

Florida Vocational Institute

HEALTH AND SAFETY PLAN

Last Review Date: June 1, 2018

FLORIDA VOCATIONAL INSTITUTE - MIAMI FLORIDA VOCATIONAL INSTITUTE - MIRAMAR HEALTH AND SAFETY PLAN

Last Review Date: July 15, 2018

The following plan is concerned with the security of the faculty and students at FVI. Every student and employee must be familiar with these procedures and policies.

1. **Security and Access:** Florida Vocational Institute-Miami is located on the 2nd floor of two story retail mall space and office building called the Mall of the Americas. The MOA facility has security personnel. The area "MOA" is a very low crime area. The parking lot and the mall area is very well lit. Evening students are issued a key card to gain access after 7pm when the administrative office close.
- 1a. Florida Vocational Institute-Miramar is located on the ground floor at 3500 Enterprise Avenue, Miramar Florida. Miramar is in Broward County and has its own police force. Other emergency services are provided by The Broward County Sherriff's Department. This is a low crime area and the school has security cameras and on-site security personnel. Primary access is through Key Card.
2. **Local Law Enforcement:** For the Miami facility, law enforcement is provided by the Miami-Dade County Police Department. For the Miramar facility, law enforcement is provided by the Miramar Police Department and the Broward County Sherriff's Department. For both locations, emergency services are reached by dialing 911.
3. **Reporting procedures:** Anyone witnessing a crime or incident should immediately contact the closest school administrator or faculty person. In the absence of faculty or administrators, the incident should be immediately reported to the local police by dialing 911. Do not hesitate to call in an emergency of any kind.
4. **Intervention:** It is the responsibility of the police to intervene and provide help to all victims, but you also have a responsibility to intervene without jeopardizing your safety. The best way is to make a lot of noise and summon help.
5. **Educational Programs:** Periodically, speakers are invited to address employees and students regarding domestic violence, Sexual Assault and general security practices. Normally, this is done using the local police department or other

government agencies. Very specialized private agencies and advocates may be utilized as well, like the Rape Crisis Center.

6. **Off Campus Incidents:** FVI has an approved extended classroom facility located 8400 NW 36th Street 4th floor, Doral, FL 33166 for Web Developer and Web Design education or student activities. A Branch facility is located in Miramar Florida at 3500 Enterprise Avenue.
7. **Crime Statistics:** On or before every October 1st a copy of the Campus Crime Statistic report will be distributed to every enrolled student and employee.
8. **Enforcement:** All Florida Vocational Institute locations have a zero-tolerance policy regarding any form of unlawful possession, use or distribution of alcohol, drugs or other contraband. Any person, on the school premises will be prosecuted fully of the law for any violation of local, state or federal drug laws.
9. **Drug and Alcohol Abuse programs** are offered through Miami-Dade and Broward County agencies and private rehabilitation services. Because these agencies change from time to time, a list may be obtained from the Campus President. Strict confidentiality will be maintained. On site intervention occurs when the staff or faculty believes or is certain that there is a substance abuse problem. At this time, the student will be required to seek the appropriate help or leave the school until there is positive intervention.
10. **Sexual Assault: FVI distributed sexual assault domestic abuse material periodically. The program material includes awareness training and information on direct assistance to victims of abuse.**
 - a. **Educational Activity:** The school promotes awareness through formal educational programs which include lectures provided by the local police department on awareness and prevention, lectures by the Miami-Dade County and Broward County Domestic Abuse Agency, and lectures by members of the RAPE crisis center. These activities occur at different times during the year. In addition, the school provides written information on domestic abuse and sexual assault.
 - b. **Reporting Procedures:** Any student who is assaulted on school premises is to immediately seek assistance from the closest school official, faculty member or police officer. All personnel are required to report to police authorities, contacts with victims. There are no exceptions; the police authorities must be notified. All personnel are required to render assistance to the victim. Care must be taken to preserve any physical evidence. Do not permit the victim to bath, wash or remove clothing. Do not administer any alcohol, over-the counter medication other than water. At all times remain with the victim.

- c. **Reports:** On-Site will be completed by the Campus Vice President. Police reports will normally be completed by the investigating agency. No information is to be released to anyone but the victim and the police or authorized representatives of FVI.
- d. **Counseling:** No formal counseling is available on campus other than for academic matters. All victims are referred to outside agencies for the appropriate counseling and ongoing support activity.
- e. **Disciplinary Actions:** Any act, which constitutes sexual assault and / or domestic violence, will result in immediate action by school officials.

Those accused and arrested for such acts will be immediately suspended from the school and barred from all school activity, entry on to the premises. This action is in the best interest of the student body. The school will not conduct hearings and will base its procedures on the official arrest record. Any student vindicated of such crime(s) will be reinstated at the semester level that the suspension occurred.

Accusations brought by a student against another student will result in a hearing before the Campus Vice President and other selected school officials. At this time, the accused may introduce any documentation that would refute the accusations of the alleged victim. The alleged victim may also introduce any documentation that supports the accusations. The panel will render a decision the same day of the hearing. The decision of the panel in no way will deny the accused the right to due process under the law.

- f. **Sanctions:** Any student convicted of a crime which involves sexual assault or domestic assault will be terminated from the school. Any student, who the hearing board finds factually at fault, will be terminated from the school. It is understood that these acts are criminal in nature and of the most serious offenses against the person. The school will maintain a zero-tolerance policy for convictions as well as hearing panel recommendations for dismissal. In situations where the accused is exonerated by the hearing panel or a court of law, the school may still impose sanctions to protect alleged victims. These sanctions can take the form of restricted contact with alleged victims while on campus, schedule changes for the accused and temporary suspensions that would permit the alleged victim to graduate without further contact with the accused. None of these sanctions preclude the right to due process by either the accused or the alleged victim.
- g. **Ethnic Intimidation:** Under no circumstances will the school tolerate any conduct which negatively reflects on the culture or race of any employee or student. Any ethnic intimidation is a violation of Federal Law and may be punishable by imprisonment.

- h. Right to Appeal:** The actions of the school due not preclude the right to due process by the accused and alleged victim. In every case, the full remedy of civil law is available and so are those processes under the criminal code of the state and federal government. Any action by the school-hearing panel can be appealed to the president of the corporation who has the right to overturn any decision made by the school-hearing panel. The school president shall render a decision within 10 days of the appeal request submitted by the accused or alleged victim.

The appeal shall take the form of a letter and shall express the grounds for which the appellant is requesting the review. The letter shall be mailed by registered mail return receipt requested and must be postmarked no later than 10 working days after the decision of the school hearing panel.

11. Keeping Yourself Safe:

- a. Personnel safety begins with you. Following a few simple rules can help keep you safe.
- b. When walking around the campus area, parking area and eating establishments be aware of who is around you. Do not walk in dark or secluded areas or walkways. Walk in pairs or groups.
- c. Do not carry large amounts of cash, and do not show your cash in public places. Keep your cash hidden. Use small bills to pay for meals.
- d. Keep your car in good running condition. Always lock your car and remove all packages and any valuables. Park in lighted areas.
- e. Do not leave books or personal property unattended in the classroom, student lounge or library.

EMERGENCY ACCIDENT PROCEDURES

If an individual is injured on the school premises or some other health emergency occurs involving student or school personnel, the following emergency procedures must be followed:

1. Never move the injured person.
2. Immediately notify a staff person or faculty member.
3. Call 911 for professional emergency help.
4. Try to keep the person comfortable, and reassure the injured person that help is on the way.
5. Do not touch, or give any medication to the injured person unless you are qualified to do so.
6. Vital signs may be obtained by using one of the Allied Health faculty members. They can relay this information by phone to the emergency personnel who are en-route.
7. CPR should be administered if required. CPR should only be administered by a person certified in CPR.
8. Render any assistance requested by emergency personnel.
9. Reporting a Crime or Incident
 - a. If you witness a crime in progress make as much noise as you can, call for help loudly or call 911 using your cell phone.
 - b. Immediately call the police and then notify a school official or faculty member.
 - c. The school will notify any person noted on the students or employee's "Emergency Notification" form.
 - d. If you are trained, render first aid if necessary.
 - e. Provide all assistance to the emergency medical personnel, law enforcement, fire personnel and security officers.
 - f. Do not witness a crime and fail to act.
 - g. Remember, stay safe, stay calm, get help and render help.

ACTIVE SHOOTER RESPONSE

In the event the word goes out to the campus and our educational community that there is an “ACTIVE SHOOTER” on campus, the following procedures will be followed by staff and students:

- a. If able, anyone with any knowledge of an active shooter on campus, must all 911 and report the activity.
- b. All staff and faculty will immediately barricade in place:
 - (1) Lock all doors from the inside
 - (2) Barricade all doors with desks, chairs or any other available item.
 - (3) Do not open the doors until the police arrive and identify themselves. Follow their orders.
- c. If the room is breached by the shooter, take cover, do not move or call attention to yourself.
- d. If possible, and without undue jeopardy to yourself or others, try and reduce the threat by terminating the shooter, capturing the shooter or disarming the shooter. This should only be attempted when it can be done without jeopardizing yourself or others. In any case, common sense must be used. Self-preservation is the objective.

EVACUATION OPTION

When a active shooter is identified on campus, evacuation can only be attempted when there is certainty that staff and students will not evacuate towards the shooter.

If possible, and without exposing yourself or others to the shooter, try and evacuate the facility. Run to a predetermined location that is defined in the school’s evacuation plan.

Remember, your room evacuation plan shows the route to each door and emergency exit. Look at it and try and determine the best way out that will avoid the shooter.

