and necessary to restrict Parties' movement on campus; take such steps as are reasonable, appropriate, and necessary to re-assign or place on administrative leave. Determinations regarding employee discipline will be made in accordance with the College's policies and procedures governing such matters; or take any other reasonable actions necessary to protect the safety, health, or general welfare of the Reporting Party, Responding Party, students, other employees, and/or the College Community.

The Title IX Coordinator will notify the Parties of the supportive measures, if any. If a Party wishes to challenge a supportive measure decision, they must submit the challenge in writing to the Title IX Coordinator within 3 days of receipt of supportive measures. The Title IX Coordinator will reply promptly with a final decision.

Investigations for VAWA incidents under the Sexual Harassment Policy (Title IX)

Once the decision to initiate a formal investigation is made, the Title IX Coordinator appoints an Investigator(s) to conduct the investigation. The Title IX Coordinator will vet the Investigator(s) to ensure impartiality by ensuring there

are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another investigator will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the Chief Diversity and Inclusion Officer.

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc. The College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions. The College will communicate in writing the anticipated duration of the delay and reason to the parties, and provide the parties with status updates if necessary. The College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, College will implement supportive measures as deemed appropriate. College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Each Party shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses may provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may still be used as evidence.

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of and consent to audio and/or video recording.

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Reporting Party's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Reporting Party's prior sexual behavior are offered to prove that someone other than the Responding Party committed the conduct alleged by the Reporting Party, or if the questions and evidence concern specific incidents of the Reporting Party's prior sexual behavior with respect to the Responding Party and are offered to prove consent.

The burden of proof and the burden of gathering evidence rests on the College and not on the parties provided that the College cannot access, consider, disclose, or otherwise use a party's records 2023 that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the College will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3).

The College's investigation may be delayed temporarily while criminal investigators are gathering evidence. In the event of such a delay, the College may take supportive measures when necessary. Both Parties will be notified of the delay. Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decline to investigate a matter is determinative of whether Sexual Harassment, for the purposes of this Policy, has occurred.

A party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time to prepare to participate.

The Parties are not restricted or prohibited from discussing the allegations under investigation or to gather and present relevant evidence.

The Parties have equal rights to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The College shall not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to conclusion of the investigation.

Prior to completion of the investigative report, the College will send to each Party and the Party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each Party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination

The Investigator will complete a written investigative report related to the allegations in the Formal Complaint. The Investigative Report will fairly summarize relevant evidence and, at least ten (10) days prior to a hearing (if a hearing is required or otherwise provided) or other time of determination regarding responsibility, the College will send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. A student who withdraws or leaves while the process is pending may not return to the College. Such exclusion applies to all campuses of Flagler College. Admissions will also be notified that the student shall not be readmitted, and the student will be barred from College property and/or events.

If a student Responding Party only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return unless and until the Formal Complaint is resolved.

An employee who resigns while a Formal Complaint is pending is not eligible for rehire with the College or any campus of Flagler College and the records retained by the Title IX Coordinator and HR will reflect that status.

Informal Resolution is available at any time after the filing of a Formal Complaint and prior to a determination regarding responsibility. Informal Resolution is not available in cases where a student is the Reporting Party and an employee is the Responding Party.

The College will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of Sexual Harassment consistent with this Policy. Similarly, the College will not require the Parties to participate in an Informal Resolution under this section and may not offer an Informal Resolution unless a Formal Complaint is filed. However, at any time prior to reaching a determination regarding responsibility, the College may facilitate an Informal Resolution, that does not involve a full investigation and adjudication.

When the parties voluntarily elect to participate in Informal Resolution, the Title IX Coordinator will facilitate the process to determine whether the parties can voluntarily agree on a mutually acceptable resolution of the Formal Complaint.

The Title IX Coordinator will gather relevant information as necessary from the Parties and other individuals. The Title IX Coordinator will meet with the Parties separately. During their meeting with the Title IX Coordinator, the Parties will have an opportunity to discuss the Formal Complaint, their desired outcome, and any other matters pertinent to the Formal Complaint. Both the Reporting Party and the Responding Party may have an advisor present during the meeting with the Title IX Coordinator.

After gathering relevant information and meeting with the Parties, the Title IX Coordinator will propose a resolution in writing to the Parties. The proposed resolution may include (a) sanction(s) for the Responding Party. If either the Reporting Party or the Responding Party object to the proposed outcome, then Informal Resolution will be terminated, and the Formal Complaint will continue in accordance with this Policy.

If the Parties agree to the Title IX Coordinator's proposed outcome, a written Informal Resolution Agreement will be prepared by the Title IX Coordinator and distributed to the Parties. The Informal Resolution Agreement will set forth the proposed resolution and must be signed by the Parties with an acknowledgement that the agreed-upon resolution is voluntary and mutually acceptable within three (3) days of receipt.

If either Party elects to not sign the Informal Resolution Agreement, then Informal Resolution will be terminated, and the Formal Complaint will continue in accordance with this Policy.

If the Informal Resolution Agreement is timely signed by both Parties, the Formal Complaint will be considered resolved, and the Informal Resolution Agreement will be considered the final outcome. The Parties shall not have any further right to appeal.

Investigations for VAWA incidents under the Non-Discrimination and Equal Access Policy (non-Title IX)

Because of the seriousness of the violation and the consequences to the victims of sexual assault and other crimes of violence, Flagler College is committed to providing prevention services, educational programming, procedures that encourage reporting of sexual assault and other VAWA crime incidents, and support services for victims that happen outside the educational program of the College between members of the College community.

The below process outlines the process that will be utilized for investigating, adjudicating and imposing sanctions regarding VAWA crimes that do not fall under the scope of Title IX, per the College's Non-Discrimination and Equal Access Policy.

A neutral Investigator will serve to investigate the allegations in a Formal Complaint. The investigation will be thorough, reliable, and impartial. Investigations are completed expeditiously; however, there is no set timeline for an investigation to be completed. Investigations may take weeks or even months. The length of an investigation is dependent on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc. The College may undertake a short delay in its investigation when criminal charges related to the matters addressed in the Formal Complaint are being investigated by law enforcement. The College will promptly resume its investigation and resolution process once notified by law enforcement that the initial evidence collection process is complete. College action(s) are not typically altered or precluded because civil or criminal charges involving the underlying incident(s) have been filed or because criminal charges have been dismissed or reduced.

The Investigator is responsible for gathering all relevant information in relation to the Formal Complaint. The Investigation may include, but is not limited to, interviewing the parties and witnesses, obtaining documentation, and identifying sources of expert information.

Once the investigation is complete, the Investigator will prepare a written report ("Investigative Report"). The Investigative Report will include a summary of all evidence, witness statements, and other information gathered and reviewed by the Investigator during the investigation. The Investigator will also include recommendations as to whether they believe, based on a preponderance of the evidence, that Respondent violated College policy. The preponderance of evidence standard is met when the Investigator believes that there is a greater than 50% chance that Respondent violated Policy as alleged in the Formal Complaint. The Investigative Report must also include any proposed sanctions for such violations.

The Investigator will provide the Investigative Report to the appropriate administrator ("Decisionmaker"). The Decisionmaker is determined based on the Respondent's status within the College as follows: Students: Dean of Students or designee; Employees: Human Resources Director or designee; Contractor, Vendor, Rental: Vice President of Business Services or designee.

Protecting Confidentiality

The College strongly encourages individuals who have experienced Sexual Harassment, including sexual assault, dating violence, domestic violence and stalking, to report the incident to the Title IX Coordinator. Additionally, individuals may want to talk to a professional about the incident for further support.

Licensed Mental Health Counselors and Medical Staff. Individuals may discuss Sexual Harassment in strict confidence with College employees working in the following offices:

Counseling Services at Flagler College St Augustine

Health Services at Flagler College St Augustine

Strictly Confidential Resources are not Mandatory Reporters; therefore, disclosures to these individuals will not trigger an investigation under any College policy. However, these individuals may otherwise be required to disclose certain information in accordance with applicable laws including, but not limited to, allegations of abuse, neglect or abandonment of a child or information that involves imminent threats of harm to the health and/or safety of the individual or another individual.

If information regarding alleged Sexual Harassment is shared with Responsible Employees and the individual desires that the information not be shared with other Responsible Employees, with the Responding Party, or with others, even as appropriate and necessary to address the allegations, that the College not investigate the information, or that no disciplinary action be taken, the individual must request that the College treat such information as private. This request must be made to the Title IX Coordinator.

The Title IX Coordinator will evaluate the request for privacy in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment and will determine whether such request may be granted. In order to make such a determination, the Title IX Coordinator may conduct a preliminary investigation into the alleged Sexual Harassment and may weigh requests for privacy against the seriousness of the alleged Sexual Harassment; the increased risk that the Responding Party will commit additional acts of Sexual Harassment, or whether the Sexual Harassment was committed by multiple Responding Parties; whether the information reveals a pattern at a given location or by a particular group or person; the Responding Party's right to receive information about the allegations in accordance with applicable laws; the results of a violence risk assessment shows a compelling risk to health and/or safety of the College community; whether the Reporting Party is a minor; and whether the College possesses other means to obtain relevant evidence of the Sexual Harassment (e.g., security cameras or security personnel, physical evidence).

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Flagler College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community. The College will ensure that a Reporting Party's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

The College also has a duty to report statistics for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept private, but statistical information must be shared with Safety and Security regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report.

DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING: DISCIPLINARY PROCEDURES

Disciplinary Proceedings for VAWA offenses under the Sexual Harassment Policy (Title IX)

Following the conclusion of the hearing, the Decision Maker(s) will determine based on the preponderance of the evidence whether the evidence establishes that it is more likely than not the Responding Party is responsible for having engaged in Sexual Harassment in violation of the policy. Decisionmakers participate in training on issues related to dating violence, domestic violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process the protects the safety of the parties. Their written decision will include the following:

1. Identification of the allegations potentially constituting Sexual Harassment;
2. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College's Code of Conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Responding Party, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
6. The College's procedures and permissible bases for the Reporting Party and Responding Party to appeal.

A recommendation of expulsion or termination of employment must be a unanimous decision of the Decision Maker(s). All other disciplinary outcomes must be by majority decision.

No later than ten (10) days from the date the Decision Maker(s) completes its written decision, the Title IX Coordinator will simultaneously provide the parties with a Notice of Outcome signed by the Decision Maker or the Chair of the Hearing Panel through the College-issued email address or otherwise approved account. Included with the Notice of Outcome will be a copy of the Decision Maker(s)'s written decision and a Final Outcome Letter.

Disciplinary Proceedings for VAWA offenses under the Non-Discrimination and Equal Access Policy (non-Title IX)

The Decisionmaker is responsible for determining whether the Respondent violated College policy and, if so, the appropriate sanctions and responsive actions to be taken. The Decisionmaker's determination will be made based on the preponderance of the evidence. The preponderance of evidence standard is met when the Decisionmaker believes based on the information included in the Investigative Report that there is a greater than 50% chance that the allegations in the Formal Complaint are true. Within ten (10) business days of receipt of the Investigative Report, absent extenuating circumstances, the Decisionmaker will issue a Written Determination or determine that further investigation is necessary due to an incomplete record or because more information is needed to reach a determination. It will be issued concurrently to both parties. The Written Determination will include a determination as to whether the allegations in the Formal Complaint are substantiated. When a Respondent is found to have violated policy, the Written Determination must be promptly implemented in order to effectively stop the harassment, discrimination, and/or retaliation; prevent its recurrence; and remedy the effects of the conduct, both on the Complainant and the community. The Decisionmaker may consider impact statements from the parties when determining the nature and extent of appropriate sanction(s), if any. If the Decisionmaker determines that the record is incomplete or that more information is needed to come to a conclusion, the Decisionmaker may direct a re-opening of the investigation or may direct or conduct any additional inquiry necessary, including informally meeting with the parties or any witnesses, if needed. The Complainant will be informed of this outcome consistent with applicable federal and state laws.

Possible Sanctions for VAWA Offenses

A student or employee found responsible for violations of the Sexual Harassment Policy, the Student Code of Conduct, and/or the Employee Handbook shall be subject to sanctions commensurate with the offenses and any aggravating and mitigating circumstances. The disciplinary procedures for all sexual assault, dating violence, domestic violence, and stalking are as follows:

For students: referral to counseling, training, written reprimand, suspension, dismissal, expulsion from the College, disciplinary probation, expulsion from campus participation, and/or other educational sanctions.

For employees: training, referral to counseling, and recommending disciplinary actions such as warning, written reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, compensation adjustment, termination

In determining discipline, consideration is given to whether a sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation.

Advisor of Choice

The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available. Choosing an Advisor who is also a witness in the process creates potential

for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision Maker(s).

Appeals for VAWA offenses under the Sexual Harassment Policy (Title IX)

Appealing Supportive Measures - Supportive measures may be appealed to the Title IX Coordinator, whose decision regarding their imposition will be final.

Appealing the Dismissal or Non-Dismissal of a Formal Complaint - The Reporting Party may appeal the Title IX Coordinator's decision to dismiss a Formal Complaint, and the Responding Party may appeal the Title IX Coordinator's decision not to dismiss a Formal Complaint. The appeal may be initiated by submitting a written appeal to the Vice President of Student Affairs (and providing a copy of the appeal to the Title IX Coordinator) within five days of receipt of the decision. The Title IX Coordinator will promptly inform the other Party of the appeal.

Within 15 days following receipt of the appeal absent extenuating circumstances, the Vice President of Student Affairs will make a determination as to whether the Formal Complaint should or should not have been dismissed. The Vice President of Student Affairs will notify the Reporting Party and the Responding Party concurrently of their decision.
Appealing the Decision Maker(s)'s Written Decision

Any Party may appeal the decision of the Decision Maker(s) and/or the sanction imposed. The decision of the Decision Maker(s) and the sanction imposed on the Responding Party may, if desired, be appealed simultaneously.

Aside from supportive measures instituted pursuant to Section 5.05, the Responding Party's status will remain unchanged until the appellate process is final except in cases where sufficient evidence exists to demonstrate that the Responding Party is a danger to themselves or others.

The Decision Maker(s)'s (or, if applicable, the Human Resources Officer's) finding of evidence or lack of evidence may be appealed on the following grounds:

1. Procedural irregularities that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. The Title IX Coordinator, investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against Reporting Party's or Responding Party's generally or the individual Reporting Party or Responding Party that affected the outcome of the matter; and
4. The severity of the sanction imposed is extraordinarily disproportionate to the gravity of the Sexual Harassment for which the Responding Party was found responsible.

Appeals must be made in writing to the Title IX Coordinator within five days from the date of the Final Outcome Letter. The Title IX Coordinator will share the appeal with the appellate officer. The appeal must state the reason(s) for the appeal (from among those listed above), the facts supporting the appeal, and the recommended way to correct the error. The Title IX Coordinator will promptly inform the other Party of the filing of the appeal and provide a copy of the appeal.

Appellate Officer for Students: Vice President of Student Affairs

Appellate Officer for Employees: President of the College

The appellate officer will begin by reviewing the Formal Complaint file (which includes but is not limited to the Formal Complaint, the Investigative Report, Decision Maker(s)'s written decision, the Parties' written statements, and any transcripts or recordings of the hearing).

No later than ten (10) days from the date on which the non-appealing party receives a copy of the appeal, the parties may submit written statements supporting or challenging the outcome.
If the Decision Maker(s) issued a finding of "Sufficient Evidence," the appellate officer may recommend (i) that the finding be affirmed or reversed, or (ii) that a new hearing be conducted. If the Decision Maker(s) issued a finding of "Insufficient Evidence" the appellate officer may recommend (i) that the finding be affirmed, or (ii) that a new hearing be conducted.

The appellate officer may recommend that the Decision Maker(s)'s determination regarding sanctions be affirmed or overturned. If the appellate officer determines that the sanctioning decision of the Decision Maker(s) should be overturned, the appellate officer will find either (1) the final sanctions to be imposed on the Responding Party, which will not be subject to further appeal, or (2) that another hearing (or, if applicable, series of adjudicatory interviews) will be convened before the Decision Maker(s) for the sole purpose of considering sanctions, in which case the final sanctions set by the Decision Maker(s) and approved by the Title IX Coordinator will not be subject to further appeal. The Title IX Coordinator will notify the Reporting Party and the Responding Party concurrently of the decision.

Within fifteen days from the later of the date of the initial file review, the appellate officer's receipt of additional written materials, or any appeal hearing, (or longer, if reasonably necessary), the appellate officer (or designee) will communicate their final decision simultaneously to the Reporting Party and the Responding Party.

Appeals for VAWA offenses under the Non-Discrimination and Equal Access Policy (non-Title IX)

Students and employees may appeal the Written Determination. An appeal must be submitted in writing within five (5) business days of receipt of the Written Determination to the Compliance Coordinator (CC). When any party requests an appeal, the CC will share the appeal request with other appropriate persons such as the Complainant. The Appeal Decisionmaker will be as follows:

For Students: Vice President for Student Affairs

For Employees: Vice President and Chief Human Resources Officer

Appeals are limited to the following grounds:

1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures).
2. To consider new evidence, unknown or unavailable during the investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. There was a conflict of interest between or a bias for or against a party from a College administrator involved in the process.
4. The severity of the sanction imposed is extraordinarily disproportionate to the gravity for which the Respondent was found responsible.

When the Appeal Decisionmaker finds that at least one of the grounds is met by at least one party, additional principles governing the review of appeals include the following:

1. Decisions by the Appeal Decisionmaker are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is compelling justification to do so.
2. Appeals are not intended to be full re-hearings of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the investigation and pertinent documentation regarding the grounds for appeal.

3. An appeal is not an opportunity for the Appeal Decisionmaker to substitute their judgment for that of the original decision merely because they disagree with the finding and/or sanction(s).
4. Appeals granted based on new evidence should normally be returned to the Investigator for reconsideration. Other appeals can be investigated at the discretion of the Appeal Decisionmaker.
5. Sanctions imposed as the result of Written Determination are implemented after the appellate process has completed unless the CC calls for immediate implementation, pending the outcome of the appeal.
    a. Graduation, study abroad, internships/ externships, travel, etc., do not constitute exigent circumstances, and students may not be able to participate in those activities during their appeal.
6. All parties will be informed in writing within five (5) business days of the outcome of the appeal without significant time delay between notifications.
7. Once an appeal is decided, the outcome is final; further appeals are not permitted, even if a decision or sanction is changed on remand.
8. In cases in which the appeal results in Respondent's reinstatement to the College or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING: WRITTEN NOTIFICATION

Written Notification of Rights

One of the highest priorities at Flagler College is maintaining a warm and welcoming campus environment that not only allows everyone the right to be safe, but also to feel safe. Our goal is to cultivate campus environments that allow everyone to safely study, live and work as they strive to reach their full potential. Flagler's goal is ensuring that as a survivor of sexual assault, dating violence, domestic violence, or stalking, we may provide you with information regarding resources that can help you in your time of need. The College's intention when a survivor of a VAWA crime comes forward is to initiate a process that ensures that we are able to provide a full institutional response. If a report of sexual assault, dating violence, domestic violence, or stalking is reported to a CSA or an "official with authority" at Flagler, you have rights and options.

You have the right to medical care and information will be provided to you upon report.

You will be provided written information on how to preserve evidence.

The immediate safety needs of both you and the Flagler community will be assessed and will offer appropriate safety precautions.

You have the right to contact and report to local law enforcement and Flagler will provide the contact information for local law enforcement.

You will be provided Supportive Measures.

You will be provided with a list of on and off campus mental health providers.

Flagler College will assess the need to implement interim or longer-term protective measures and will accommodate reasonable requests of such measures as housing changes, change in class schedule, and "No Contact" directives.

If appropriate, Flagler will provide a "No Trespass" directive to the respondent.

You will be provided a copy of the Sexual Harassment Policy and will be informed of the time frames for inquiry,

investigation, and resolution.

You will be informed of the outcome of the investigation, whether or not the respondent will be charged with a violation of the Student Conduct Code and what the outcome of the hearing is.

You have the right to select an advisor of choice for the grievance process.

Flagler College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against an individual for reporting of sex-based discrimination or for assisting in the investigation.

INVESTIGATIVE AND DISCIPLINARY PROCEDURES: STUDENTS

Conduct Disciplinary Process and Procedures

Flagler College upholds high standards of personal conduct and ethics, outlined in its rules, regulations, and policies. These standards are essential for maintaining campus order, promoting student safety and welfare, fostering civility and respect, and furthering the College's mission. In some cases, these policies may restrict certain activities or prohibit behaviors that are disruptive to the institution's operations or its goals. Students are expected to be familiar with these rules, as outlined in the Catalog and Student Handbook, and must comply with them.

While the College's disciplinary procedures are designed to be fair, they differ from the legal protections offered in a court of law, especially compared to the due process rights at public institutions. The goal of Flagler's disciplinary process is to provide a prompt, administratively practical, yet fundamentally fair resolution for disciplinary cases, balancing the institution's need to uphold standards with the rights of the accused. By enrolling at Flagler, students agree to comply with the disciplinary process and its policies, which may be amended as needed.

For cases involving sexual harassment, sexual assault, dating violence, domestic violence, stalking, or discrimination, students should refer to the Sexual Harassment Policy and Non-Discrimination and Equal Access Policy. These procedures may be integrated into the disciplinary process as appropriate.

Disciplinary Process

The Office of the Dean of Students may receive information about a student's misconduct either informally from faculty, staff, students, or community members, or formally through an incident report. Any member of the Flagler community can file a Conduct Referral, with incident report forms available on the College's website at www.flagler.edu/reporting.

Upon receiving information, the Dean of Students or their designee may:

- Review and investigate the information to determine whether the charges have merit and can be resolved administratively. If the charges are found to lack merit, no further action will be taken.
- Call in any student and/or employee for a meeting, even without an incident report. However, formal charges require a report to initiate the disciplinary process to address student behavior.
- Notify the individual(s) or organization(s) involved of the charges via email, typically allowing three days to respond, though this deadline may be adjusted based on the severity of the incident.

Disciplinary Procedures

The College ensures procedural fairness for students accused of violating the Student Code of Conduct. The following procedures apply:

1. The student will receive a charge letter outlining the alleged violations, details of the incident, and potential actions or sanctions.
2. The student may either accept responsibility for the charges or deny responsibility and request a hearing.
    a. If the student accepts responsibility, they may resolve the matter through an Agreed Resolution meeting with a hearing officer to determine appropriate sanctions.
    b. If the student denies responsibility, an administrative hearing will be held.

Failure to respond will be treated as an admission of responsibility, and the hearing officer will make a decision based on the available information.

Resolution Methods

- **Agreed Resolution:** This process allows the student to resolve the violation by accepting responsibility and working with the hearing officer to determine sanctions. If the student does not attend the scheduled meeting, the resolution will proceed in absentia, meaning the hearing officer will make a decision based on the information at hand.
- **Administrative Hearing:** If the student denies responsibility for the charges, a hearing is conducted by a hearing officer who reviews the charges, evidence, and any other relevant information. A decision is then made on the student's responsibility and any appropriate sanctions. If the student does not attend, the hearing will proceed in absentia, and the officer will base their decision on existing information.

Administrative Hearing Procedures

The College's disciplinary hearings aim to determine whether a violation of the Student Code of Conduct occurred. These hearings do not replicate the legal processes of a court of law—students are not allowed legal representation or parental representation, confrontation of witnesses, or discovery. Students can have a support person during the process with written permission granted by the Dean of Students. The focus is on determining responsibility for the reported violations, not on adhering to legal procedures.

Basic procedures include:

- Written notice to the student of the charges, the nature of the hearing, the name of hearing officer, and the hearing's time and place.
- The student’s opportunity to respond to charges and present evidence and witnesses, though irrelevant or redundant evidence may be excluded.
- The hearing officer investigates, listens to the accused, reviews evidence, and makes a decision regarding the student's responsibility.
- Following the hearing, the Hearing Officer will inform the student in writing of the decision and any disciplinary actions imposed.

All hearings are private, and College administrators and staff are committed to maintaining the confidentiality of the proceedings. The names of those involved will not be disclosed to the public.

Upon written request, the College will provide the alleged victim of a crime of violence or non-forcible sex offense with the outcome of any disciplinary proceeding related to that crime. If the alleged victim is deceased as a result of the crime, their next of kin will be treated as the victim for the purpose of this disclosure.

A "crime of violence" is defined as:

- Any offense that involves the use, attempted use, or threatened use of physical force against a person or property; or

- Any felony offense that inherently carries a substantial risk of physical force being used against a person or property during its commission.

The final results of any disciplinary proceeding will only include:

- The name of the student, the violation committed, and any sanctions imposed by the institution;
- The name of any other student, such as a victim or witness, may only be included with their written consent.

Flagler College reserves the right to summarily suspend a student prior to a hearing if such action is deemed necessary. In such cases, the student must immediately leave campus and will be notified of the hearing date.

The College retains the right to modify these procedures in response to the unique circumstances of a particular case.

Special Procedures Involving Medical Amnesty

If the case includes on- or off-campus conduct involving students who sought assistance for themselves or others as a result of a hazing incident, intoxication, or medical emergency, it will follow the procedures outlined below.

In addition to the investigation procedures outlined in Disciplinary Process, the Dean of Students Office (DOS) and CARE (Campus Assessment, Referral, and Evaluation) staff may become involved if further information is needed to determine the appropriate resolution by DOS.

Notice: If a case is determined to fall under Medical Amnesty, the alleged student will receive an outreach letter to schedule a review meeting. The letter will be sent to the student's Flagler College email and will include a summary of the concerns and sources of information. The letter will also instruct the student to contact DOS within three (3) class days to schedule an informational meeting to review the incident. If the student fails to make contact within this time, the case may be referred to the student conduct process, potentially resulting in a student conduct record.

Resolution Meeting: Medical Amnesty cases are resolved through an informal, informational meeting focused on the student's well-being and decision-making. Flagler College prioritizes the physical and mental health and safety of its students and community. Students may be required to complete educational outcomes aimed at reinforcing positive behaviors and connecting them to campus resources. Students who successfully complete the Medical Amnesty process will not have a student conduct record for the incident.

The College retains the right to modify these procedures in response to the unique circumstances of a particular case.

Appeals

Students may appeal adverse disciplinary decisions to the Vice President of Student Affairs by submitting an Appeal Request Form within 48 hours of receiving the decision. An appeal body is unlikely to overturn a disciplinary decision based on procedural technicalities unless such issues directly result in an unjust finding of responsibility against the student.

The grounds for appeal are:

1. Significant due process errors;
2. The severity of the sanction imposed;
3. New information unavailable at the time of the hearing that could change the outcome.

Minor Violations: Appeals for minor violations (e.g., those that do not involve suspension or expulsion) will typically be handled by the Vice President of Student Affairs, who will investigate the matter and make a final decision.

Major Violations: Appeals involving suspension, dismissal, or expulsion are heard by the College Disciplinary Committee, which consists of faculty, staff, and a student. The Committee will review the evidence, confer with the initial hearing officer, and make a recommendation to the Vice President of Student Affairs, who will make the final decision. The Vice President may also handle appeals during summer sessions or breaks.

Disciplinary Sanctions:

A sanction is the College's educational response to address student behavior when a student has taken responsibility or has been found responsible for violations of the Student Code of Conduct. Sanctions will be determined by the Dean of Students or designee after a determination of responsibility for the reported conduct charges. In light of the facts and circumstances of each case, the following list describes the range of sanctions, or combination of sanctions (with or without appropriate modifications) that may be imposed upon any student or organization found to have violated the Student Code of Conduct.

Summary Suspension: Flagler College reserves the right to summarily suspend a student prior to a hearing when such action is deemed necessary. The student must leave campus, as directed. The student will be notified of the hearing date.

Warning/Reprimand. The Dean of Students may issue warnings/reprimands notifying a student or students of possible misconduct or violation of College rules or regulations. Warnings/Reprimands may be issued verbally; however, a written record of warnings/reprimands shall be placed in their file in the Division of Student Affairs and may be included in any subsequent proceedings of related or unrelated offenses.

Probation: There are two types of probations — General and Restrictive. Probation usually involves constructive guidelines intended to motivate the student to comply with College regulations and to promote both academic success and social adjustment.

General Disciplinary Probation. When a violation requires more than a letter of reprimand, the student will be placed on General Disciplinary Probation.

Restrictive Disciplinary Probation. Restrictive Disciplinary Probation results in the loss of good standing and is placed in the Student Confidential file in the Division of Student Affairs. Restrictive Disciplinary Probation may include, but is not limited to, residence hall restrictions, campus restrictions, activity restrictions, and club/organization restrictions. Restrictions are in effect or the stated probationary period.

Suspension. A student involved in a serious violation of College rules or regulations or in repeated incidents of misconduct may be suspended. The length of the suspension period will be clearly defined and may extend from the remaining days in a semester to a number of semesters. A suspended student is prohibited from being on the College campus except by scheduled appointment for official business. After the suspension period is completed, the student will be allowed to resume his/her/their enrollment at the College. Depending on the circumstances, the student may or may not be placed on probation. Suspension will become a part of their permanent record until the time

of the suspension is completed, at which point it will be removed from the record.

Dismissal. In instances wherein, the College does not wish to specify a definite period of suspension, the term "dismissal" rather than "suspension" will be applied. A dismissal entails the possibility of appeal and readmission to the College under appropriate circumstances at a later date. Student seeking readmission must follow the proper readmission application process. A review of their records will be undertaken before re-enrollment is approved. "Dismissal" will become a part of their permanent record.

Expulsion. When a violation is so severe that the College will not allow the student to remain enrolled or be readmitted, the student will be expelled. When a student has been expelled from the College for disciplinary or academic reasons, a full report will be placed in their file and become part of their permanent record.

Finality. Flagler College grants students the privilege of attending the institution on the condition that they accept and abide by its rules, regulations, policies and procedures. It is the policy and practice of the College to internally resolve all disciplinary cases involving violations of rules and regulations. As stated previously, in contested cases involving major infractions, a student has the right to appeal adverse decisions (e.g., suspension, dismissal or expulsion) to the Vice President of Student Affairs. The decision of the Vice President of Student Affairs on those appeals is final, conclusive and binding. A disciplinary decision is not subject to any other appeal, judicial review or collateral attack in court. By accepting the privilege of attending Flagler, students agree to abide by all rules and regulations and agree to accept disciplinary decisions against them, subject only to the prescribed appeal to the Vice President of Student Affairs. Students waive any right to redress in court and agree and covenant not to sue the College on account of disciplinary action.

Financial Refund. In all cases involving suspension, dismissal or expulsion, no financial refunds will be made by the College, and their account is due and payable. Students will normally forfeit tuition, housing board and fees, and other College fees.

Transcript Notations. A written notation indicating that disciplinary action was taken. Any sanction that separates a student from the College will be noted on that student's academic transcript.

Cease & Desist Order. Restricting an organization's ability to operate. In some cases, these can be tailored to address the specific violations.

***Counseling Assessment and Compliance*.** In certain circumstances in which a student may be a threat to the safety of self or others, the student may be referred for assessment (at the student's expense) to a licensed mental health professional or counseling center for general mental health or other counseling issues. Students found responsible for alcohol and/or drug violations will normally be referred to the Flagler College Office of the Dean of Students for alcohol and/or drug education and assessment but may be referred to an outside agency or counselor based on the seriousness of the violation. Students must comply with all recommendations established as a result of any assessment.

Educational Programming. Referral to on-campus educational activities or requirement to host an educational event/speaker for an organization, student population, or College community. Students and/or organizations are responsible for expenses associated for hosting any event. Educational programming sanctions may also include a reflective learning element.

Exclusion from College Housing. (either temporary or permanent).

Loss of College Recognition. An organization's separation from the College for a specified period of time. Regaining College recognition may require completion of additional steps.

Monitored Events. Organizations who host events may be required to have advisors and/or College officials present for meetings, events, and/or programming for a specified period of time.

***Reflective Learning*.** Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, writing research papers, or other educational activities.

Restitution. Payment of actual damages or loss of services to the College or alleged victim.

Restrictions. Some of the restrictions that may be placed on a student or organization include, but are not limited to:

- Participation in student clubs, groups, activities, or events.
- Representation of the College on an athletic team.
- Holding leadership positions (e.g., Student Government or Resident Assistant).
- Entrance to College Housing areas or any other areas on campus.
- Contact with another specified person(s).
- Change in College Housing assignment.
- Extending an invitation of membership.
- Hosting social events (may include geographical limitations on location).
- Administrative Removal from class(es).

Restorative Service. Assignment to perform tasks or services under the supervision of a College department or community service agency.

Parental/Legal Guardian Notification. Flagler College may, at its discretion, notify the parents or legal guardians of students involved in disciplinary matters when it deems such action appropriate. In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the College typically notifies parents/legal guardians only of dependent students, as defined in Section 152 of the Internal Revenue Code (1954). However, as a condition of continued enrollment at Flagler College, students may be required to notify their parents/legal guardians of their disciplinary status with the College.
The Higher Education Act of 1998 grants institutions receiving federal funding the authority to notify parents about any drug or alcohol violations. When it is in the best interest of the student, the Dean of Students or their designee may require students to contact their parents regarding their disciplinary standing and have parents confirm this notification.

Student Conduct Records
All incidents involving the imposition of sanctions other than suspension and expulsion shall be removed from the student's conduct records seven (7) years from the year in which the offense occurred. Conduct sanctions of suspensions, expulsions, and dismissals shall remain part of the student's conduct permanent record. Conduct sanctions shall not be made part of the student's permanent academic record, but is part of the Student Conduct record.

Continuation Committee

Matters brought before the Continuation Committee may concern academic or disciplinary issues, as well as behavioral, social, or emotional concerns that question a student's continued enrollment at Flagler College. In such cases, the Dean of Students, in consultation with the Dean of Academic Life, will appoint an ad hoc Continuation Committee to review the situation and recommend appropriate actions. The Committee's recommendations may include probation, suspension, dismissal, expulsion, voluntary withdrawal, or other stipulations as deemed necessary.

The Committee will provide guidance on whether the student should be allowed to remain enrolled and may also offer recommendations related to accountability and disciplinary actions when infractions of college policies or regulations are involved.

- For academic matters (e.g., class attendance issues, incivility towards instructors or peers, disruptive behavior in class), the Committee will submit its findings and recommendations to the Dean of Academic Life.
- For non-academic matters (e.g., social, behavioral, emotional, or psychological concerns), the Committee will report its findings and recommendations to the Dean of Students.

After reviewing the Committee's findings, the Dean of Students or the Dean of Academic Life will make a determination regarding responsibility and, if warranted, implement disciplinary actions. The student will be notified in writing of the decision and any resulting disciplinary measures.

Continuation Committee Hearings

The following outlines the procedures for Continuation Committee hearings:

1. The student will receive written notification regarding the matter of concern. This notification will include: a. The purpose of the hearing and the committee conducting it; b. The specific charges or concerns related to the issue; and c. The date, time, and location of the hearing.
2. During the hearing, the student will have the opportunity to respond to the charges or concerns and present evidence and witnesses in their defense. However, any evidence that is deemed irrelevant, redundant, or otherwise unworthy of consideration may be excluded.
3. If the student fails to attend the scheduled hearing, the hearing will proceed in their absence (in absentia). In such cases, the student forfeits the opportunity to present new information or relevant facts, and the committee will make a decision based solely on the information already available.
4. All hearings are conducted in private, and the proceedings are kept confidential. The names and details of those involved will not be disclosed to the public.

Continuation Committee Appeals

Students have the right to appeal any adverse action. To do so, they must complete and submit an Appeal Request Form within 48 hours of receiving the written notice of the hearing's outcome.

Grounds for appeal include:

1. Significant due process errors;
2. Severity of the sanction imposed; or
3. New information that was unavailable at the time of the hearing and could alter the outcome.

- Appeals related to academic matters will be reviewed by the Vice President of Academic Affairs, who will determine if the grounds are sufficient to warrant an appeal hearing.
- Appeals related to non-academic matters will be reviewed by the Vice President of Student Affairs, who will similarly assess if the grounds justify an appeal hearing.

PRIMARY AND ONGOING PROGRAMS FOR PREVENTION AND AWARENESS

Flagler's educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct.
- Using definitions provided both by the Department of Education as well as state law, define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking.
- Define what behavior and actions constitute consent to sexual activity in the state of Florida and/or using the definition of consent found in Exhibit B (c) of the College's Sexual Misconduct Policy.
- Provide a description of safe and positive options for bystander intervention.
- Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provide an overview of information contained in the Annual Security & Fire Safety Report in compliance with the Clery Act.

These programs, designed to promote the awareness and prevention of sexual misconduct, are presented by a variety of campus resources including New Student Orientation, Health Services, peer educators and other Flagler students, the Office of Campus Safety & Security, and on-line training for all faculty and staff.

The College also promotes participation of student groups in prevention activities through training provided by Residence Life, Athletics, and Student Affairs among others. Prevention programs stress the added risks involved when the use of alcohol and/or illegal drugs is present.

Incoming first-year students, as part of their orientation, attend programs that cover the topic of sexual violence. This topic is addressed during Residence Hall meetings, and flyers about sexual misconduct and sexual harassment are posted in residence halls.

The educational programs review strategies for prevention and inform faculty, staff and students of options and resources available should such misconduct or harassment occur.

During CY 2024, the following programs and activities were presented:

- All incoming students were required to complete a training module for sexual assault prevention (Vector Solutions) and the module was available for any student to participate in the training (January 2024, August 2024).
- All incoming students were provided with the location of the Sexual Harassment Policy, Title IX resources, and the contact information of the Title IX coordinator in writing (January 2024, August 2024).
- Education programs conducted throughout the year on the West Lawn by the Title IX Office, various student clubs, and the Student Government Association to raise awareness of sexual assault and misconduct and ways to reduce and respond to it (ongoing).
- Over 15 classroom presentations and discussions on sexual assault prevention, and the sexual misconduct policy (ongoing).
- VAWA/Title IX trifold brochure, distributed to all incoming students, faculty and responsible employees and available throughout the year in numerous public locations on campus, with information on reporting sexual misconduct to the College and/or legal authorities and resources available to victims.

- Title IX perforated card available to all faculty and staff to help them through difficult conversations and ensure students walked away with a tangible outline of their resources.
- Title IX training conducted by the Title IX Coordinator for all new employees during on-board training with emphasis on their obligation, as responsible employees, to report to the Title IX Coordinator any incidents of sexual misconduct of which they become aware (upon hire).
- Title IX training made available by the Title IX Coordinator for all staff departments on campus to highlight their specific interactions with students and their obligation to report.

- Resident Advisor training programs addressing sexual misconduct and harassment, resident advisors' responsibilities as mandatory reporters, and resources available on campus and in the local community to victims of sexual misconduct (January 2024, August 2024 and ongoing).
- Partnered with the Betty Griffin Center to provide community resources to students (ongoing).
- Various events with Title IX Coordinator presence and participation on a panel to open discussion about sexual assault resources and prevention (ongoing)
- Conducted a variety of workshops targeted toward awareness and prevention efforts (ongoing)

Provided programming and resources for Sexual Assault Awareness Month Events (April 2024).

Date	Event Name	Event Type
10-Jan-24	RA Training Spring 2024	Training
15-Jan-24	MLK Day of Service	Community Service
17-Jan-24	Coffee with a Cop	Outreach – Tabling/Info Session
21-Jan-24	RA In-Service	Meeting/Discussion
22-Jan-24	Inspiring Impacts	Social/Mixer
22-Jan-24	Melanin Monday Market	Open House/Fair
23-Jan-24	Asian Desert and Chinese Tea Ceremony	Speaker/Lecture
23-Jan-24	Inspire Community Fair	Outreach - Tabling/Info Session
24-Jan-24	Peace of Heart Community Service	Job/Volunteer Opportunities
25-Jan-24	SGA Tabling: Residence Hall Safety	Outreach – Tabling/Info Session
25-Jan-24	Peace of Heart Community Service	Job/Volunteer Opportunities
24-Jan-24	Saints Supporting Saints Lunch Hour	Luncheon
24-Jan-24	RA Leadership Workshop	Meeting/Discussion
26-Jan-24	A Tree of Life: Keep Us All Safe Campign Screening	Film/Movie
30-Jan-24	Artist Talk: Raheleh Filsoofi	Speaker/Lecture
31-Jan-24	Meet and greet with Rose Norman, author of The Pagoda: A Lesbian Community by the Sea	Meeting/Discussion
31-Jan-24	Therapy Dog Pup Up in the MultiCultural Center	Outreach - Tabling/Info Session
3-Feb-24	RA Leadership Workshop	Meeting/Discussion
14-Feb-24	Coffee with a Cop	Outreach – Tabling/Info Session
14-Feb-24	Candy and Healthy Relationship Conversations	Meeting/Discussion
19-Feb-24	Black Innovation Gallery	Performance/Exhibit
20-Feb-24	Saints Supporting Saints Lunch Hour	Luncheon

22-Feb-24	FEC C Recipe for Relationships	Outreach - Tabling/Info Session
23-Feb-24	Breakfast & Boundaries	Outreach - Tabling/Info Session
27-Feb-24	Building Healthy Relationships with FEC A	Social/Mixer
28-Feb-24	Sexual Assault and Domestic Violence Tabling	Outreach - Tabling/Info Session
29-Feb-24	Black History Month & Black Innovation Gallery Closing Ceremony	Performance/Exhibit
29-Feb-24	Leap Year Love	Meeting/Discussion
1-Mar-24	Saints Alliance Mentor Meeting	Meeting/Discussion
4-Mar-24	Spring into Safety!	Social/Mixer
5-Mar-24	DUI Awareness Event	Outreach-Tabling/Info Session
5-Mar-24	Saints Supporting Saints Lunch Hour	Luncheon
6-Mar-24	Menstrual Cycle Product Drive	Outreach - Tabling/Info Session
7-Mar-24	Sexual Assault and Domestic Violence Tabling	Outreach - Tabling/Info Session
20-Mar-24	SGA Tabling Session: Increased Lighting On Campus	Outreach – Tabling/Info Session
20-Mar-24	Coffee with a Cop	Outreach – Tabling/Info Session
20-Mar-24	Sexual Assault and Domestic Violence Tabling	Outreach - Tabling/Info Session
21-Mar-24	Scrubs & Study Tips	Social/Mixer
26-Mar-24	Human Library (Coffee House Edition)	Social/Mixer
27-Mar-24	Trailblazers: A Womens History Trivia	Game/Competition
28-Mar-24	Saints Alliance: Registration Tips 101 with the Registrar's Office	Meeting/Discussion
3-Apr-24	Sexual Assault and Domestic Violence Tabling	Outreach - Tabling/Info Session
3-Apr-24	Therapy Dog Pop Up on West Lawn	Outreach - Tabling/Info Session
10-Apr-24	Coffee with a Cop	Outreach – Tabling/Info Session
10-Apr-24	Saints Supporting Saints Lunch Hour	Luncheon
16-Apr-24	Walk in My Shoes 2024	Demonstration/Rally
17-Apr-24	Sexual Assault and Domestic Violence Tabling	Outreach - Tabling/Info Session
17-Apr-24	Take Back the Night March	Demonstration/Rally
17-Apr-24	Therapy Dog Pop Up on the West Lawn	Outreach - Tabling/Info Session
22-Apr-24	The Inner You	Social/Mixer
23-Apr-24	Saints Alliance End of the Year Banquet	Ceremony/Banquet
23-Apr-24	Unity Through Diversity	Outreach - Tabling/Info Session
9-Aug-24	RA CPR Training	Meeting/Discussion
23-Aug-24	Multicultural Center Visits	Social/Mixer
23-Aug-24	Welcome Week 2024	Social/Mixer
26-Aug-24	Welcome Week: Mac at the MCC	Meeting/Discussion
28-Aug-24	Welcome Week: Coffee with a Cop	Outreach – Tabling/Info Session
29-Aug-24	Welcome Week: Safety Program	Outreach – Tabling/Info Session
6-Sep-24	Saints Alliance Orientation	Ceremony/Banquet
11-Sep-24	Coffee with a Cop	Outreach – Tabling/Info Session
26-Sep-24	Float into Fun: Sip Smart, Stay Safe!	Meeting/Discussion

7-Oct-24	Women's Self Defense Class	Physical Activity - Recreation/Exercise
9-Oct-24	Coffee with a Cop	Outreach – Tabling/Info Session
16-Oct-24	Sexual Assault and Domestic Violence Tabling	Outreach - Tabling/Info Session
19-Oct-24	Make a Difference Day with Student Government Association	Community Service
21-Oct-24	Over the Garden Wall	Meeting/Discussion
24-Oct-24	Greek Programming Council Harm Reduction	Meeting/Discussion
29-Oct-24	DUI Awareness ft. St. Augustine Police Department	Outreach – Tabling/Info Session
30-Oct-24	Sexual Assault and Domestic Violence Tabling	Outreach - Tabling/Info Session
6-Nov-24	Coffee with a Cop	Outreach – Tabling/Info Session
8-Nov-24	National First Generation Student Celebration	Outreach – Tabling/Info Session
9-Nov-24	RA Workshop	Meeting/Discussion
10-Nov-24	RA Inservice	Meeting/Discussion
13-Nov-24	Sexual Assault and Domestic Violence Tabling	Outreach - Tabling/Info Session
4-Dec-24	Self Care Scrubs	Social/Mixer
4-Dec-24	Sexual Assault and Domestic Violence Tabling	Outreach - Tabling/Info Session
11-Dec-24	Coffee with a Cop	Outreach – Tabling/Info Session

RISK REDUCTION

College campuses can give you a sense of security—a feeling that everyone knows each other and watches out for one another. There are perpetrators who take advantage of this feeling of safety and security to commit acts of sexual violence.

We can all take steps to increase safety on college campuses. As bystanders, students can learn ways of stepping in to prevent crimes like sexual assault from occurring. When it comes to personal safety, there are steps you can take as well, and some of those tips are outlined below. No tips can absolutely guarantee safety—sexual violence can happen to anyone, and it's not the only crime that can occur on a college campus. It's important to remember that if you are sexually assaulted on campus it is not your fault—help and support are available.

Increasing on-campus safety. The following tips may reduce your risk for many different types of crimes, including sexual violence.

Know your resources. Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center and campus security. Program the campus security number into your cell phone for easy access.

Stay alert. When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.

Be careful about posting your location. Many social media sites, like Facebook, Instagram and Snapchat, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.

Make others earn your trust. A college environment can foster a false sense of security. They may feel like fast friends, but give people time earn your trust before relying on them.

Think about Plan B. Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your residence hall memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables**?**

Be secure. Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the residence hall or apartment, tell security or a trusted authority figure.

Safety in social settings

It's possible to relax and have a good time while still making safety a priority. Consider these tips for staying safe and looking out for your friends in social settings**.**

Make a plan. If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.

Protect your drink. Don't leave your drink unattended, and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.

Know your limits. Keep track of how many drinks you've had, and be aware of your friends' behavior. If one of you feels extremely tired or more intoxicated than you should, you may have been drugged. Leave the party or situation and find help immediately**.**

It's okay to lie. If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

Be a good friend. Trust your instincts. If you notice something that doesn't feel right, it probably isn't**.**

For more information, please visit www.flagler.edu/title-ix or www.rainn.org

BYSTANDER INTERVENTION - HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. They are *"individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."*

We want to promote a culture of community accountability at Flagler College where bystanders are actively engaged in the prevention of violence without causing further harm. While the Office of Safety & Security may offer advice and assistance regarding campus safety, all members of the campus community are encouraged to take responsibility for their own safety and, when possible, assist others through Bystander Intervention.

We may not always know what to do even if we want to help. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

Below is a list of some ways to be an active bystander.

1. Watch out for your friends and fellow students/employees. Notice a situation. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
2. Interpret the situation as someone is in danger or there is a potential for danger. Many situations are ambiguous. It's okay if you're wrong and it's not an emergency.
3. Assume responsibility to help. Decide that YOU personally should do something to help the victim or that if you don't help, no one will.
4. Know how to help. Try Bystander Intervention Techniques (see some examples below).
5. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
6. Speak up when someone discusses plans to take sexual advantage of another person.
7. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
8. Refer people to the on or off campus resources listed in this report for support in health, counseling, or with legal assistance.

Bystander Intervention Techniques:

- **Distract** - Ask for directions. Spill a drink. Engage them in conversation. Women: Invite the female to go to restroom with you – once there, ask if she needs help.
- **Delegate** - Involve others if you don't feel safe intervening alone. Ask friends to help you distract or confront. Find the person at risk's friends and tell them you are concerned about the safety of their friend.
- **Direct** - Directly confronting the situation (think about how you would directly stop someone from driving drunk)…"I don't like how you treat your girlfriend [or wife] – it's abusive and needs to stop." Offer to help find an intervention program. "I'm getting her friends to take her home now."

RESPONSE TO AN ACTIVE SHOOTER INCIDENT

An "active shooter" is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Victims are often selected at random. Since this type of event is unpredictable and evolves very quickly, knowing what to do can save lives. Everyone should have a plan.

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. If YOU are in the area of an Active Shooter…

RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Call 9-1-1 when you are safe.

HIDE

- Hide in an area out of the shooter's view.
- Lock the door or block entry to your hiding place.
- Barricade the door.
- Silence your cell phone.
- Remain quiet and out of sight (if possible).
- Turn off all lights in the location.
- Call 911 if you can quietly do so.
- Remain hidden until law enforcement comes to get you.

FIGHT

- As a last resort and only when your life is in imminent danger.
- Swarm the shooter.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw objects at the shooter.
- Commit to your actions…your life may depend on it.

ALCOHOL AND DRUG POLICIES AND PROVENTION

Alcohol And Drug Policies and Prevention

The purpose of the Alcohol and Illegal Drugs policy and associated prevention programs is to educate the College community regarding the harmful effects associated with the use of alcohol, other drugs and other addictive substances while identifying education and prevention programs offered to students, faculty and staff regarding these matters. This policy and the principles embodied *therein* provide the basis for all regulations as prescribed in the *College Catalog*, the *Student Handbook*, *the Student Code of Conduct*, the *Residence Life Handbook*, the *Faculty Manual*, the *Staff Personnel Handbook, the Annual Security and Fire Safety Report* and other college publications.

Flagler College Policy Statement (FCPS) #101 (Students & Employees)

The purpose of this statement is to set forth the College policy pertaining to the illegal use of drugs and alcohol by students or employees and the possession or use of alcohol on campus. This policy and the principles embodied therein provide the basis for all regulations as prescribed in the College Catalog, the Student Handbook, Employee Handbook and other college publications.

Flagler College enforces a policy prohibiting the illegal use of drugs or alcohol by students and employees, on or off the college campus. Violations may result in disciplinary action, regardless of legal outcomes.

It should be recognized that the standards governing the conduct of members of the college community are more rigorous than those governing legal convictions. Accordingly, disciplinary action is not contingent upon the legal adjudication of a charge.

Prohibition of Drugs: The college forbids the purchase, possession, use, distribution, manufacture, or sale of controlled substances.

Alcohol Use: Underage drinking or illegal alcohol use (e.g., drinking and driving, open container violations) may lead to disciplinary action.

On Campus Alcohol Events: Alcohol at on-campus events must be served by licensed vendors and only to those of legal drinking age. Alcohol may be served at approved on-campus social events for individuals of legal drinking age (e.g. students, employees and official guests), but only in designated areas. The college aims to prevent overconsumption.

Off Campus Incidents: Although the college cannot enforce off-campus laws, any involvement in incidents of intoxication, disorderly behavior, or actions that tarnish the college's reputation may result in discipline

Prohibited Activities: Students and employees who report to class, work, or other college activities under the influence of drugs or alcohol, or who come under such influence while participating in these activities, are subject to disciplinary action. Moreover, students and employees are expected to attend class, work, or other college-related activities without being impaired by the use of mind-altering substances when such impairment might endanger their safety or the safety of others, pose a risk of significant damage to college property or equipment, or substantially interfere with their performance or the efficient operation of the College's business, academic programs, or equipment.

Drug Free Schools and Communities Act: The provisions of this policy shall be distributed to all students and employees of the College at least annually. In addition to these provisions, the distribution will include:

- a description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol
- a description of the health risks associated with the use of illicit drugs and the abuse of alcohol

- a description of drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees.

Related Policies, Handbooks, Procedures, and Other References:

- Employee Handbook – https://my.flagler.edu/ics
- Student Handbook - Student Handbook | Flagler College
- Student Code of Conduct Student Code of Conduct | Flagler College
- Residence Life Handbook - Residence Life Policies | Flagler College
- Drug Free Schools and Communities Act - https://www.ecfr.gov/current/title-34/subtitle-A/part-86
- Health and Wellness: Physical Wellness Resources - https://www.flagler.edu/student-life/health-wellness/wellness-education/wellness-resources/physical-wellness
- Health and Wellness: Emotional Wellness Resources - https://www.flagler.edu/student-life/health-wellness/wellness-education/wellness-resources/emotional-wellness
- Annual Security and Fire Safety Report - https://www.flagler.edu/student-life/safety-security/annual-security-report

Terms and Definitions:

- Alcohol - Beverages with alcoholic content, including liquor, wine, and beer.
- Drugs - Illegal Drugs, controlled substances as defined by Florida State and Federal Law (narcotics, cannabis (including synthetic marijuana or THC products), hallucinogens, or drug-related paraphernalia
- Mind-Altering Substances - Alcohol, Drugs (Legal and Illegal) that influence a person's mental state.
- College Community - Faculty, staff, students, and guests

Student Code of Conduct Policies

Listed below are behaviors or actions are described that constitute violations of the Code. The violations are in writing to give students general notice of prohibited conduct. This Student Code of Conduct is not a criminal code; the illustrations below should be read broadly and are not designed to define misconduct in exhaustive terms. In addition to direct violations of the Code, students who aid, abet, incite, or attempt to commit prohibited behaviors or actions described below will be considered to have violated the Student Code of Conduct.

Alcohol – Prohibited Usage:

1. Underage Alcohol Consumption: Possession, use and/or consumption of alcohol when under the legal drinking age, as defined by law.
2. Open Container Violations: Possession of open containers of alcohol or consuming of alcohol in non-approved areas.
3. Supplying Alcohol to Minors: Dispensing, selling, and/or supplying alcoholic beverages to an individual who is under the legal drinking age, as defined by law.
4. Prohibited Alcohol Containers: Possession or use of beer kegs, party balls, and/or other common sources of mass volume alcohol on campus.
5. Public Intoxication: observable disruptive behavior resulting from excessive consumption of alcoholic beverages (to be determined by physical observation or BAC test, if available).
6. Policy Violations Under Influence: Violating other College or Residence Life policies while under the influence of alcohol. Students who choose to drink alcohol will be held fully responsible for their behavior while under the influence of alcohol.
7. False Age Representation: Misrepresenting or misstating one's age or using altered identification in order to prove legal drinking age.
8. Prohibited Alcohol Consumption Devices: Possession or use of devices designed for the rapid consumption of alcohol, such as beer bongs and funnels. This includes games promoting the consumption of alcohol.
9. Driving while impaired.

10. Alcohol and Drug Policy Violation: Violation of the College's Alcohol and Illegal Drugs Policy.

Possession of Illegal Drugs and/or Misuse of Medication: Flagler College complies with the Drug Free Schools and Communities Amendments of 1989 in making students and employees aware of the laws pertaining to the use of alcohol and other drugs and by actively discouraging the violation of these laws.

1. Unlawful Possession and Use of Drugs: Unlawful possession, use, or distribution of illegal drugs, including use of prescription drugs, where the individual(s) possessing or using the drugs is not the individual(s) for whom the prescription drugs are lawfully prescribed.
2. Prohibition of Illegal Drugs and Controlled Substances: The use, consumption, possession, sale manufacture, trafficking or transfer of any illegal drug or controlled substance, as defined by Florida state and Federal law.
3. Drug Paraphernalia Resections: Use, display, and/or possession of drug paraphernalia are prohibited. This includes, but is not limited to, bongs, pipes, scales, hookahs, water pipes, or any other item modified or adapted for planting, selling, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the human body.
4. Conspiracy to Distribute Illegal Drugs: Conspiracy to distribute, deliver and/or sell illegal drugs.
5. Misuse of Prescription Drugs: Misuse of one's own prescription medication.
6. Impaired Operation of Transportation: Control or operation of any mode of transportation while impaired by a regulated or controlled substance.
7. Attendance Under the Influence: Reporting to class, an organizational meeting or other College authorized event while under the influence of drugs.

Violations of Local, State and Federal Laws:

1. Violation of Local or State or Federal Laws. The College, upon learning of a student's arrest, will inquire into the nature of the charge and note any violations of College regulations. Any student who is charged and/or convicted with a criminal offense, other than a minor traffic offense, may be subject to disciplinary action. In cases where the safety or welfare of others may be jeopardized, the College may suspend or expel prior to legal adjudication of the charges. In such instances, the case may be referred to the appropriate committee for review and recommendation. However, the student may be summarily suspended pending a hearing.

2. Failure to self-report a criminal offense. Any student who is charged and/or convicted with a criminal offense, other than a misdemeanor traffic offense, has a duty to self-report it, in writing, to the Dean of Students within 30 days of being charged with the crime. The Dean of Students will review the alleged criminal conduct with the student to determine whether any sanctions under the Student Code of Conduct are necessary. Failure to self-report being convicted and/or charged with a criminal offense, other than a minor traffic offense, within 30 days after being charged with a criminal offense constitutes grounds for immediate suspension or expulsion from the College.

Special Procedures Involving Medical Amnesty

If the case includes on- or off-campus conduct involving students who sought assistance for themselves or others as a result of a hazing incident, intoxication, or medical emergency, it will follow the procedures outlined below.

In addition to the investigation procedures outlined in Disciplinary Process, the Dean of Students Office (DOS) and CARE (Campus Assessment, Referral, and Evaluation) staff may become involved if further information is needed to determine the appropriate resolution by DOS.

Notice: If a case is determined to fall under Medical Amnesty, the alleged student will receive an outreach letter to schedule a review meeting. The letter will be sent to the student's Flagler College email and will include a summary of the concerns and sources of information. The letter will also instruct the student to contact DOS within three (3) class

days to schedule an informational meeting to review the incident. If the student fails to make contact within this time, the case may be referred to the student conduct process, potentially resulting in a student conduct record.

Resolution Meeting: Medical Amnesty cases are resolved through an informal, informational meeting focused on the student's well-being and decision-making. Flagler College prioritizes the physical and mental health and safety of its students and community. Students may be required to complete educational outcomes aimed at reinforcing positive behaviors and connecting them to campus resources. Students who successfully complete the Medical Amnesty process will not have a student conduct record for the incident.

The College retains the right to modify these procedures in response to the unique circumstances of a particular case.

Residence Halls: Alcohol and Drug Policies

1. *Alcohol Usage*
    a. No alcohol is permitted in first-year halls, common spaces, lounges or kitchens.
    b. No alcohol is permitted in sophomore housing (Abare Hall and FEC Towers)
    c. Alcohol is permitted in junior/senior housing (Sebastian House) if every occupant of the room is of the age of 21 or older.
        i. If a guest is visiting the room, the guest must be of the age of 21 or older in order for alcohol to be used within the space.
            1. Standard guest policy applies with no more than two (2) guests permitted per resident per time.
        ii. If in the Sebastian House, no alcohol is permitted to be consumed while on the balcony.
    d. Incidents of intoxication and/or misconduct involving the consumption of alcoholic beverages are subject to College disciplinary action. The use or possession of alcoholic beverages by students or their guests under the age of twenty-one (21) is prohibited.
    e. Students who are at least twenty-one (21) may consume alcoholic beverages that are made available at events and programs on campus. These beverages will be offered through Catering Services.
    f. Residents are permitted to have a total of one (1) 24-pack max of beer or two (2) bottles of wine. No amount over or liquor is permitted.
    g. Alcohol paraphernalia is strictly prohibited. This includes, but is not limited to:
        i. Beer bongs
        ii. Flip cup
        iii. Beer Pong
        iv. Kegs
        v. Shot glasses
        vi. Anything for mass consumption
2. *Prohibited Items*
    a. Certain items are prohibited in our residence halls because they may create an overload of a utility service, are dangerous, illegal, or otherwise prohibited by Flagler College policy, laws or applicable fire codes. Students may not possess these items in any College residence hall or suite.
    b. Violations of the Prohibited Items provision of this policy will be subject to the following administrative actions:
        i. First violation – Confiscation of the prohibited item when practical, and an administrative warning.
        ii. Second and future violation - Confiscation of the prohibited item when practical and referral to the disciplinary process. Repeated violations may result in loss of housing privileges, as determined by the disciplinary process.
    c. For safety reasons, the following items are prohibited in College housing:
        i. Illegal drugs or drug paraphernalia.
        ii. Marijuana (medical and recreational).

3. *Smoking and Tobacco*
    a. All College residential facilities are smoke, tobacco, marijuana, and drug free. Smoking, including the use of any e-cigarette or vaporizing device is strictly prohibited in all residential facilities. Regardless of use for medical purposes, marijuana is not permitted on-campus.

Code of Conduct Sanctions Associated with Alcohol and Drug Violations

A sanction is the College's educational response to address student behavior when a student has taken responsibility or has been found responsible for violations of the Student Code of Conduct. Sanctions will be determined by the Dean of Students or designee after a determination of responsibility for the reported conduct charges. In light of the facts and circumstances of each case, the following list describes the range of sanctions, or combination of sanctions (with or without appropriate modifications) that may be imposed upon any student or organization found to have violated the Student Code of Conduct.

Summary Suspension
Warning/Reprimand
General Disciplinary Probation
Restrictive Disciplinary Probation
Suspension
Dismissal
Expulsion
Finality
Financial Refund
Transcript Notations
Counseling Assessment and Compliance
Drug Testing
Educational Programming
Exclusion from College Housing
Loss of College Recognition
Monitored Events
Reflective Learning
Restitution
Restorative Service
Parental/Guardian Notification
Restrictions

LEGAL CONSEQUENCES

Students are expected to comply with municipal,state and federal laws pertaining to the possession and use of alcoholic beverages off campus. The legal drinking age in Florida is 21. No person can give, sell, serve, or permit to be served alcoholic beverages to a person under 21. Violations of any such laws are punishable by a term of up to one year in prison and a fine up to $1000. Violations by persons under the age of 21 may lead to limiting of driving privileges.

ALCOHOL AND OTHER DRUGS PREVENTION AND RESOURCES:

Identified below are prevention education that is required for in-coming students to complete, and resources available to those in the community that require assistance in addressing substance abuse and associated behaviors. The services and resources are offered or promoted by the Department of Health and Wellness.

Incoming Student Prevention Training (Vector Solutions)

Flagler College is committed to your success as a student, and ensuring that we are cultivating a safe, secure, and healthy campus environment. As students transition to college, they may experience issues centered around their health, safety, and security. To help you manage common challenges students often experience in college, Flagler College has partnered with Vector Solutions to offer training designed to help you and your peers identify challenges, understand how to navigate them, and comply with state and federal laws, as well as the college's policies and procedures.

The training will cover Alcohol Edu, and Prescription Drug Abuse Prevention. As a knowledgeable community, we make our campus a safe place to study, work, and play.

Required Trainings:

- AlcoholEdu for College - This course encourages students to reflect on their drinking and encourages safe decision-making, making campuses safer for all.

- Prescription Drug Abuse Prevention - Knowledge, skills, and tools to help students make healthy, informed decisions about prescription medications.

Campus and Community Resources

The Department of Health & Wellness provides the campus community with various campus and community resources associated with substance usage. On the Health & Wellness website, students will find these resources within the Emotional Wellness and Physical Wellness dimensions of the wellness wheel.

Resources Through Flagler College

- CARE Team - Located in Tinlin House, 65 Valencia Street. CARE (Campus Assessment, Referral, and Evaluation) exists as a proactive, multi-disciplinary program in support of the safety, health, and well-being of all students, faculty, and staff.
- Counseling Center - Located in Tinlin House, 65 Valencia Street. Flagler College Counseling Services provides confidential psychological services to currently enrolled students. We strive to help students manage personal concerns that interfere with learning and academic progress. Counseling Services offers initial assessments, brief individual counseling, group therapy, workshops and educational presentations on a variety of topics, crisis intervention services, and professional consultations to staff, faculty, students, and parents.
- Health & Wellness Canvas Course - The Health & Wellness Canvas Course provides students, faculty, and staff with resources (videos, handouts, worksheets, etc.) on an array of topics designed to promote the prevention of issues, as well as help individuals address critical topics one may experience while going to college. To enroll in the course you will need to log in with your Flagler credentials and select "Enroll". Please visit this site often, as content will be uploaded throughout the year.

Community Tools for Emotional & Physical Wellness Associated with Substance Use

- Addictions.com - Find Florida drug rehabs in cities near you
- Have a problem with alcohol? There is a solution. | Alcoholics Anonymous (aa.org) - Florida Alcohol Anonymous meetings
- Abundant Life Ministries Counseling Services - Provides mental health and addiction services (individual, family, couples)
- American Addiction Centers (AAC) - American Addiction Centers provides addiction treatment and mental health services at multiple locations nationwide.
- EPIC Behavioral Healthcare - Substance abuse and mental health services for all ages. EPIC offers walk-in services for crisis sessions or to assess the need for substance use and mental health services through the Access Support Center. Open Monday-Thursday, 9 am-2 pm at 1400 Old Dixie Hwy., Ste. B, St. Augustine, FL 32084.
- SMA Health Care - Providing behavioral health care for people with addictions or mental health concerns (prevention, crisis 24/7, residential outpatient, justice services, and community outreach)
- College Drinking Prevention - One-stop resource for comprehensive research-based information on issues related to alcohol abuse and binge drinking.
- Free Rehab Centers in Florida - FreeRehabCenters.org is about providing the most complete list of free, low-cost, sliding scale, and low-income assisted rehab lists on the Internet.
- Harbor Village Florida - Licensed and accredited addiction treatment facility in South Florida.
- Smart Recovery - National Self-help organization devoted to cognitive therapy-oriented recovery from substance abuse.
- National Institute on Alcohol Abuse and Alcoholism - National Institute of Alcohol and Alcoholism. The mission of the National Institute on Alcohol Abuse and Alcoholism is to generate and disseminate fundamental knowledge about the effects of alcohol on health and well-being and apply that knowledge to improve diagnosis, prevention, and treatment of alcohol-related problems, including alcohol use disorder, across the lifespan.

- Marijuana Anonymous - Marijuana Anonymous is for sharing experiences and helping to recover from marijuana addiction.
- Cocaine Anonymous - Cocaine Anonymous is a site where recovering addicts share and gain strength to solve the problem of cocaine addiction.
- Cocaine.org - Comprehensive site on cocaine and addiction.
- MethadoneCenters.com - Free valuable and potentially life-saving resources and information to help overcome substance abuse, as well as a comprehensive directory that connects individuals struggling with opioid addiction to methadone treatment centers in their area.
- Montana Meth Project - The State of Montana's informational site on educating the public on the dangers of Meth.
- PBS.org - PBS feature on the dangers of Meth and addiction.
- SAMHSA Substance Abuse and Mental Health Services Administration - SAMHSA's National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders.
- Stop Oxycontin Addiction - A website devoted to stopping OxyContin addiction.
- https://smartrecovery.org/- Addiction And Recovery- Smart Recovery Mobile App. Free 24/7 Information, inspiration and Motivation to help you succeed on your recovery journey. Click here for more information:

Addiction And African Americans

- A Guide to Addiction and Recovery for African Americans - Provides helpful statistics, looks at the differences in substance abuse patterns across the black population, and treatment options to consider.
- Demographics and Addiction - African Americans may experience more barriers to treatment than other groups, this guide can help one become aware of payment options and how to find providers who understand the issues unique to this population.
- How Different Cultures Deal with Alcoholism Learn why culture, religion, race, social circles, socioeconomic status, and home environment can affect how a person treats alcohol abuse.
- Alcohol and Drug Abuse Among African Americans - Provide helpful statistics, looks at the differences in substance abuse patterns across the black population, and treatment options to consider.

Health Effects of Illegal Drug & Alcohol Abuse

Alcohol and Your Health

According to the Centers for Disease Control and Prevention, alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Short-Term Health Risks

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns
- Violence, including homicide, suicide, sexual assault, and intimate partner violence

- Alcohol poisoning, a medical emergency that results from high blood alcohol levels
- Risky sexual behaviors, including unprotected sex or sex with multiple partners these behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or fetal alcohol spectrum disorders (FASDs) among pregnant women.

Long-Term Health Risks

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems
- Cancer of the breast, mouth, throat, esophagus, liver, and colon
- Learning and memory problems, including dementia and poor school performance

- Mental health problems, including depression and anxiety
- Social problems, including lost productivity, family problems, and unemployment
- Alcohol dependence or alcoholism

Health Effects of Drug Abuse

Information on the effects of the most commonly abused drugs is available from the National Institute on Drug Abuse at www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts.

Drug-Free Schools and Communities Act

Flagler College complies with the Drug-Free Schools and Communities Act and Education Department General Administrative Regulations Part 86 (the Drug-Free Schools and Campuses Regulations) by enforcing policies which include sanctions for illegal alcohol and other drug use and by providing students and employees with information and services to understand those policies.

Flagler's Student Code of Conduct prohibits the unlawful possession, use, or distribution of alcohol or illegal drugs on the campus.

That policy also clearly states that sanctions apply to student acts committed off-campus while under the influence of alcohol or illegal drugs, such as public disturbances, endangerment to self or others, or property damage.

WEAPONS POLICY

Possession of Weapons and Destructive Devices: In accordance with FCPS#123

1. **Prohibited Weapons on Campus:** The possession or use of firearms, fireworks of any description, explosive devices, or any dangerous weapon is prohibited on college premises or at any college-sponsored function. Dangerous weapons shall include but not be limited to: firearms of any description, airsoft, paintball, carbon dioxide and spring propelled guns, swords, dirks, knives (other than a common pocketknife, plastic knife, or blunt-bladed table knife), metallic knuckles, blackjacks, bow and arrows or crossbows or other devices designed or intended to propel a missile or object of any kind, stun guns, stun batons, tasers or other electronic or electric weapons or other implement for the infliction of serious bodily injury, or any other instrument deemed to be a weapon. This list is not intended to list all possible weapons; final determination is at the discretion of the College.

2. **Fireworks and Explosives Prohibition:** The possession or use of fireworks of any description or explosive devices is prohibited on college premises or at any college-sponsored function. Fireworks, explosives, and dangerous weapons are prohibited under Florida law and may not be brought on campus under any

circumstances. Violators of this regulation will be subject to suspension or expulsion from Flagler College.

The only exceptions to this prohibition are:

- A sworn law enforcement officer may carry a weapon on College property, College-controlled property or to College sanctioned events;
- Students may carry a lawful self-defense chemical spray which is compact in nature, containing no more than two ounces of chemical, designed to be carried on or about the person solely for purposes of self-defense;
- Possessing and using a razor blade and/or a box cutter for lawful and intended purposes is permitted. Specifically, razor blades may be possessed and used for personal hygiene and a box cutter may be possessed and used as a tool for College-sanctioned or College-sponsored events.

In accordance to Florida law, the College would like to make you aware of the details of Florida's "bring your gun to work" law as it pertains to Flagler College. (The "Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008" [§ 790.251, Fla. Stat. (2008)] went into effect July 1, 2008).

Under this law, Florida residents are allowed to keep "lawfully possessed" firearms that are "locked inside or locked to a private motor vehicle" at the workplace. The law recognizes several types of locations that are exempt from this law for safety reasons.

Flagler College is exempt from this law as an educational institution [as defined in § 790.115, Fla. Stat. (2006)]. No students, staff, or faculty members (including contract workers, interns, volunteers, and guests) can bring a firearm to the Flagler College campus or keep one locked inside their vehicle in any Flagler-owned or leased parking lot. Please keep in mind, however, that active sworn law enforcement personnel are allowed to carry firearms (concealed or not) at all times. For more information on this law and the full text of the Florida Statute, you can review this legislation online at www.flsenate.gov under SB1130.

HATE CRIMES

Any Clery Act crime, any other crime involving bodily injury, and any larceny/theft, simple assault, intimidation, destruction, damage or vandalism of property in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity/national origin or disability of the victim, is a "hate crime" and is included in the Annual Security Report. Any questions or concerns about prohibited harassment in the College community should be directed to the Office of Campus Safety & Security or other CSAs.

The State of Florida also considers certain crimes to be more serious when motivated by hatred or malice based on race, color, religion or national origin of another group. These underlying offenses include, but are not limited to, crimes against persons such as harassment, terroristic threats, and assaults.

Victims should immediately report any such activities or crimes occurring on the St. Augustine campus to the Office of Campus Safety & Security and/or the St. Augustine Police.

SEX OFFENDER REGISTRY

The federal Campus Sex Crimes Prevention Act (Public Law No. 106-386 §1601), which went into effect on October 28, 2000, requires each state to provide information regarding registered sex offenders to the local law enforcement agency with jurisdiction where an institution of higher education is located.

The law also requires institutions of higher education to issue a statement advising the campus community

where state law enforcement agency information concerning registered sex offenders may be obtained.

Florida state law requires a person designated as a sexual predator or offender to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the local law enforcement agency where the registrant resides, or attends or is employed by an institution of higher learning. For more information, visit Florida's sexual offender and predator homepage at https://offender.fdle.state.fl.us/offender/sops/home.jsf.

MISSING STUDENT NOTIFICATION POLICY

A student shall be deemed missing when the College becomes aware that the student has been absent from the College for more than 24 hours without any explanation.

- Any report of a missing student missing from the St. Augustine campus should be immediately made to the Office of Safety and Security at (904)819-6200.

If a student is under 18 years of age and unemancipated, the College will notify the parent or guardian of the missing student not later than 24 hours after the student is determined missing by the Director of Safety and Security If a student is 18 years of age or over, the College may notify the parent or guardian of the missing student not later than 24 hours after the student is determined missing by the Director of Safety and Security. The decision to notify the parent or guardian of a missing student who is an adult shall be made by the Vice President of Student Affairs.

All students shall have the opportunity on an annual basis to list emergency contact information with and identify to the Division of Student Affairs or the Office of Residence Life an individual to be contacted by the College in the event that he or she is determined to be missing. The contact information is registered confidentially, is accessible only to authorized campus officials, and will only be disclosed to law enforcement personnel in furtherance of a missing person investigation.

When a student is reported missing, the Director of Safety and Security shall initiate an investigation to determine the validity of the missing person report; contact the Vice President of Student Affairs, the Vice President, Chief of Staff, and the College President; and make a recommendation as to the status of the missing student; i.e. whether the student was found, is still missing, is accounted for but not on campus, is staying with a boyfriend/girlfriend, or did not wish to talk with parents.

If it is determined that the report is valid and the student has been missing for 24 hours, the Vice President of Student Affairs will notify the individual identified by the missing person as the emergency contact person; notify the parents or guardians of the missing person as contained in the students' records if the individual is under 18; and notify the St. Augustine Police of a missing person.

If an outside law enforcement agency initiates a Missing Person Report and/or a Missing Person investigation concerning a student at any time prior to 24 hours from the time the student is reported missing to a College official, the student shall automatically be considered as missing under this policy and all protocols shall be implemented immediately.

STUDENT AND STAFF RESPONSIBILITY

The cooperation and involvement of all members of the Flagler community in an overall program of campus safety is a necessary prerequisite for success. For example, students and staff who see unfamiliar or unauthorized persons, or persons acting in a suspicious manner on campus should report them at once to the Office of Campus Safety & Security.

By learning and practicing basic safety and security precautions, each individual will help make Flagler College a safer place to live, work and to learn.

Residents and staff should always lock their room and office doors when the room is unoccupied—even for a minute—and at night. The serial numbers of valuable items such as small electronic devices should be kept in a safe place. By working hand-in-hand with the Office of Campus Safety & Security, staff and students may positively influence the security of the campus.

The Office of Business Services in collaboration with the office of Campus Safety & Security is also responsible for the registration of all vehicles parked on campus and the enforcement of campus parking rules and regulations. Therefore, all vehicles belonging to faculty, staff, and students parked on the St. Augustine campus and in parking lots proximate to campus that are leased by the College must be registered annually with the Office of Business Services and display a valid Flagler College parking decal. Please practice common sense by keeping your vehicle locked at all times.

SAFETY AND SECURITY SUMMARY

Criminal actions, dangerous activities, suspicious behavior, and emergencies occurring on the St. Augustine campus should be reported immediately to the Office of Campus Safety & Security at **904-819-6200**.

Security Officers are on duty every day, 24 hours a day. Please program the Office of Campus Safety & Security phone number into your cell phone.
Members of the Flagler College community must assume responsibility for their own personal safety and the security of their personal property.

- Never take personal safety for granted.
- Trust your instincts. If something doesn't feel right, it probably isn't.
- If you *SEE* something, *SAY* something.
- Travel in groups and use well-lit routes.
- Carry only small amounts of cash.
- Use common sense and good judgment when traveling off campus.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- Never let strangers into the residence halls.
- Be mindful of what information and photographs you post on the Internet.
- Inventory your personal property and insure it appropriately with a private insurance carrier.

Additional details about specific crime statistics are available from the Director of Safety & Security by calling 904-819-6200. Flagler's crime statistics are also published by the United States Department of Education at http://ope.ed.gov/security/).

The information in this Report has been compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. No warranty, guarantee or representation is made by Flagler College as to the absolute security and safety of the campus.

The College reserves the right to change these policies, but will alert enrolled students and current employees of any changes. Please refer to the *Student Handbook*, the *Staff Handbook*, and the Office of Campus Safety & Security website for further details on policies and procedures.

AVAILABILITY OF THE ANNUAL SECURITY REPORT

The College's Annual Security Report is available online at *Annual Security and Fire Safety Report*

The College will provide a paper copy of the report upon request to currently enrolled or prospective students and current or prospective employees of the College. It can be viewed on request in the Safety and Security Office located at 1 Malaga Street, Saint Augustine Florida.

LOCATIONS AND DEFINITIONS

The Clery Act requires that statistics be disclosed for reported Clery crimes that occur (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that are owned or controlled by Flagler College. The following Clery Act-specific definitions are for these geographic categories.

LOCATIONS

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

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

Off-Campus Locations: Flagler College does not have any off-campus locations used by student organizations that are recognized by the College.

Public Property: All public property, including thoroughfares, streets, sidewalks, parking, and forested areas (*i.e.*, woods, parks) that is within the campus or immediately adjacent to and accessiblefrom the campus.

Student Housing: On campus residence halls or other residential housing for students. This means a student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

CRIMINAL OFFENSES

Murder and Non-Negligent Manslaughter - The willful (nonnegligent) killing of one human being by another.

Manslaughter by Negligence - The killing of another person through gross negligence.

Sexual Offenses: include any sexual acts directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, to include the following.

- **Rape**: 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 consent of the victim.
- **Fondling**: the touching of the private body p arts of another person for the purpose 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**: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**: sexual intercourse with a person who is under the statutory age of consent.

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary - The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle (including electric bicycles). ARSON - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

Dating Violence: Includes violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, a person with whom the victim shares a child in common, a person who is cohabiting with or has cohabited 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 State of Florida, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Florida.

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.

Hate Crimes

A hate crime is considered a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

• **Race** - A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).

• **Gender** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender (e.g., male or female).

•**Gender Identity** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender non-confirming individuals).

• **Religion -** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

• **Sexual Orientation** - A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

• **Ethnicity** - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

• **National Origin** - A preformed negative opinion or attitude toward a group of persons based on their actual or perceived country of birth.

• **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

In conjunction with the Clery Act, hate crimes include any of the following offenses that are motivated by bias:

- Murder and Non-Negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft

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

In addition to the first seven offenses that are defined above, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are only included if they are hate crimes.

Larceny-Theft - The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault - The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property- To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

Liquor Law Violations- The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations - The violation of laws prohibiting the production, distribution and/ or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Weapon Law Violation - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

CRIME STATISTICS – ST. AUGUSTINE CAMPUS

The statistics below represent incidents that were reported to the Flagler College Office of Campus Safety & Security, local police agencies, and Flagler College employees designated as a Campus Security Authority.

2024

Offense Type	On-Campus	Student Housing	Non-Campus Building or Property	Public Property	Total
Murder	**0**	**0**	**0**	**0**	**0**
Manslaughter by Negligence	**0**	**0**	**0**	**0**	**0**
Rape	**0**	**0**	**0**	**0**	**0**
Fondling	**0**	**0**	**0**	**0**	**0**
Incest	**0**	**0**	**0**	**0**	**0**
Statutory Rape	**0**	**0**	**0**	**0**	**0**
Robbery	**0**	**0**	**0**	**0**	**0**
Agg Assault	**0**	**0**	**0**	**0**	**0**
Burglary	**3**	**3**	**0**	**0**	**3**
Arson	**1**	**1**	**0**	**0**	**1**
Motor Vehicle Theft (Includes electric bikes and scooters)	**5**	**5**	**0**	**0**	**5**
Domestic Violence	**1**	**0**	**0**	**0**	**1**
Dating Violence	**1**	**0**	**0**	**0**	**1**
Stalking	**2**	**1**	**0**	**0**	**2**

NOTE: Sexual assault and domestic/dating violence are historically underreported crimes. By law, professional counselors are exempt from reporting Clery crimes discussed in a counselor-client setting. However, to provide a more accurate accounting of these crimes involving our students, Counseling Services has provided the number of crimes reported to them by student-clients. Some may have occurred off-campus, in other jurisdictions, or at unknown locations. Crimes reported to the Title IX Coordinator may have occurred off-campus, in other jurisdictions, or at unknown locations; and may also have been reported to Counseling Services. Therefore, some sexual assaults may have been double-reported.

Reported to Counseling Services

Sexual Assault – 1

Stalking – 0

Intimidation- 1

Dating Violence- 0

Domestic Violence - 1

2023

Offense Type	On-Campus	Student Housing	Non-Campus Building or Property	Public Property	Total
Murder	**0**	**0**	**0**	**0**	**0**
Manslaughter by Negligence	**0**	**0**	**0**	**0**	**0**
Rape	**3**	**3**	**0**	**0**	**3**
Fondling	**0**	**0**	**0**	**0**	**0**
Incest	**0**	**0**	**0**	**0**	**0**
Statutory Rape	**0**	**0**	**0**	**0**	**0**
Robbery	**0**	**0**	**0**	**0**	**0**
Agg Assault	**4**	**3**	**0**	**0**	**4**
Burglary	**9**	**6**	**0**	**0**	**9**
Arson	**1**	**1**	**0**	**0**	**1**
Motor Vehicle Theft	**3**	**1**	**0**	**0**	**3**
Domestic Violence	**0**	**0**	**0**	**0**	**0**
Dating Violence	**2**	**2**	**0**	**0**	**2**
Stalking	**5**	**5**	**0**	**0**	**5**

NOTE: Sexual assault and domestic/dating violence are historically underreported crimes. By law, professional counselors are exempt from reporting Clery crimes discussed in a counselor-client setting. However, to provide a more accurate accounting of these crimes involving our students, Counseling Services has provided the number of crimes reported to them by student-clients. Some may have occurred off-campus, in other jurisdictions, or at unknown locations. Crimes reported to the Title IX Coordinator may have occurred off-campus, in other jurisdictions, or at unknown locations; and may also have been reported to Counseling Services. Therefore, some sexual assaults may have been double-reported.

There was 1 reported hate crimes of vandalism in 2023, involving ethnicity

Reported to Counseling Services

Sexual Assault – 3

Stalking – 0

Intimidation- 0

Dating Violence- 0

Domestic Violence - 1

2022					
Offense Type	**On Campus**	**Campus Housing**	**Non Campus**	**Public Property**	**Total**
Murder	**0**	**0**	**0**	**0**	**0**
Manslaughter by Negligence	**0**	**0**	**0**	**0**	**0**
Rape	**2**	**2**	**0**	**1**	**3**
Fondling	**0**	**0**	**0**	**0**	**0**
Incest	**0**	**0**	**0**	**0**	**0**
Statutory Rape	**0**	**0**	**0**	**0**	**0**
Robbery	**0**	**0**	**0**	**0**	**0**
Assault	**7**	**7**	**0**	**1**	**8**
Burglary	**2**	**2**	**0**	**0**	**2**
Arson	**0**	**0**	**0**	**0**	**0**
Motor Vehicle Theft	**1**	**0**	**0**	**1**	**2**
Domestic Violence	**0**	**0**	**0**	**1**	**1**
Dating Violence	**1**	**1**	**0**	**0**	**1**
Stalking	**3**	**3**	**0**	**0**	**3**

NOTE: Sexual assault and domestic/dating violence are historically underreported crimes. By law, professional counselors are exempt from reporting Clery crimes discussed in a counselor-client setting. However, to provide a more accurate accounting of these crimes involving our students, Counseling Services has provided the number of crimes reported to them by student-clients. Some may have occurred off-campus, in other jurisdictions, or at unknown locations. Crimes reported to the Title IX Coordinator may have occurred off-campus, in other jurisdictions, or at unknown locations; and may also have been reported to Counseling Services. Therefore, some sexual assaults may have been double-reported.

There were no reported hate crimes for 2022.

Reported to Counseling Services
Sexual Assault – 9
Stalking – 1
Intimidation-2
Dating Violence- 1
Domestic Violence - 0

Arrests/Referrals for Selected Offenses

2024					
Type of Law	**On-Campus**	**On Campus Student Housing**	**Non-Campus Building or Property**	**Public Property**	**Total**
Arrests					
Weapons	**0**	**0**	**0**	**0**	**0**
Drug Law	**0**	**0**	**0**	**7**	**7**
Liquor Law	**0**	**0**	**0**	**1**	**1**
Referrals					
Weapons	**3**	**3**	**0**	**0**	**3**
Drug	**50**	**50**	**0**	**0**	**50**
Liquor	**61**	**61**	**0**	**0**	**61**

Note: Where multiple allegations were reported for the same incident, the following hierarchy was used for the Clery report. Weapons, Drugs, Alcohol.

2023					
Type of Law	**On-Campus**	**On Campus Student Housing**	**Non-Campus Building or Property**	**Public Property**	**Total**
Arrests					
Weapons	**0**	**0**	**0**	**0**	**0**
Drug Law	**0**	**0**	**0**	**0**	**0**
Liquor Law	**0**	**0**	**0**	**0**	**0**
Referrals					
Weapons	**4**	**4**	**0**	**0**	**4**
Drug	**55**	**55**	**0**	**1**	**56**
Liquor	**109**	**109**	**0**	**0**	**109**

2022					
Type of Law	**On-Campus**	**On Campus Student Housing**	**Non-Campus Building or Property**	**Public Property**	**Total**
Arrests					
Weapons	**0**	**0**	**0**	**0**	**0**
Drug Law	**0**	**0**	**0**	**0**	**0**
Liquor Law	**0**	**0**	**0**	**0**	**0**
Referrals					
Weapons	**3**	**3**	**0**	**0**	**3**
Drug	**23**	**23**	**0**	**0**	**23**
Liquor	**90**	**90**	**0**	**0**	**90**

Fire Safety Report

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. An on-campus student housing facility is a dormitory or other residential facility for students located on an institution's campus.

Flagler College has six (6) on-campus student residence halls on the St. Augustine campus.

Flagler College has prepared this report, which includes required information about student housing fire safety systems, fire evacuation drills, fire safety policies, and education and training programs.

The chart at the end of this report indicates fire events that occurred in our five residence halls during the past three calendar years.

ON-CAMPUS HOUSING FIRE SAFETY EQUIPMENT

Residence Hall	Address	Year Built	Square Footage	% of Space Sprinkled	Fire Alarm Systems	Extinguishers Provided?	Total Floors	Fire Drills
Abare Hall	1 Malaga Street	2017	53,982	100	Yes	Yes	3	2
Cedar Hall	94 Cedar Street	2004	36,900	100	Yes	Yes	3	1*
FEC A	1 Malaga Street	1923	21,523	100	Yes	Yes	3	2
FEC B	1 Malaga Street	1923	21,523	100	Yes	Yes	3	2
FEC C	1 Malaga Street	1923	21,523	100	Yes	Yes	3	2
Lewis House	18 Valencia	1987	48,267	100	Yes	Yes	3	2
Ponce de Leon Hall	74 King Street	1885	201,614	100	Yes	Yes	5	2
Sebastian House	333 S. Ponce de Leon Blvd	2016	82,356	100	Yes	Yes	5	2
*Cedar Hall was off-line for the 2024 Spring Semester and drills were not conducted.								

Fire alarm systems are remotely monitored 24 hours a day, 365 days a year by a certified central station fire alarm monitoring company. When an alarm is activated on campus, the central station dispatcher immediately contacts the St. Augustine Fire Department and the Office of Campus Safety & Security.

Security Officers are immediately dispatched to the activation location. Security Officers have two-way radio communications with the Office of Campus Safety & Security office, and can advise the dispatcher if fire department response is warranted. The Office of Campus Safety & Security dispatcher then calls 9-1-1 to request fire department response as needed.

Tampering with fire safety equipment or setting off a false alarm is illegal. It also makes the alarm system ineffective and endangers the lives of other persons living in the residence halls/houses.

Any person who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishers, smoke detectors, or exit signs, or in any other manner interferes with or otherwise hampers the effectiveness of the fire safety system, is subject to severe

disciplinary action, including dismissal from the residence halls/houses, possible suspension or expulsion from the College, and/or criminal prosecution.

If a smoke detector is detached from the wall for any reason, it is the responsibility of the person residing in that room to report it immediately. If not reported, all residents will be held responsible for tampering with fire safety equipment and will be disciplined and/or fined.

Inspection, testing, and maintenance programs for fire sprinkler, fire/smoke detection, and fire alarm systems are performed and recorded on an annual basis in accordance with National Fire Protection Association (NFPA) 72, National Fire Alarm Code and with NFPA 13 and 13A.

Training and competency of state certified personnel responsible for the routine inspection, testing and maintenance of fire sprinkler systems, fire/smoke detectors, and alarm systems is handled by the certified contractors hired to perform these inspections. Fire extinguishers are checked regularly by Security Officers and inspected annually by our contractor in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Newly constructed residential facilities on the campus as well as those that undergo reconstruction, as defined by the building code of the State of Florida, have sprinkler systems and complete fire and smoke detection and alarm systems.

SUPERVISED FIRE DRILLS

Unannounced fire and evacuation drills are conducted in all residence halls during the spring and fall semesters of each academic year. In 2024 the Fire Drills were conducted on 2/12, 2/13, 2/15, 10/28, and 10/31.

The drills are conducted and supervised by the Office of Campus Safety & Security and the Office of Residence Life staff. Drills are documented and problems are addressed. Students must participate in the fire drills, and it is a violation of the Student Code of Conduct not to evacuate during a drill. Due to staff capacity, inspections are not conducted of individual suites during the drills. Inspections of individual suites are carried out by the contract fire company Summit on an annual basis.

Fire Evacuation Drills

During a drill, occupants practice drill procedures and familiarize themselves with the location of fire exits and the sound of the fire alarm. In the event of an actual fire, occupants must notify 9-1-1 and the Office of Campus Safety & Security. The Office of Campus Safety & Security will call 9-1-1 for fire department assistance.

Occupants of a residence hall and their guests must immediately evacuate the building upon the sounding of a fire alarm, regardless of its nature (drill, false alarm or actual alert), and follow the directions of College officials during the evacuation. Residents and RAs are not permitted to re-enter the building until the “all clear” is given by an on-scene Security Officer or the senior Residence Life staff member present. Should the situation prohibit a timely re-entry into the affected building, evacuated residents will be temporarily relocated to another campus building.

Residents should become familiar with multiple evacuation routes out of their building and should leave using the nearest safe exit. Elevators are not to be used during a fire alarm evacuation of any building.

If someone cannot be evacuated due to an injury or disability, notify the first Security Officer or RA encountered as you are leaving the building.

Residents are not expected to fight fires and are encouraged not to use fire extinguishers unless designated and trained. Individuals designated and trained by the College in the proper use of extinguishers may use a portable fire extinguisher to fight a small fire where there is little risk of harm from smoke, heat or flames.

Students, faculty and staff are encouraged to immediately report all campus fires to the Office of Campus Safety & Security.

EVACUATION PROCEDURES

(See www.flagler.edu/safetyprocedures/ for additional building evacuation and fire response procedures.)

- At the sound of the alarm, each resident should immediately leave by the nearest fire exit and proceed directly to their assembly location. When possible, students are encouraged to pick up coats and shoes as they exit the building and to close room windows and doors.
- If unable to exit, call 911 to report your location to local authorities, or wave a white or light-colored cloth from a window to alert first responders of your location.
- Exit the building and proceed at least 300 feet away, as ordered by emergency personnel or Flagler College Security personnel.
- Do not attempt to re-enter the building for any reason until the “All-Clear” is announced by Security.
- Do not attempt to carry or remain with anyone who cannot be safely evacuated due to mobility impairment. Assist them to the closest safe Area of Refuge and report their location to appropriate personnel immediately upon exiting.
- The Residence Life staff (RAs) living in each residence hall assist with accounting for residents outside the building during the evacuation process. Residents are instructed on the location of the assembly area for their residence hall by the RAs.
- All fires and evacuations should be reported to the Office of Safety and Security (OSS). The OSS will notify:

  Director of Safety and Security
  Director of Residential Operations and Student Living
  Executive Director of Facilities
  Chief of Staff

FIRE SAFETY VIOLATIONS AND PROHIBITIONS

The *Flagler College Student Handbook*, Residence Life section, contains information on residence hall policies. RAs conduct periodic health and safety inspections of residence hall rooms during each semester. Listed below are fire safety guidelines and prohibitions.

- Hanging any items from or attaching any items to ceilings or other horizontal surfaces above the head is prohibited.
- Hanging any items from or draping any items over electrical outlets, smoke detectors, lamps, or other items with the potential to ignite the item through excessive heat exposure is prohibited.
- Hanging any items from sprinkler pipes or within 18" of any sprinkler head is prohibited.
- Electrical outlets and extension cords may not be overloaded.
- Only UL-approved and rated electrical extension cords may be used on campus. The rating must be visible and legible on the cord. Total combined voltage of all appliances on the cord may not exceed the UL rating for that cord.
- Surge protectors must be circuit-breaker protected and UL approved. Instead of extension cords, use surge protectors for multiple plugs. Surge protectors may not be linked to other surge protectors or be placed underneath carpets.
- Lit candles are prohibited.
- E-bikes, scooters, and other similarly powered devices are prohibited.
- Appliances with open heating elements, including hot plates, griddles, toaster ovens and space heaters are prohibited.
- Items involving open flames (*e.g.*, incense and potpourri burners, kerosene lamps) are also prohibited.
- Flammable/combustible materials, liquids or devices including gasoline, lighter fluid, open paints, paint thinner, turpentine, BBQ grills, and helium tanks are prohibited.
- Live Christmas trees, wreaths and/or garland are fire safety hazards, and are prohibited. Holiday decorations involving lights must use cords that meet the UL requirements outlined earlier and that are in good condition.
- Equipment powered with gasoline or combustible fuels are prohibited.
- Blocking or preventing the use of room doors, hallways, exit doors and stairwells or propping of exterior access doors and fire doors is prohibited.
- Smoking is prohibited in any residence facility.
- Fireworks, projectiles or explosives of any type are prohibited in residence halls.
- Tampering with fire alarm or fire protection systems, including extinguishers, smoke detectors, alarms, sprinklers, fire exit signs, and fire doors or deliberately causing a false fire alarm are violations of the Student Handbook and students found responsible are subject to strict sanctions.
- The use of halogen lamps or floor lamps is prohibited in residence hall rooms or common areas. Having such lamps will result in disciplinary action and immediate removal of the lamp.
- Keep room clear of fire hazards that are created through the accumulation of potentially flammable materials such as newspapers, magazines, boxes, etc.
- Stairway and hallway fire doors shall be kept closed at all times. These closed doors can contain a fire long enough to allow the occupants to escape.

The Flagler College Student Code of Conduct prohibits such behaviors by students on or off campus. Violations of the Fire and Safety section of the Code of Conduct may result in significant disciplinary action.
Fire and Safety: In accordance with Flagler College Policy Statement FCPS# 133

1. **Intentional or Reckless Fire Setting:** Intentionally or recklessly causing a fire.

2. **Prohibited Open Flames:** Any open flame without prior approval or outside of a sanctioned college event is prohibited.
3. **False Emergency Activation:** Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
4. **Tampering with Fire Safety Equipment:** Removal, damage, tampering or compromising the effectiveness of fire safety or any emergency warning equipment.
5. **Failure to Evacuate During Alarm:** Failure to evacuate a College building or facility when a fire alarm is sounded or when directed to leave the building by an authorized College representative.
6. **Obstruction of Emergency Exits:** Obstructing the area surrounding an emergency exit or leaving exit doors propped open or entering or exiting buildings through emergency-only doors during non-emergencies.
7. **Hazardous Chemicals Possession:** Possession of dangerous chemicals or use of any such items in a manner that harms, threatens, or reasonably causes fear to others.
8. **Unauthorized Roof or Restricted Area Access:** Presence on the roofs of College buildings, fire escapes, ledges, service elevators, balconies, and other areas that are designated as closed or where access is prohibited.

FIRE SAFETY EDUCATION AND TRAINING

Residence Life RAs are students who live in and supervise the College's residence halls and houses. These student-employees receive annual fire safety, evacuation, and fire extinguisher training prior to residential students arriving for the fall semester.

The staff holds educational floor meetings when students arrive on campus at which time fire safety and evacuation procedures are covered with the resident students.

Fire evacuation routes and procedures are posted on the back of the door of each residence hall room.

Fire and building evacuation protocols and procedures are also addressed in the following documents:

- Flagler College website at Safety Procedures | Flagler College
- *Flagler College Student Handbook* Student Handbook | Flagler College

Specialized training is routinely provided to service employees, such as Dining Services and housekeeping staffs, who work in high occupancy campus buildings and residence halls.

The Office of Campus Safety & Security and the Facilities Management Department maintain an active working relationship with the City of St. Augustine Fire Marshal, and consult with that office on matters of fire safety when questions arise. The City of St. Augustine Fire Marshal's Office conducts periodic inspections of campus facilities locatedwithin the City of St. Augustine.

FIRE LOG

The Office of Campus Safety & Security maintains a fire log that records all fires that occur in a residential housing facility by the date the incident was reported. The Fire Log is available for public review at the Office of Campus Safety & Security located at 1 Malaga Street, and includes the nature, date, time, and general location of each fire reported to the department. The Office of Campus Safety & Security posts fire incidents in the Fire Log within two (2) business days of receiving a report of a fire and reserves the right to exclude reports from the log in certain circumstances.

FUTURE IMPROVEMENTS

Planned improvements in campus fire safety coincide with scheduled renovation, summer projects and/or new construction. Flagler College continues to upgrade and improve its fire safety systems on an as-needed basis along with its CCTV systems.

AVAILABILITY OF THE ANNUAL FIRE SAFETY REPORT

The Annual Fire Safety Report is available online at *Annual Security and Fire Safety Report*

The College will provide a paper copy of the report upon request to currently enrolled or prospective students and current or prospective employees of the College.

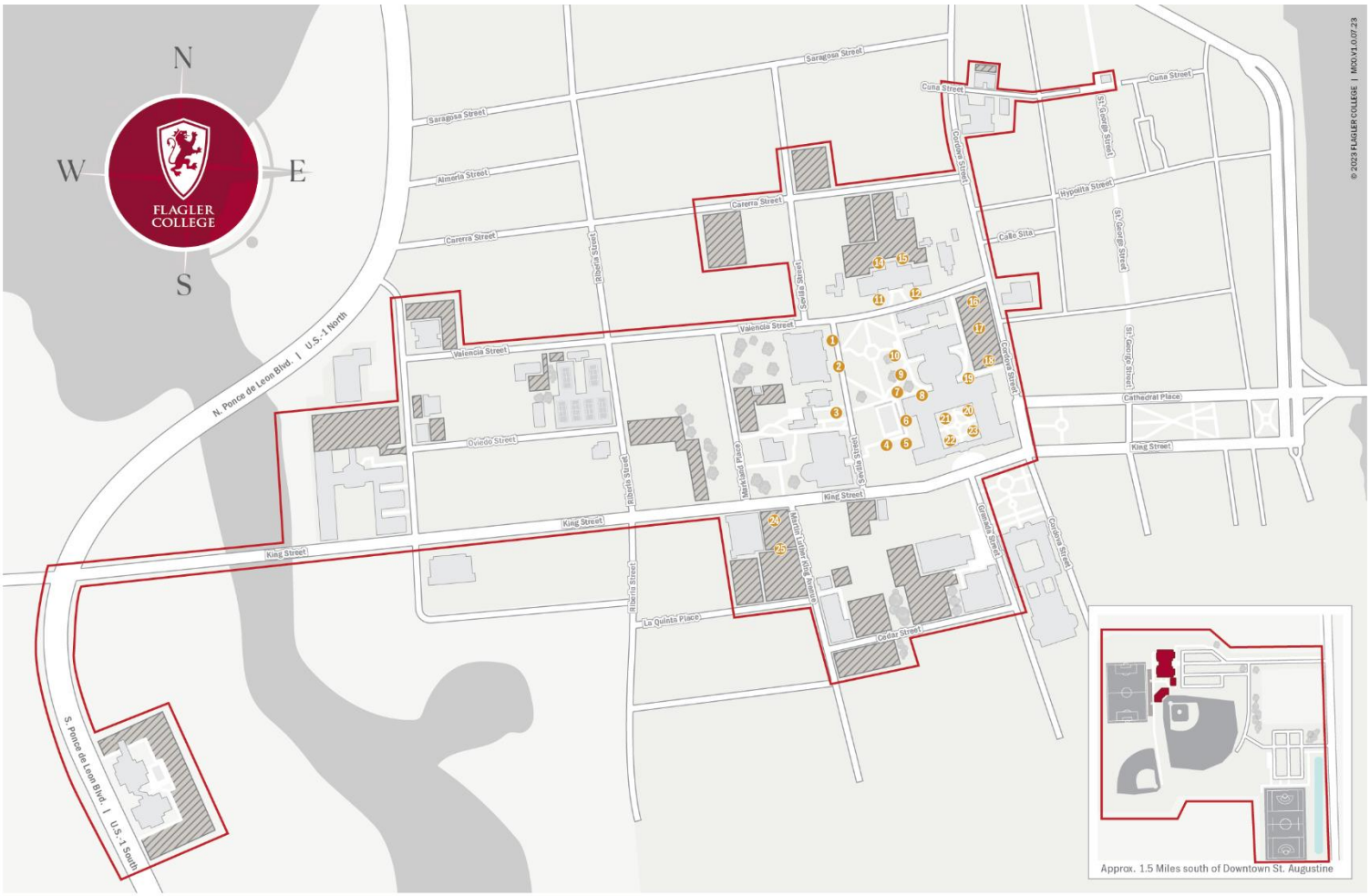
FIRE STATISTICS

This chart includes fires in residential halls/houses that were reported to the Flagler College Office of Campus Safety & Security.

2024						
On-Campus Residence Halls	Number of Fires	Fire Number	Cause of Fire	Related Deaths	Related Injuries	Property Damage
Lewis Hall 18 Valencia Street	0	0	0	0	0	0
Cedar Hall 94 Cedar Street	0	0	0	0	0	0
Ponce de Leon Hall 74 King Street	0	0	0	0	0	0
FEC Hall 1 Malaga Street	0	0	0	0	0	0
Abare Hall 1 Malaga Street	1	1	Arson	0	0	$300
Sebastian Hall 333 S. Ponce de Leon Blvd	0	0	0	0	0	0

2023						
On-Campus Residence Halls	**Number of Fires**	**Fire Number**	**Cause of Fire**	**Related Deaths**	**Related Injuries**	**Property Damage**
Lewis Hall 18 Valencia Street	**2**	**1**	**Arson**	**0**	**0**	**$30**
	2	**2**	**Vape Pen Ignition**	**0**	**0**	**$50**
Cedar Hall 94 Cedar Street	**0**	**0**	**0**	**0**	**0**	**0**
Ponce de Leon Hall 74 King Street	**0**	**0**	**0**	**0**	**0**	**0**
FEC Hall 1 Malaga Street	**1**	**1**	**Washing Machine Motor**	**0**	**0**	**$500**
Abare Hall 1 Malaga Street	**0**	**0**	**0**	**0**	**0**	**0**
Sebastian Hall 333 S. Ponce de Leon Blvd	**0**	**0**	**0**	**0**	**0**	**0**

2022						
On-Campus Residence Halls	**Number of Fires**	**Fire Number**	**Cause of Fire**	**Related Deaths**	**Related Injuries**	**Property Damage**
Lewis Hall 18 Valencia Street	**2**	**1**	**Cooking**	**0**	**0**	**$100**
	2	**2**	**Cooking**	**0**	**0**	**$100**
Cedar Hall 94 Cedar Street	**0**	**0**	**N/A**	**0**	**0**	**0**
Ponce de Leon Hall 74 King Street	**0**	**0**	**N/A**	**0**	**0**	**0**
FEC Hall 1 Malaga Street	**0**	**0**	**N/A**	**0**	**0**	**0**
Abare Hall 1 Malaga Street	**0**	**0**	**N/A**	**0**	**0**	**0**
Sebastian Hall 333 S. Ponce de Leon Blvd	**0**	**0**	**N/A**	**0**	**0**	**0**



The Office of Campus Safety & Security has designated its reporting area for the St. Augustine campus by using the above map.

Note: The College's Athletics Complex (depicted in lower right insert) is located at 1655 Old Moultrie Road, St. Augustine, FL, approximately 2 miles from the main campus.