

Combined Annual Security and Fire Safety Report

2018-19

Safety and Security, Policies and Procedures,
Safety Programs and Resources for Calendar Year 2017



UNIVERSITY *of* WEST FLORIDA

Safety is Everyone's Responsibility...

Dear UWF Community,

Whether you are new to the University of West Florida as I am, or have been a part of the UWF community for years, please know that safety is a priority on UWF campuses. I hope that you will take the time to read our Combined Annual Security and Fire Safety Report. It is intended to provide the community with information related to safety and security, policies and procedures, safety programs, and resources available at UWF. It also contains annual crime and fire statistics.

This report is provided in conformity with the Jeanne Clery Act of 1998, and associated amendments including the recently adopted Violence Against Women Reauthorization Act of 2013.

Our students, faculty and staff come from across the United States and many different countries around the world. Expectations about crime and safety can vary widely. Reviewing the information outlined in this document will help increase your awareness and knowledge necessary to develop and maintain a sense of safety and preparedness in our campus community. We encourage the UWF community to utilize the many crime prevention programs and services offered by the university.



Marc L. Cossich, Chief of Police

UWF Police Department asks that you help us in our mission by assisting with the following:

1. Lock residence halls and offices when you leave.
2. Secure valuables when they will be out of your sight.
3. Don't trust those you have just met.
4. When going out at night, travel with friends, there is safety in numbers.
5. Don't leave friends behind when you leave a party or night club.
6. Many doors on campus are protected by access card readers. They should not be held open for strangers. The doors should never ever be propped open. Don't let people into Residence Halls or other protected locations unless you know them.
7. Use the Trolley and Student Escort Services when possible.
8. Many UWF Police Department personnel are also students. Get to know them. Don't hesitate to approach our Officers or staff with suggestions, questions or concerns.
9. Report suspicious behavior as soon as possible to (850) 474-2415 or 911.

UWF is committed to providing a safe campus environment. Each of us has a personal responsibility for our own safety. Working together, we can keep the UWF Campuses among the safest in the nation.

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UNIVERSITY OF WEST FLORIDA POLICE

The UWF Police Department is a fully empowered agency located in Building 94. All UWF Police Officers have been trained and certified through the Florida Department of Law Enforcement, Division of Criminal Justice Standards and have been sworn the Oath as State Officers with full arrest authority. The Police Department works closely with all local law enforcement agencies, the Florida Department of Law Enforcement, the FBI and other state and federal agencies in matters of mutual concern.

The Department consists of 21 full-time sworn officers, two security guards, seven police communication operators, Office Administrator and a Program Specialist. Four student safety escorts assist the Patrol Division providing escorts, monitoring parking lots and performing building lock-ups on the campus. A uniformed police officer will provide a police escort when a student escort is not available. The Security Guards provide non-law enforcement public services as authorized by law. They patrol university buildings to safeguard against fire, trespassing, thefts and other hazards. They insure doors are properly secured and lights are off when not in use. They also test and check security assurance systems. Our security guards do not have the authority to make an arrest, but do report all suspicious persons and activity on the main campus to sworn officers. To reach the police, please call (850) 474-2415 or Ext 2415 from any on campus phone.



University Police provide a wide range of public safety services to the community and its guests 24 hours a day, year round. General services include vehicle, foot and bike patrol of the campus; conducting investigations; enforcement of all local, state and federal laws and traffic regulations; special events management; and conducting educational, safety related and crime prevention programs. Their jurisdiction is described as on or within 1,000 feet of any property or facilities that are under the guidance, supervision, regulation, or control of the state university.

UWFPD has a Mutual Aid Agreement and/or Memorandums of Understanding with the Department of Highway Safety and Motor Vehicles, Northwest Florida Crisis Intervention Team, State of Florida Department of Community Affairs, West Florida Hospital Pavilion and the Escambia County Sheriff's Office. Additionally, UWFPD has a Mutual Aid agreement with Florida Agricultural and Mechanical University, Florida Atlantic University, Florida Gulf Coast University, Florida International University, Florida State University, New College of Florida, University of Central Florida, University of North Florida, and University of South Florida on behalf of their respective police departments.

The Police Communication Operators answer the campus switchboard, all police phones including 9-1-1, dispatch police personnel on calls, monitor alarms and act as the point of contact for Lost and Found. Communication with other agencies is maintained via the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC). UWF Police officers have direct communications with the local police, fire department and ambulance services to facilitate rapid response to any emergency situation.

We value the need for effective use of our resources and to provide a spirit of openness in communications with our community. We will be responsible for our actions, willing to admit our mistakes and ensure that our behavior earns the support and trust of all segments of the public. If you believe a university officer acted improperly, you may make a complaint at the Police Department. The command staff will assist you in making a report. All citizen reports are thoroughly investigated and followed up on.

We are here to serve you.

UWF Police Activities Off-Campus

In addition to monitoring and reporting all criminal activity that takes place on campus, the department also monitors and records criminal activity that occurs off campus involving student organizations or criminal activity that engages students attending the university. UWFPD has a close working relationship with Pensacola Police Department, Escambia County Sheriff's Office, and Okaloosa County Sheriff's Office. Crime statistics are gathered annually from these local law enforcement agencies for inclusion in this annual report. For purposes of such reporting, UWF's facilities include its main campus at 11000 University Parkway in Pensacola, its historic properties in downtown Pensacola, and its Emerald Coast campus in Fort Walton Beach.

When a UWF student is involved in an off-campus offense, UWF police officers may assist with the investigation when requested by local, state, or federal law enforcement. Escambia County Sheriff's Office and Pensacola Police Department routinely work and communicate with our campus officers on any serious incidents occurring on-campus or in the immediate neighborhoods and business areas surrounding campus and University owned or controlled property, especially if a serious crime may pose an on-going threat to the university community. UWF has a responsibility to provide the campus community with information necessary to make informed decisions about their health and safety.

Student Affairs maintains contact with recognized fraternity and sorority organizations through the efforts of the Greek Affairs Office. UWF does not own or operate, and has not officially recognized or approved, any (i) off-campus fraternity or sorority owned or controlled houses, or (ii) other off-campus UWF student organization facilities (collectively, "Off-Campus Student Organization Facilities"). Therefore, statistics are not gathered for inclusion in this report related to Off-Campus Student Organization Facilities.

Many graduate and undergraduate students live in the neighborhoods surrounding the main campus. While the Escambia County Sheriff's Office has primary jurisdiction in the areas near campus, UWF officers can and do respond to student-related incidents that occur in close proximity to campus at the request of the Sheriff's Office. UWF Police officers have direct communications with the local police, fire departments, and ambulance services to facilitate rapid response in any emergency.

HOW TO REPORT CRIMINAL ACTS OR EMERGENCIES

All emergency situations, criminal activity and suspicious activity should be reported to the Police in a timely manner. The caller should remain on the line until the Police Dispatcher terminates the call. **DO NOT HANG UP!** The main telephone number for the University Police Department is (850) 474-2415. You may simply dial extension 2415 from any on-campus phone. For emergencies, dial 9-1-1 from an on-campus phone. Calls placed to 9-1-1 receive priority handling. All 9-1-1 calls dialed directly from a cellular phone will be answered by the Escambia County EMS. Escambia County will then transfer the call to the UWF Police Department. The communications division is equipped with a telecommunications device for the deaf (TTY-TDD). We recommend you add the UWF Police, (850) 474-2415, as a contact in your cellular phone.

A dispatcher is available at (850) 474-2415, 24 hours a day to answer your calls. In response to a call UWFPD will take the required action, either by dispatching an officer to the caller's location or asking the caller to report to the UWFPD to file an incident report. All UWFPD incident, case and information reports are communicated to the Dean of Students Office for review and referral to the Office of Student Rights and Responsibilities for potential action, as appropriate. UWFPD investigators will investigate a report when it is deemed appropriate.

Additional information obtained via any investigation will also be forwarded to the Dean of Students office. If a sexual assault or rape should occur on campus, staff on the scene will offer the victim a wide variety of services. A Victim Advocate is available to answer and assist people who are members of the university community and are victims of actual or threatened violence, including but not limited to assault, battery, sexual assault (date rape, acquaintance rape and stranger rape) and attempted

sexual battery. Follow-up counseling services or other trauma assistance will be arranged as needed. Although police reports are strongly encouraged, reports are not required for information or for referral assistance. A Victim Advocate is available 24 hours a day.

This publication contains information about on and off campus resources and is made available to all UWF community members. The information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for UWF. Crimes should be reported to the UWF Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate. For example, a crime reported only to the Pensacola Rape Crisis Center would not be included with UWF's crime statistics.

UWFPD sends a request each year to the University Counseling Center that encourages counselors to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, when they deem it appropriate.

Incidents reported to UWFPD that fall into one of the required reporting classifications will be disclosed as a statistic (names withheld) to the Department of Education and in this annual report published by UWFPD.

This publication focuses on UWFPD because it patrols the main campus. To report a crime or emergency from other UWF locations use the following chart:

SCHOOL LOCATIONS	POLICE JURISDICTION	PHONE NUMBER
Downtown Pensacola - All UWF Locations	Pensacola Police Department	(850) 595-1214
NWFSC -UWF	Okaloosa County Sheriff's Office	(850) 651-7400

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief of Police or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Silent Witness Program

UWF also offers a method for an individual to report crimes and other serious incidents on a voluntary, confidential or anonymous basis called “silent witness.” This reporting assists the Police in collecting valuable information and in the evaluation of whether a campus crime or safety alert should be issued. If the university is notified of a situation in which a campus community member is the victim of a crime, the Police Department may issue a campus crime or safety alert in a timely manner, that withholds the names of victims as confidential, so that other community members may avoid similar situations. To utilize the Silent Witness program go to: uwf.edu/uwfpolice/silentwitnesscrimeform.html.



Due to the State of Florida's open Public Record Law, limited confidential information for sex based offenses will be reported to the Title IX Coordinator.

Daily Crime Log

The University Police maintains a daily crime log, recording all crimes reported to the police department. Each entry includes the nature of the crime, the date and time the crime occurred and was reported, the general location, and the disposition of the complaint. All entries are open to public inspection within two business days of the initial report except when disclosure of such information is prohibited by law or such disclosure would jeopardize the investigation. A copy of the Daily Crime Log and Fire Log are located in the Lobby of the Police Department or you can view the log at uwf.edu/uwfpolice.

Red Phones and Emergency Blue Lights

Red phones and blue-light emergency devices are located throughout the campus and may be used to contact the police. Emergency blue lights are located in all the parking lots on campus and placed throughout the walkway areas. Activation of a blue light gives you direct and immediate

contact with a police dispatcher. Each time a blue light is activated an officer will be sent to investigate. An alarm will sound, a light locator will flash and signal is sent directly to the University Police Department. Dispatchers and officers will communicate with any individual who activates the blue-light device via a two-way, call-box speaker-phone system. If you do not have time to open the call box and push the button, simply strike the side of the pole and this will activate the tamper alarm. The alarm will alert the dispatcher to which blue light has been activated and where it is located. The dispatcher will attempt to communicate with you through the call box and will send an officer to your location. You may also use the blue light to request a safety escort.



Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013

The University of West Florida does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, the University of West Florida issues this statement of policy to inform the community of our comprehensive plan related to sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, UWF prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of The University of West Florida's policy governing sexual misconduct, visit <https://confluence.uwf.edu/display/UP/Sexual+Misconduct%2C+Sexual+Violence%2C+Gender-Based+Discrimination+and+Retaliation>

Definitions

There are numerous terms used by UWF in our policies and procedures.

****Consent** is defined in the State of Florida as "intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. In the State of Florida, a minor under the age of 18 cannot give consent, unless the minor is 16 or 17 years of age and the sexual activity is with a person 23 years of age or younger.

Effective Consent is defined in University Policy P-14.02-02/15, Sexual Misconduct, Sexual Violence, Gender-Based Discrimination and Retaliation Policy, as an affirmative act or statement by each person that is informed, freely given and mutually understood. It is the responsibility of each person involved in any sexual activity to ensure that he or she has the consent of the other or others to engage in the sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time. Within each sexual encounter, there may be separate individual sexual acts involved, and consent to one act by itself does not constitute consent to another act. Lack of protest or resistance does not mean consent, nor does silence mean that consent has been granted. Effective Consent cannot be gained by force, intimidation, threats, by ignoring or acting in spite of the objections of another, by coercion, manipulation or assumption, or from an individual who is incapacitated. Effective Consent is absent when the activity exceeds the scope of effective consent previously given.

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

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

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

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

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

****Sexual battery** is defined in the State of Florida as oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.

Domestic Violence: The term “domestic violence” means 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 in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

****Domestic Violence** is defined in the State of Florida, as any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. The term family or household member means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Dating Violence: The term “dating violence” means violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim and
- the existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition -

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- Dating violence does not include acts covered under the definition of domestic violence.

****Dating Violence** is defined in the State of Florida as violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

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

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

Stalking: The term “stalking” means

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

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

****Stalking:** the following terms are used in the State of Florida to define “stalking”:

- **“Harass”** means to engage in a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose.
 - **“Course of conduct”** means a pattern of conduct composed of series of acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct.” Such constitutionally protected activity includes picketing or other organized protests.
 - **“Credible threat”** means a threat made with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety. The threat must be against the life of, or a threat to cause bodily injury to a person.
-
- Any person who willfully, maliciously, and repeatedly follows or harasses another person commits the offense of stalking, a misdemeanor of the first degree.
 - Any person who willfully, maliciously, and repeatedly follows or harasses another person, and makes a credible threat with the intent to place that person in reasonable fear of death or bodily injury, commits the offense of aggravated stalking, a felony of the third degree.

- Any person who, after an injunction for protection against repeat violence pursuant to s. 784.046, or an injunction for protection against domestic violence pursuant to s. 741.30, or after any other court-imposed prohibition of conduct toward the subject person or that person’s property, knowingly, willfully, maliciously, and repeatedly follows or harasses another person commits the offense of aggravated stalking, a felony of the third degree.
- Any person who willfully, maliciously, and repeatedly follows or harasses a minor under 16 years of age commits the offense of aggravated stalking, a felony of the third degree
- Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.



EDUCATION & PREVENTION PROGRAMS

The University of West Florida engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

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:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Florida and;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk

of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

- 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.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The University of West Florida has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.

In 2013, Discrimination, Harassment and Retaliation (DHR) Training became mandatory for all University employees. In December 2013, Domestic Violence, Dating Violence, Sexual Assault and Stalking (DOV, DaV, SA, S) were added to this mandatory training. All University employees are required to complete this training every two years.

The University of West Florida offered the following primary prevention and awareness programs for all employees in 2017:

Date	Training	Location	DoV	DaV	SA	S	D	H	R
January 1 through Dec 31	Preventing Harassment & Sexual Misconduct	Online	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Jan 26 and Feb 15	Sexual Violence, Sexual Misconduct & Gender-based Discrimination (Title IX)	HR Training Room, 20W	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Primary prevention and awareness programs (continued)

Date	Training	Location	DoV	DaV	SA	S	D	H	R
Jan 11 Feb 8 Mar 8 Apr 12 May 10 Jun 7 Jul 12 Aug 9 & 23 Sep, 13 Oct 11 Nov 8 Dec 13	Title IX for New Employee Orientation	HR Training Room, 20W	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Jan 11 Feb 8 Mar 8 Apr 12 May 10 Jun 7 Jul 12 Aug 9 Aug 23 Sep, 13 Oct 11 Nov 8 Dec 13	Discrimination & Harassment for New Employee Orientation	HR Training Room, 20W	Yes	Yes	No	No	Yes	Yes	Yes
May 24	Orientation Leader Title IX Training	Building 74, Room 101	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Aug 9	Title IX Training - Argo for Autism Early Arrival Training	Library Classroom 32/123	Yes	Yes	Yes	Yes	Yes	Yes	Yes



The University of West Florida Wellness Services offered the following ongoing prevention and awareness programs for all students in 2017:

Name of Program	Date Held	# of events	Which Prohibited Behavior Covered?
Taco Bout It	2/27/17	1	SV, DaV, DoV, S
Bystander Intervention Outreach Game - Pokemon Go	2/28/17	1	SV, DaV
Safe Spring Break Outreach	3/1/17	2	S
Safe Sisters	2/19-3/8/17	6	SV, DaV, DoV, S
Bystander Intervention Program	3/6/17	1	SV, DaV, DoV, S
Overall Wellness Outreach	3/1/17	1	DaV
Protect Program	2/19-3/22/17	8	SV, DaV, DoV, S
Spring Break Bonanza	3/7/17	1	SV
Healthy Relationship Outreach	3/27/17	4	DaV, DoV, S
Sex on the Big Screen	3/28/17	1	SV
Mixed Messages	3/30/17	1	SV, DaV, DoV, S
Sexual Assault Outreach	3/27-4/3/17	8	SV, DaV, DoV, S
Sexual Violence Overview Program	3/30/17	1	SV, DaV, DoV, S
Take Back the Night	4/6/17	1	SV, DaV, DoV, S
Sexual Assault Outreach	4/10/17	4	SV
ROTC Education Program	4/25/17	2	SV, DaV, DoV, S
GRIT Consent and SA Program	7/25/17	1	SV
Redzone Outreach	8/28/17	4	SV
RA Training	8/15/17	1	SV, DaV, DoV, S
Songs Sex and Secrets	9/13/17	2	SA
Rock Out the Redzone	9/1/17	1	SA
Stalking Outreach	9/19/17	4	S
PBS Relationship Bingo	10/4/17	1	DaV
Healthy Relationships Week	10/16/17	5	DaV
Disney Relationship Program	10/17/17	1	DaV
Sexual Assault Dice Outreach	11/6/17	4	SV

The University of West Florida, Housing and Residence Life offered the following ongoing prevention and awareness programs for all students in 2017:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Drunk in Love	1/23/17	Argo	Alcohol & Drugs
Pick Your Poison	1/24/17	Martin	Alcohol & Drugs
Pugs Not Drugs	1/24/17	Pace	Alcohol & Drugs
We D.A.R.E You	1/25/17	Village West	Alcohol & Drugs
Facts on Tap	1/26/17	Heritage	Alcohol & Drugs
Let's Taco Bout Sex Baby	2/27/17	Village West	DaV, SA
Be a Smart Booze Traveler	3/8/17	Pace	Alcohol & Drugs
Guardians of the Galaxy Trek	9/2/17	Village East	General Safety
Preopardy	9/8/17	Presidents	General Safety
BeerioKart	9/14/17	Martin	Alcohol & Drugs
Who's The Sauce Boss?	9/18/17	Pace	Alcohol & Drugs
Rum for Alcohol	9/19/17	Presidents	Alcohol & Drugs
Let's Party	9/21/17	Village West	Alcohol & Drugs
BeerioKart	9/21/17	Martin	Alcohol & Drugs
Be a Party Smarty	9/21/17	Village West	Alcohol & Drugs
Tipsy Turvy	9/22/17	Heritage	Alcohol & Drugs
What's in YOUR glass?	9/26/17	Pace	Alcohol & Drugs
Healthy Relationship Bingo	10/16/17	Presidents	DoV, DaV, SA, S
"Come Get Your Drugs and Alcohol"	10/26/17	Village East	Alcohol & Drugs
Let's Talk About Sex, Baby	10/29/17	Pace	DaV, SA
Getting Steamy	11/3/17	Martin	DaV, SA
Painting with a Twist	11/18/17	Argo	General Safety
Not Your Drink of Choice	11/29/17	Martin	Alcohol & Drugs
Live upd	12/5/17	Presidents	General Safety

Safety 101 - The Short Course

As a University, we work very hard to prevent crime, fire, accidents and illness, but nothing we do is as important as what YOU do.

ANTI-THEFT TIPS:

- Keep your residence hall room locked at all times.
- Lock your office when it is unoccupied.
- Do not prop doors open.
- Anchor valuable office equipment.
- Keep an accurate inventory of valuables.
- Copy all important papers and cards.

PERSONAL SAFETY IN YOUR CAR:

- Always keep your doors locked at all times.
- Never give strangers a ride.
- Check the back seat before entering a car.
- Put valuables in the trunk.
- If you feel like you are being followed, drive toward a well-lit public area, preferably a police station.

PERSONAL SAFETY AT HOME:

- Always lock windows and doors. Report any unlocked doors.
- Keep your purse, cash and other valuables in a locked drawer.
- Do not open door until you are certain of the identity of the person who is knocking. Solicitors are not permitted on campus.
- If you return to your residence and suspect that it has been entered illegally, do not enter.

PERSONAL SAFETY AWAY FROM HOME:

- Walk, exercise and park in well-lit areas.
- Avoid working or studying alone after hours.
- Do not leave personal items unattended.
- Never prop doors open.
- Use the escort service to walk across campus at night.
- Report anyone who behaves suspiciously.



RESOURCES FOR VICTIMS OF SEXUAL ASSAULT, DATING VIOLENCE AND DOMESTIC VIOLENCE

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services on and/or off campus, as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonable and available, regardless of whether the victim chooses to report the crime to the UWF Police Department or other local law enforcement. To request accommodations, Students and Employees should contact the Title IX Coordinator in Building 19 or at (850) 474-2175. Employees can also contact the Associate Vice President of Human Resources in Building 20E or at (850) 474-2602.

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at an Emergency Room or local Hospital (West Florida Hospital, Sacred Heart Hospital, or Baptist Hospital). In Florida, forensic evidence may be collected even if you chose not to make a report to law enforcement. A victim is not required to provide their name when seeking an initial forensic examination. The medical provider who performs the examination will substitute the victim's name with an identifying number. All evidence will be marked with the identifying number and the law enforcement agency with jurisdiction in the area where the crime occurred will be notified to pick up the evidence. The law enforcement agency will become the holder and custodian of the forensic evidence.

In the State of Florida, a medical provider who performs an initial forensic physical examination may not bill a victim or the victim's parent or guardian if the victim is a minor directly or indirectly for that examination. The Crime Victims' Services Office of the State of Florida, Department of Legal Affairs, shall pay for medical expenses connected with an initial forensic physical examination of a victim of sexual battery as defined in chapter 794 or a lewd or lascivious offense as defined in chapter 800. Such payment shall be made regardless of whether the victim is covered

by health or disability insurance and whether the victim participates in the criminal justice system or cooperates with law enforcement. The payment shall be made only out of moneys allocated to the Crime Victims' Services Office for the purposes of this section, and the payment may not exceed \$500 with respect to any violation. Payment under this section is limited to medical expenses connected with the initial forensic physical examination, and payment may be made to a medical provider. Payment made to the medical provider by the Department of Legal Affairs shall be considered by the provider as payment in full for the initial forensic physical examination associated with the collection of evidence. The victim may not be required to pay, directly or indirectly, the cost of an initial forensic physical examination performed in accordance with this section.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/ area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or the police.

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying other local police jurisdictions if they so desire. The University of West Florida Police Department may also be reached directly by calling (850) 474-2415 or in person at Building 94. Additional information about the UWF Police department may be found online at: <http://uwf.edu/offices/police/>

REPORTING A TITLE IX COMPLAINT

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the University Police Department by calling (850) 474-2415, writing or coming into the Police Department at Building 94 to report in person AND to the Title IX Coordinator.

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Executive Director, Office of Equity & Diversity
Title IX Programs Coordinator
Building 19
(850) 474-2175
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Deputy Title IX Coordinator
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The Title IX Coordinator is regarded as a “Responsible Employee” (mandatory reporter) under Title IX and also a “Campus Security Authority” under the Clery Act. Statistical information less the victims identifying information will be provided to University Police for compilation into the annual crime statistics even if the victim chooses not to alert the Police personally. In addition, according to the Department of Education, in order to keep the campus community informed about safety and security issues on an on-going basis, the University must alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The University is required to put out a Timely Warning Notice if the crime is considered by the University to represent a serious or continuing threat to the students and employees of this campus community.

The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with University Police to preserve evidence in the event that the victim changes her/his mind at a later date. If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, the below are the procedures that the University will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported	Procedure Institution Will Follow	Evidentiary Standard
Sexual Assault	1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care	Preponderance of the evidence
	2. Institution will assess immediate safety needs of complainant	Preponderance of the evidence
	3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department	Preponderance of the evidence

Incident Being Reported	Procedure Institution Will Follow	Evidentiary Standard
Sexual Assault (continued)	4. Institution will provide complainant with referrals to on and off campus mental health providers	Preponderance of the evidence
	5. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties	Preponderance of the evidence
	6. Institution will provide a "No trespass" directive to accused party if deemed appropriate	Preponderance of the evidence
	7. Institution will provide written instructions on how to apply for Protective Order	Preponderance of the evidence
	8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution	Preponderance of the evidence
	9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is	Preponderance of the evidence
	10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation	Preponderance of the evidence
Stalking	1. Institution will assess immediate safety needs of complainant	Preponderance of the evidence
	2. Institution will assist complainant with contacting local police if complainant requests and complainant will be provided with contact information for local police department	Preponderance of the evidence
	3. Institution will provide written instructions on how to apply for Protective Order	Preponderance of the evidence
	4. Institution will provide written information to complainant on how to preserve evidence	Preponderance of the evidence
	5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate	Preponderance of the evidence
	6. Institution will provide a "No trespass" directive to accused party if deemed appropriate	Preponderance of the evidence

Incident Being Reported	Procedure Institution Will Follow	Evidentiary Standard
Dating Violence	1. Institution will assess immediate safety needs of complainant	Preponderance of the evidence
	2. Institution will assist complainant with contacting local police if complainant requests and the complainant will be provided with contact information for local police department	Preponderance of the evidence
	3. Institution will provide written instructions on how to apply for Protective Order	Preponderance of the evidence
	4. Institution will provide written information to complainant on how to preserve evidence	Preponderance of the evidence
	5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate	Preponderance of the evidence
	6. Institution will provide a "No trespass" directive to accused party if deemed appropriate	Preponderance of the evidence

ASSISTANCE FOR VICTIMS: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. The following are a list of Victims Rights, as determined by the State of Florida.

VICTIM – A person against whom a crime was committed. Some victims suffer physical injury or property damage, and some have psychological injury or both. Victims have certain rights in Florida. Others who can claim these rights are the victim's parent or guardian if the victim is a minor, the lawful representative of the victim or of the victim's parent and guardian if the victim is a minor, and the next of kin of a homicide victim. As a victim of a crime, you have the following rights in the State of Florida:

1. Either you or the State Attorney's Office with your consent, have standing to assert any legal rights of a crime victim as provided by law or the Florida Constitution.
2. In some cases, victims (or their relatives where the victim is deceased) may be eligible for financial compensation from the State of Florida. Information regarding eligibility may be obtained from the State Attorney's Office, local Witness Coordination Office

(where applicable), law enforcement agency or the Bureau of Crimes Compensation, Office of the Attorney General, (800) 226-6667.

3. The right to receive information on available crisis intervention services and local community services to include counseling, shelter, legal assistance, or other types of help, depending on the particular circumstances. Telephone numbers of these services are provided at the end of this brochure.
4. The right to receive information regarding the role of the victim in the criminal or juvenile process, including what the victim may expect from the system as well as what the system may expect from the victim.
5. The right to receive information regarding the stages of the criminal or juvenile justice process and the manner in which information about such stages may be obtained. Note: You cannot be notified if we cannot locate you. It is your responsibility to keep the States Attorney's Office informed of any changes in your address or telephone number.
6. The right to be informed, present, and heard when relevant, at all crucial stages of a criminal or juvenile justice proceeding, to the extent the right does not interfere with the constitutional rights of the accused.

7. The right, if you are incarcerated, to be informed and submit written statements at all crucial stages of the criminal and juvenile proceedings.

8. The right to a prompt and timely disposition of the case as long as it does not interfere with the constitutional rights of the accused.

9. The right to be notified of the arrest and release of the offender, including release to community control and/or work release. When an arrest is made in a reported case, the victim, witnesses, relatives of minor victims and witnesses and relatives of homicide victims, where those persons have provided current addresses and telephone numbers to the State Attorney's Office, shall be notified.

10. The right to receive information on the steps available to law enforcement and the State Attorney's Office to protect you from intimidation and/or harassment. It is a third degree felony to knowingly use intimidation or physical force, or threaten another person, or attempt to do so, or engage in misleading conduct toward another person. Or offer pecuniary benefit or gain to another person. If you are being threatened or intimidated, please contact any law enforcement officer.

11. The right of the victim of domestic violence to be informed of the address confidentiality program administered through the Attorney General's Office. You may contact the Attorney General's Office at (800) 226-6667. The State Attorney's Office may assist with this paperwork if necessary.

12. The right of each victim or witness who has been scheduled to attend a criminal or juvenile justice proceeding to be notified as soon as possible by the agency or person scheduling his/her appearance of any change in scheduling which will affect the victim's appearance.

13. The right to receive advance notification of judicial and post judicial proceedings relating to the case, including all proceedings or hearings relating to:

- The arrest of the accused.
- The release of the accused pending judicial proceedings, any modification of release condition to include release to community control or work release.

Proceedings in the prosecution or petition for delinquency of the accused, including the filing of the accusatory instrument, trial or adjudicatory hearing, sentencing or disposition hearing, appellate review, subsequent modification of sentence, collateral attack of a judgment,

and when a term of imprisonment, detention, or involuntary commitment is imposed, the release of the defendant or juvenile offender from such imprisonment, detention, or involuntary commitment by expiration of sentence or parole and any meeting held to consider such release.

14. The right to not be excluded from any portion of any hearing, trial or proceeding pertaining to the offense based solely upon the fact that such person is subpoenaed to testify, unless the court determines otherwise.

15. In addition to the provisions of s.921.143, F.S., the rights of the victim of a felony involving physical or emotional injury or trauma, or in a case in which the victim is a minor child or in a homicide, the guardian or family of the victim shall be consulted by the State Attorney in order to obtain the views of the victim or family about the disposition of any criminal or juvenile case brought about as a result of such crime, including their views about:

- The release of the accused pending judicial proceedings
- Plea Agreements
- Participation in pretrial diversion programs
- Sentencing of the accused

16. The right to review certain portions of a pre-sentence investigation report for adult and youthful offenders prior to the sentencing of the accused.

17. The right to a prompt return of property unless there is a compelling law enforcement need to retain it.

18. The right to request that the State Attorney or law enforcement agency help explain to employers and creditors that you may face additional burdens by taking time off work to assist law enforcement and you may undergo serious financial strain either because of the crime or by cooperating with authorities.

19. Law enforcement agencies and the State Attorney shall inform you of your right to request and receive restitution and of your rights of enforcement in the event an offender does not pay. The State Attorney shall seek your assistance in the documentation of your losses for the purpose of requesting and receiving restitution. If an order of restitution is converted to a civil lien or civil judgment against the defendant, the clerks shall make available at their office, as well as on their website, information provided by the Secretary of State, the court, or The Florida Bar on enforcing the civil lien or judgment. The State Attorney shall inform you if and when restitution is ordered.

20. The right to submit an oral or written impact statement to the court, pursuant to s.921.143 F.S., prior to sentencing of the offender. The State Attorney or any assistant State Attorney shall advise all victims or when appropriate, the victims' parent, guardian, next of kin, or lawful representative that statements, whether oral or written, shall relate to the facts of the case and the extent of any harm, including social, psychological, or physical harm, financial losses, loss of earnings directly or indirectly resulting from the crime for which the defendant is being sentenced, and any matter relevant to an appropriate disposition and sentence.

21. The right to receive reasonable consideration and assistance from employees of the State Attorney's Office, Sheriff's Office, or Police Department. When requested, you will be assisted in locating accessible transportation and parking, and shall be directed to separate pretrial waiting areas when such facilities are available. When requested, you shall receive assistance in attempting to locate translators when practicable.

22. The right to be notified when the offender escapes from custody. The State Attorney shall make every effort to advise the victim, material witness, parents or legal guardian of a minor who is a victim or witness, or immediate relative of a homicide victim of the escape of a criminal defendant. The State Attorney shall also notify the Sheriff of the county where the criminal charge or petition for delinquency arose. The Sheriff shall offer assistance upon request.

23. The right of the victim to request that a victim advocate be permitted to attend and be present during any deposition. The victim advocate may be designated by State Attorney's Office, Sheriff's Office, or Municipal Police Department, or one representative from a not-for-profit victim services organization, including, but not limited to, rape crisis centers, domestic violence advocacy groups, and alcohol abuse or substance abuse groups.

24. The right of the victim of a sexual offense to have the courtroom cleared, with certain exceptions during his or her testimony, regardless of the victim's age or mental capacity.

25. The right to request, in certain circumstances, that the offender be required to attend a different school than the victim or siblings of the victim. If the victim of an offense committed by a juvenile is a minor, and the victim or any sibling of the victim attends or is eligible to attend the same school as that of the offender, the Department of Juvenile Justice or the Department of Corrections shall notify the victims parent or legal guardian of the right to

attend the sentencing or disposition of the offender and request that the offender be required to attend a different school.

26. The right of the victim who is not incarcerated to not be required to attend discovery depositions in any correctional facility.

27. The statutory obligation of the victim, or the next of kin of a homicide victim, that any information gained pursuant to FS Chapter 960, regarding any case handled in juvenile court, must not be revealed to any outside party, except as reasonably necessary in pursuit of legal remedies.

28. The right to know in certain cases and at the earliest possible opportunity, if the person charged with an offense has tested positive for Hepatitis and/or human immunodeficiency virus (HIV) infection. In such cases, upon request of the victim or the victims' legal guardian, or the parent or legal guardian of the victim if the victim is a minor, the court shall order such person to undergo Hepatitis and/or human immunodeficiency virus (HIV) infection testing. In some cases, you can be notified of the results of the test within two weeks of the court's receipt of the results.

29. The right to request, for specific crimes that your home and work telephone numbers, home and work addresses, and personal assets not be disclosed to anyone.

30. The right of a victim of a sexual offense to request the presence of a victim advocate during the forensic medical examination. An advocate from a certified rape crisis center shall be permitted to attend any forensic medical examination.

31. No law enforcement officer, prosecuting attorney, or government official shall ask or require a victim of a sexual offense to submit to a polygraph examination or other truth-telling device as a condition of the investigation.

Further, the University of West Florida complies with Florida law in recognizing Injunctions of Protection Against Domestic Violence, Injunctions of Protection Against Dating Violence, Injunctions of Protection Against Repeat Violence, Injunctions of Protection Against Sexual Violence, and Injunctions of Protection Against Stalking. These injunctions are commonly referred to as restraining orders or no contact orders.

RESOURCES FOR VICTIMS of Domestic Violence, Dating Violence, Sexual Assault & Stalking (On-Campus)

Any person who obtains an Injunction of Protection from the State of Florida, or any other state, or Indian Tribe should provide a copy of the injunction to the University Police and to the Office of the Title IX Coordinator. The injunction will be enforced as if it were the order of the enforcing state or of the Indian Tribe. A complainant may then meet with the University Police to develop a Safety Action Plan, which is a plan for the police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.) The University Police will verify the effective date of the order, review the “Directions to Law Enforcement Officers in Enforcing this Injunction” page, verify jurisdiction and determine the affiliations with the university of all parties. Two copies of the Injunction will be maintained at the Police Department. One will be posted on the Bulletin Board in the Squad Room and the other will be held by the Investigator. When an Officer is called to a violation of the injunction, the officer will first conduct a preliminary investigation to determine if the order has been violated. If a violation is discovered, the officer will follow the orders of the “Directions to Law Enforcement Officers in Enforcing this Injunction”. Officers may arrest without a warrant for violations of Injunctions of Protection against Domestic Violence.



Where can I obtain an injunction?

The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services in the Court with jurisdiction themselves.

Escambia County

You can petition the court for an Injunction for Protection Against Domestic Violence by going to the Clerk of Court, Family Law Division on the second floor of the M.C. Blanchard Judicial Center in Pensacola, Florida. You may file Domestic Violence petitions from 8:00 AM until 5:00 PM, Monday through Friday at the Clerk's office. You may file Repeat Violence, Dating Violence, and Sexual Violence petitions from 8:00 AM until 4:00 PM, Monday through Friday at the Clerk's Office. If the Domestic Violence occurs after regular business hours or on weekends or holidays you may call the University Police Department at (850) 474-2415.

The Clerk's Office will assist you in filing your petition and will take the file to a judge for his/her review. If the judge finds merit to the petition, he/she will enter a Temporary Order for Protection Against Domestic Violence.

Okaloosa County

You can petition the court for an Injunction for Protection Against Domestic Violence by going to the Clerk of Court, Circuit Civil Division, Room 210, Okaloosa County Courthouse, 101 E. James Lee Boulevard, Crestview, FL or Clerk of Court, Circuit Civil Division, Okaloosa County Courthouse Annex Extension, 1940 Lewis Turner Blvd, Ft. Walton Beach, FL.

The Clerk's Office will assist you in filing your petition and will take the file to a judge for his/her review. If the judge finds merit to the petition, he/she will enter a Temporary Order for Protection Against Domestic Violence.

If the domestic violence occurs after regular business hours or on weekends or holidays you may call the Okaloosa County Sheriff's Office or the local police department, depending on your location.

On Campus

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the University Police Department's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. Faculty or Staff may contact the Office of Human Resources on (850) 474-2694 or at Building 20E. Students may contact the ITS Help Desk on (850) 474-2075 or at Building 79. Faculty, Staff and Students may also use the electronic application on MyUWF. Once logged in to MyUWF (my.uwf.edu), go to the Personal Information app > Contact and Private Information. Once there, students, faculty and staff may change personal and contact information as well as review and select privacy settings.

Counseling, Health Services, Mental Health, Victim Advocacy, Legal Assistance, Visa and Immigration, and Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Rape, Abuse and Incest National Network

<http://www.rainn.org>

Department of Justice

<http://www.ovw.usdoj.gov/sexassault.htm>

Department of Education, Office of Civil Rights

<http://www2.ed.gov/about/offices/list/ocr/index.html>

The screenshot shows a web browser window with the address bar displaying <https://my.uwf.edu/>. The page title is "Personal Information". The navigation bar includes "Home", "Personal Information", "A to Z", and "Settings". Below the navigation bar, there is a "Log out" button and a search bar labeled "Search all items...". The main content area lists several links, each with an icon and a description:

- Contact and Privacy Information** (circled in red): Update your phone numbers, addresses, emergency contact, and privacy release information.
- Immunization Status**: view the status of your required immunization documents.
- My Account**: Manage your MyUWF and ArgoNet account credentials.
- My Messages**: Important messages requiring your action.
- Personal Information Menu (Banner)**: Update marital status, race and ethnicity, employee veteran status.
- Postal Information (Mailbox)**: Postal Services student portal. Find your box number and combination.
- SCOOP**: Security Certifications and Other info On a Person.

How to be an Active Bystander

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 bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse. 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.

- 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.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

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



9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately. (local authorities can be reached by calling 911 in most areas of the U.S.) Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows?

Are there people around who might be able to help you? Is there an emergency phone nearby?

17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Adjudication of Violations

Whether or not criminal charges are filed, the university or any person may file a complaint under University Policy P-14.02-02/15 ("Title IX policy") or University Policy P-13.08-03/17 ("EO Policy") alleging that a student or employee violated those University's sexual misconduct and/or discrimination and harassment policies.

Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "University" may assume the role of the complainant.

Reporting Sexual Misconduct or Gender-Based Discrimination

Students or employees who feel that they have been victims of Sexual Misconduct or Gender-Based Discrimination should file a report as soon as possible. Reports of Sexual Misconduct or Gender-Based Discrimination can be made to the following:

- The Title IX Coordinator
- The Equal Opportunity Officer
- The Associate Vice President of Human Resources
- The Office of General Counsel
- University Police
- Any other "Responsible University Employee," defined under this Policy as any University Employee who:
 - Has the authority to take action to address the misconduct
 - Has the duty to report the misconduct to appropriate University officials

Responsible University Employees include, but are not necessarily limited to, faculty, administrative staff, Housing and Residence Life Staff (including Resident Assistants), athletic coaches, teaching assistants, etc.

Students reporting incidents or allegations to any responsible University employee should know that every effort will be made to respect the private and sensitive nature of their report. However, as required under Title IX, reports to any of the above parties will result in a notification of the report to the Title IX Coordinator. The Complainant/Victim will have the option of whether or not to pursue further remedies as described below, but should take note that any report to a responsible university employee will result, at minimum, in a report to the campus Title IX Coordinator.

If a student wishes to speak with someone on campus confidentially about an act of sexual misconduct or any other matter, he or she should contact and schedule an appointment with Counseling Services (850) 474-2420.

If an employee wishes to do the same, he or she may contact the Employee Assistance Program at (800) 860-2058. Any information disclosed to a counselor during a counseling session is considered private and confidential and is legally protected. A counselor will encourage the Complainant to report the alleged sexual misconduct to appropriate authorities, but is not required by Federal Law to report the incident to the Title IX Coordinator.

Amnesty from Related Misconduct Charges

The University will not pursue disciplinary charges against a student filing a complaint under this Policy who may have been in violation of the University Student Code of Conduct at the time he or she was the subject of alleged discriminatory conduct. For example, if a Complainant feels that he/she was sexually assaulted while under the influence of alcohol, and is under the age of 21, and files a complaint under this policy, the University would not pursue disciplinary action related to underage drinking.

Intake Meeting with Complainant

Upon receipt of notice of any sexual misconduct or gender-based allegation, the Title IX Office will contact the Complainant/Victim and schedule an individual intake meeting. This initial intake meeting will provide the Complainant with an understanding of this Policy, his or her rights to pursue remedies under this Policy, and will serve to identify the sources of support and immediate interventions available to the Complainant on campus and in the local community. The intake meeting may also involve a discussion of any accommodations and/or interim measures that may be appropriate concerning the Complainant's academic, University housing and/or University employment arrangements.

Interim Measures/Remedies

Based on the nature and seriousness of the allegation, regardless of whether or not the Complainant/Victim wishes to pursue a remedy under this Policy, the University may take interim/intervening measures as outlined in the Student Code of Conduct, or as outlined in the university's Title IX or EO policy.

The University will notify the Complainant of any interim remedies/measures available under the policies. These remedies are designed to prevent the recurrence of the alleged misconduct, retaliation and to limit the negative effects of the alleged misconduct during the investigation period. Depending on the circumstances, immediate remedies which may be available to a Complainant/Victim include, but are not limited to:

- **No Contact Order** - The University may issue no-contact orders between the Accused individual and the Complainant.
- **On-Campus housing Reassignment** - The University may complete an administrative housing reassignment in order to separate the Complainant and the Accused student. This may include reassigning the Complainant, the Accused, or both.
- **Academic Measures** - The University will work with a Complainant to assist him/her regarding his/her academic coursework. Depending on the circumstances, examples of interim measures may include working with instructors related to missed classes, assigning the Complainant or Accused student to a new course section as scheduling permits, allowing the Complainant to finish the course requirements via distance learning or independent study, or providing the Complainant with a withdrawal from one or more courses.
- **Employment Measures** - The University will work with a Complainant/Victim to provide interim measures within the context of the individual's employment on campus, including student employment. Depending on the circumstances, examples of interim measures may include, but are not limited to, allowing the employee to work alternative hours in order to avoid contact with the Accused, assigning the employee to a different work location in order to avoid contact with the Accused, or assigning the employee to a different department during the duration of the investigation.

Investigative Proceedings

Once the initial intake meeting with the Complainant has taken place, and it is determined that the allegations, if true, would constitute a violation of the University's Title IX or the EO policy, the case will be assigned to a Title IX Investigator. The Title IX Investigator is a neutral fact-finder who, during the course of the investigation, typically conducts interviews with the Complainant, the Accused, and any witnesses. The Complainant and Accused will be contacted by the Title IX Investigator to begin the investigation. If a Complainant does not wish to pursue any remedies available to him/her under the policies, the individual may choose not to participate in the investigation. However, the investigation may continue, at the University's discretion, without the participation of the Complainant.

Once the case is assigned to a Title IX Investigator, the University will attempt, inasmuch as possible, to conclude the investigation within 90 calendar days from the date the Title IX Coordinator receives notification of the Complaint. As part of the investigation, the Investigator will:

- Interview all persons involved, including any witnesses
- Obtain evidence, either through direct observation of the scene of the alleged sexual misconduct, or through information/evidence provided by the Complainant, Accused, witnesses and/or law enforcement agencies
- Provide Complainant, the Accused and any witnesses the opportunity to have a representative/advisor accompany them during investigative meetings
- Keep records of investigation, including a description of allegations, notes from all interviews, outcome of the investigation, and any actions taken
- Provide a written report of the investigation ("Investigative Report"), including findings and recommended courses of action and remedies to the Title IX Coordinator

At the conclusion of the investigation, the Written Report completed by the Investigator will be sent to the Title IX Coordinator for review. After the Title IX Coordinator has reviewed the report, copies will be provided to both the Complainant and the Accused. If desired, the Complainant and/or the Accused may submit written comments related to the Report. The comments must be submitted to the Title IX Coordinator within 7 calendar days from the date the Report was provided to the Complainant or the Accused, as applicable. At the conclusion of the 7 day

period, the Title IX Coordinator will finalize the report and will issue a "Final Determination" finding whether or not there is cause to believe the University's EO or Title IX policy was violated. This finding should be made using a preponderance of the evidence standard.

If it is determined that there is not sufficient cause to believe that the university's Title IX policy or the EO policy was violated, both parties will be notified. Either party may appeal the decision within seven business days. Even if it is found that the applicable policies are not violated, and formal disciplinary charges are not brought against the Accused, other remedial actions may be warranted based upon the investigative findings. Non-disciplinary and/or remedial actions (i.e., educational programs or cease and desist directives) may be taken at the discretion of the University even if the Accused is found to be not responsible for a violation. Such remedial action will be determined and directed by the Title IX Coordinator.

If it is determined that there is sufficient cause to believe either this policy was violated, both parties will be notified, and formal charges will be brought against the Accused.

In those cases where the alleged perpetrator is a student: The Investigative Report, Final Determination, any written comments of the Complainant and the Accused and other information will be forwarded to the Associate Dean of Students/Director of OSRR for adjudication as described in the Student Code of Conduct. A charged student may choose to have a complaint of Sexual Misconduct or Gender-Based Discrimination adjudicated through a hearing before the Student Conduct Committee (a panel consisting of students and faculty/staff) or before a single administrator. All hearings will follow the guidelines for Student Conduct Committee/Administrative Hearings as outlined in the Student Code of Conduct under the section regarding procedures for Title IX cases.

In those cases where the Accused is a University Employee; the Investigative Report, Final Determination, any written comments of the Complainant and the Accused and other information will be submitted to the Vice President over the area in which the employee works, and also to the Human Resource Office. The Vice President or designee shall consider the information and shall determine whether remedial measures will be taken and/or disciplinary action will be pursued.

If the Vice President determines that disciplinary action is appropriate, such action will follow the processes set forth

in HR-22.00- 2004/07 Standards of Conduct or in the applicable collective bargaining agreement for in-unit employees.

Appeals and other reviews of the determination of the employee's Vice President or designee regarding disciplinary action are described in HR-22.00-2004/07, in the applicable collective bargaining agreement for in-unit employees and in UWF/REG 2.029 Grievance Process for Employees Not Covered by Bargaining Unit.

Complainant Does Not Wish to Pursue Resolution

If the Complainant/Victim does not wish to pursue any remedy under this policy and/or requests that his or her complaint remain confidential, the University will consider the Complainant's request. However, the University is required to investigate and take reasonable action in response to information received as part of the investigation. The Title IX Coordinator, in conjunction with the appropriate Deputy Coordinator/Investigator, will weigh the Complainant's request against the following factors:

- Whether there have been other complaints of sexual misconduct or gender-based discrimination against the same Accused

- Whether or not the accusations are of a nature that the continued presence of the Accused on campus poses a threat to the safety of other community members
- Any rights of the Accused to receive information related to the allegations

The Title IX Coordinator will inform the Complainant if the University makes the determination to move forward with charges under this policy without the Complainant's participation.

The university disciplinary process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 90 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.



The Student Code of Conduct provides that:

- The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
- The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meeting and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. Students may consult with their advisor during the hearing process. However, the consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student, question witnesses, present information, or argue before the panel. The adviser shall not serve as a witness. An advisor may only consult and advise his or her advisee.
- A student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused student violated the university’s Student Conduct Code?”
- The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
- The accuser and the accused each have the right to appeal the outcome of the hearing in writing to the Vice President of Academic Engagement. The appeal must be received in the Vice President of Academic Engagement Office within (10) ten business days of the date of the decision letter. The accuser and the accused each will be notified simultaneously in writing, of any

change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

Confidentiality

The University will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document. All hearings shall be closed to the public and confidential. Only the Representatives of the Dean of Students Office, the charged student, the complainant, their advisors and any witnesses may be present at the hearing.

Additionally, when a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the university’s ability to respond to the complaint may be limited.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Misconduct and Gender-Based Discrimination Policy occurred will lead to the initiation of disciplinary procedures against the accused individual. A student or student organization found responsible for violations shall be subject to sanctions commensurate with the offense. Consideration may be given to aggravating and mitigating circumstances. One or more of the following sanctions may be imposed for any single violation.

1. **Disciplinary reprimand:** a written disciplinary sanction notifying a student or student organization that the behavior did not meet University standards. All disciplinary reprimands will be taken into consideration if further violations occur.
2. **Disciplinary probation:** a written disciplinary sanction notifying a student or student organization that the behavior is in serious violation of University standards. Any additional violations occurring during a probationary period may result in more serious sanctions. In addition, restrictions may be placed on a student’s or student organization’s activities. Restrictions that may be imposed during a probationary period may include, but are not limited to, restriction of the privilege to: (a) participate in student activities or in student organizations; (b) represent the University on athletic teams, or in other leadership positions; (c) have access to University housing facilities or other areas on campus; (d) have use of University resources and/or equipment; or

- (e) have contact with specified person(s). When on disciplinary probation a student is not in good standing.
3. **Loss of University privileges:** temporary or permanent loss of University privileges may include use of University facilities, resources, equipment, attendance at athletic functions, University Commons access, library use, parking privileges, University computer usage, and/or residence hall or other visitation.
 4. **Suspension:** a student who is suspended is required to leave the University for a specified period of time. The student must comply with all sanctions and complete all requirements prior to re-admission. During the suspension period the student may not visit or come onto any UWF campus without specific written permission of the Vice President for Student Affairs. While serving a suspension a student is not in good standing.
 5. **Deactivation of recognized Student Organization status:** temporary or permanent loss of all privileges, including University recognition.
 6. **Expulsion:** a student who is expelled is permanently deprived of his or her privilege to continue at the University in any capacity. The student may not visit or come onto any UWF campus without specific written permission of the Vice President for Student Affairs.
 7. **Restitution:** the student or student organization is required to pay for damages and/or loss of use of individual's or University property. Payment is limited to the actual cost of repair or replacement of such property.
 8. **Community/University service:** a student or student organization is required to complete a specified number of hours of service to the campus or general community.
 9. **Education requirements:** a student is required to complete a specified educational sanction related to the violation committed. Such educational requirements may include, but are not limited to, completion of a seminar, report, alcohol or drug assessment, presentations, and/or counseling.
 10. **Fines:** Monetary fines established by the Dean of Students, subject to the approval of the Board of Trustees, will be published on the Office of Student Rights and Responsibility website (www.uwf.edu/osrr).
 11. **Drug Testing:** a student found responsible for any drug-related violation may be sanctioned to random drug screening for a specified period of time. Positive (failed) test results would constitute a violation of this policy and would trigger further disciplinary charges.
 12. **University Housing assignment change or removal:** a student is required to (a) relocate to a new University housing assignment; (b) leave University housing for a specified period of time; or (c) leave University housing permanently.
 13. **No contact order:** a directive informing the student that he or she is not to have any contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, e-mail, telephone, text messaging, social media or via third parties.
 14. **Denial of further registration and/or credits:** further registration may be denied and/or credits and degrees may be invalidated or revoked for false, fraudulent or incomplete statements made by a student in his or her application for admission, residency affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the University.
 15. **Denial or revocation of academic credit:** degrees and credit awarded by the University may be invalidated or revoked, credits may be denied and grades may be reduced for conduct involving violations of academic honesty rules, regulations, or policies.
 16. **Withholding degrees:** the University may withhold issuing a degree, diploma or transcript pending compliance with University regulations, or policies or pending completion of the process set forth in this Student Code of Conduct, including the completion of all imposed sanctions.

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The University may also implement protective measures or Interim measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions:

1. **Interim suspension:** the Dean of Students may temporarily suspend a student from the University. A student who is suspended is required to leave the University premises. During the interim suspension period the student may not visit or come onto any UWF campus without the written permission of the Dean of Students.
2. **Restrictions on activity:** the Dean of Students may restrict a student or student organization's activities. Restrictions on activities may include, but are not limited to: registering for or attending class; accessing or contacting certain individuals (no contact order); accessing University property, facilities, resources or equipment; participating in University activities, student organizations or student activities.
3. **Interim removal from Housing:** The Dean of Students or the Director of Housing and Residence Life may temporarily remove a student from University housing.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the University of West Florida.

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

SEX OFFENDER REGISTRATION

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In the State of Florida, convicted sex offenders must register with the Florida Department of Law Enforcement thru the County Sheriff's Office. Law Enforcement Agency information provided by the State of Florida under Section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained by accessing www.uwf.edu/police/sexual-offenders-predators/uwf-disclosure-of-registered-sex-offenders/.



EMERGENCY NOTIFICATIONS

The University of West Florida utilizes two different notification types, in order to differentiate between the severities of situations.

Timely Warnings

UWF NOTICE (Non Imminent Danger) is a message that the University of West Florida utilizes to inform faculty, staff and students when a less severe situation arises on campus. A UWF NOTICE is typically distributed via a blast email. (Timely Warning). The notices are typically written by the Chief of Police, the Operations Captain or a designee. They are distributed to the community by the Director of Marketing and Communications or designee. The NOTICE will be provided to the community in a manner that is timely, that withholds the names of victims as confidential, and provides information to assist with potentially preventing similar occurrences. Updates to the community about any particular case resulting in a UWF NOTICE may be distributed via blast email, and/or may be posted on the University Police website. UWF NOTICES are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non-negligent manslaughter, burglary, and robbery. Cases of aggravated assault and sex offences are considered on a case-by-case basis, depending on the facts of the case and the information known by the University Police. For example, if an assault occurs between two students who have a disagreement, there may not be an ongoing threat to other University community members and a UWF NOTICE would not be distributed. The Chief of Police or designee reviews all reports to determine if there is an on-going threat to the community and whether the distribution of a UWF NOTICE is warranted. Cases involving sexual assault are often reported long after the incident occurred, thus there is no opportunity to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case depending on when and where the incident occurred, when it was reported, and the amount of information known by the UWF Police Department. Timely warnings may be issued for other Clery Act crime classifications when the UWF Police Department determines such crimes pose a serious or on-going threat to students and employees.

Anyone with information warranting a timely warning should report the circumstances to the University Police Department, by phone (850) 474-2415, or in person at the Police Department located in Building 94.

Immediate Notifications

ARGO ALERT (Imminent Danger) is a message that the University of West Florida utilizes to inform Faculty, Staff and Students when a situation of imminent danger arises and requires a call for immediate action. In the event that a situation arises, on or off-campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus wide ArgoAlert will be issued. This type of immediate notification will be issued upon confirmation of a significant emergency or dangerous situation involving the immediate threat to the health and safety of the students, employees or visitors occurring on campus. This warning will be issued in a manner that is timely and that will aid in the prevention of similar occurrences. UWF will use the following processes to identify the need to issue a mass emergency notification/ArgoAlert:

- Confirm there is a significant emergency or dangerous situation
- Determine the appropriate segments of the campus community to receive a notification
- Determine the contents of the notification
- Initiate the notification

The University will issue an ArgoAlert, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of the Chief of Police, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

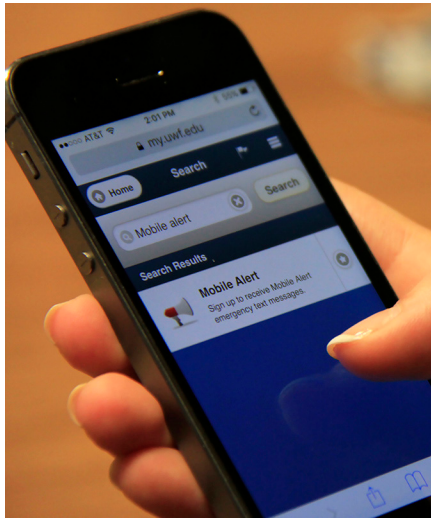
The notices are typically written by the Chief of Police, the Operations Captain or a designee. They are distributed to the community by the Director of Marketing and Communications or designee.

DESKTOP ALERT allows university officials to be able to relay important emergency alert information to computers on the University of West Florida main campus. In addition to the notifications provided through Mobile Alert and Desktop Alert, emergency information is usually available by accessing the following outlets: Facebook, Twitter, WUWF 88.1 FM, and www.uwfemergency.org.

The ArgoAlert systems are tested once each semester. For additional information regarding emergency notifications systems or evacuation and emergency plans and procedures, visit www.uwfemergency.org

MOBILE ALERT

is a broadcasting system utilized by the university in emergency situations. All official UWF email accounts are automatically registered with MobileAlerts. Students, faculty and staff have the opportunity to add a cell phone number for text message



notifications. Additionally, the UWF community can add email addresses and cell phone numbers for outside parties, such as parents, spouses and other contacts. In order to add additional contacts and information to Mobile Alert, UWF students, faculty and staff should visit www.uwfemergency.org. MobileAlert is only utilized in the event that the university needs to communicate important information regarding an emergency or situation. Emergency notifications will include information on what has occurred and directions to the community on what to do next. Other possible media which may be utilized include messages on internal and external signage boards, CCTV, entry marquee, text messages, email, instant messaging, messages on websites, outdoor warning siren tones, indoor and outdoor loudspeaker voice messages, public radio and TV, and social media. During an emergency follow-up messages may come from one or all of the alert systems depending on the situation.

It is absolutely necessary that every student and employee keep the university up-to date with his or her current contact information.

CRIME PREVENTION

UWFPD encourages all students, faculty and staff to be involved in crime prevention. Information on safety and security precautions is provided on a regular basis through the use of films, seminars, bulletins, posters, brochures, video media, crime alerts and the UWF Police web site.

Operation Identification

This program involves permanently marking valuables to deter theft and aid in recovery of stolen property. The UWFPD will loan an engraver to permanently mark valuables such as stereos, computers, printers, cameras, etc. Stop by the Police Department to register your valuable

property. The property will be logged into a database so it can be identified and returned to the owner if lost or stolen.

Rape Aggression Defense Program

R.A.D. is a program of realistic self-defense tactics and techniques for women. The R.A.D. system is a comprehensive, women-only course that begins with awareness, prevention, risk prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training.



It is not a martial arts program. Our courses are taught by nationally certified R.A.D. instructors and provide each student with a handbook/reference manual. This manual outlines the entire physical defense program for reference and continuous personal growth and is the key to our free lifetime return and practice policy at any nationally located R.A.D. program for our graduates. This is a 12-hour program that will be offered throughout the year for all students, faculty, staff and community members who are interested in a complete self-defense program. For more information and the 2017-2018 class schedule, visit uwf.edu/uwfpolice and rad-systems.com.

Stay Together, Stay Safe

Designed to raise awareness of on-campus security issues, the "Stay Together, Stay Safe" campaign was launched in 2006. "Stay Together, Stay Safe" targets complacency toward security issues and reminds the campus community that there is safety in numbers. This program reminds students that they should never walk alone on campus, especially at night. When students walk to parking lots or classes, go jogging or participate in other activities, "Stay Together, Stay Safe" suggests that they walk with a friend or an escort.

This is a simple message to reinforce one of the University's standards – to provide a secure and safe environment for all campus community members.



As a campus dedicated to providing a safe environment for all students, UWF encourages you to "STAY TOGETHER, STAY SAFE" Always walk with at least one friend, or call the campus escort service available 24 hours a day at (850) 474-2415.

CRIME PREVENTION, HEALTH AND SAFETY EDUCATION FOR THE COMMUNITY

The UWF Police Department (UWFPD), the Office of Environmental Health and Safety (EH&S), Housing & Residence Life, the Dean of Students Office, and the Counseling & Wellness Center Health Education Office encourage all students, faculty and staff to become involved in crime prevention. These departments sponsor and participate in forums, town hall meetings and educational programs, activities and crime prevention events throughout the main campus and in residence halls throughout the academic year. They address our students and staff to explain the University's security, public safety and fire safety measures and procedures.

Crime Prevention Officer

The UWF Police Department employs a full time Crime Prevention Officer who conducts crime prevention and general safety awareness presentations when requested by the various community groups, including students and staff of the University. During these presentations, information is typically provided to include crime prevention tips, statistics on crime at UWF, fire safety information, and campus security procedures and practices. UWFPD encourages all participants to be responsible for their own security/safety as well as the security/safety of others on campus.

In 2017, the UWFPD Crime Prevention Officer conducted many events and educational presentations including those listed below:

PRESENTATIONS	DESCRIPTIONS
Active Shooter	Training for staff (faculty, staff, and students) on how to respond to a school shooting or work place violence.
Beer Goggles Demonstration	Educate students and staff on the biological and cognitive effects of alcohol abuse.
Drugs in Society	Program offered to educate students on dangers of narcotics and updated drug enforcement laws.
Rape Aggression Defense (R.A.D.)	R.A.D.- Women's Self Defense Class
Take Back the Night	A program hosted once a year in April, the National Sexual Assault Awareness Month, by the Counseling and Wellness Center. Crime Prevention Officer provided a R.A.D. demonstration and set up a table to educate students and answer their questions on consent and sexual assault laws.
Training for Fraternities, Sororities and Resident Students	Personal safety on and off the campus. Drinking and partying responsibly as well as sexual assault awareness.
Argos and Alcohol	A program centered on freshman and International students on how to drink responsibly and legally.
Behind Closed Doors	Housing and UWFPD team up to train the Resident Assistants for possible incidents they will encounter in the residence halls during the semester. The Crime Prevention Officer instructs on how the PD will respond to drug and alcohol violations, search and seizure laws, and residential expectation of privacy.
New Student Orientation	General campus safety orientation for students studying at UWF.
Workplace Violence Prevention	How to recognize, reduce, and respond to occupational violence.



Housing & Residence Life

The Housing & Residence Life staff offered a plethora of programs during the 2017 academic semesters focusing on educational and social activities. During the Spring and Fall, the Housing & Residence Life staff offered programs in the following areas:

- Social
- Theme/Special Topics
- Delphi (First Year Experience)
- Oracle (Second Year Experience)
- Life Skills Development
- Self Awareness
- Community Awareness

Community Builders included:

- spontaneous social events
- resident contact “Of the Month” nominations
- newsletters
- bulletin boards
- hall meetings
- other community-creating and support activities

There were 2,315 residents living on campus in 2017.

SAFETY TIPS FOR LIVING ON CAMPUS

- Keep your door locked, especially when you are sleeping or showering.
- Keep your door locked when you leave. It only takes ten seconds for a thief to enter your room and take your belongings.
- Do not prop outside doors open, even for a few minutes.
- Do not open outside doors to anyone who does not have a key, or access card, to that residence hall.
- Do not place your name or any photographs identifying you on your door. Your friends will know which room is yours.
- Do not leave a note on your door for your friends telling them that you aren't home, or where you have gone. Friends aren't the only people who might read the note.
- If someone knocks on your door, do not open it until you are certain of the identity of the person. If you do not wish to open the door, and the individual persists, call the University Police.
- Keep an accurate inventory of your possessions. It is a good idea to inscribe your driver's license number on valuable items with an engraver. You can borrow an engraver from the University Police.
- Lock your bike to an immovable object with a heavy-duty bicycle lock.
- Always keep your vehicle locked and the windows up, both when the car is parked and when you are driving.
- Always keep your keys in your possession. Never place them under mats, over doors, or in other “hiding places.” Thieves are more experienced at finding hiding places than you are at inventing them.
- Close your blinds or curtains after dark. Never dress in front of the window – your silhouette may be visible from outside.
- If you return to your residence and suspect that it has been entered illegally, do not enter. Call UWFPD at (850) 474-2415.
- In all activities, use common sense and be conscious of your surroundings.

Safety is everyone's responsibility...keep UWF a safe place to live & learn.

Security of Facilities

UWF is a public institution and, with the exception of the residence halls, is open to the public during the day and evening hours when classes are in session. During the times that the university is officially closed, its buildings are usually locked and only faculty, staff and certain students with proper identification may be admitted. The University Police provide regular patrol of UWF property, buildings and parking facilities. Individuals who interfere with the functioning of university business may be escorted from campus grounds or arrested.

Resident students are issued keys at check-in so that they may have access to their living quarters. Students are encouraged to safeguard keys in order to enhance everyone's safety. If a key is lost or stolen, report it immediately to UWF Police. An effective residence hall security system program depends on residents' cooperation, staff supervision and University Police assistance. Although the campus-wide security system increases campus safety, the best security system is one in which every member of the community takes responsibility.

The Facilities Management Department personnel maintain university buildings and grounds with a concern for the safety and security of all persons and property. Regular inspections and prompt repairs ensure everyone's safety. Maintenance personnel make security inspections and corrections as needed and resident students are encouraged to call the Housing Office and the UWF Police Department to promptly report security deficiencies. The police also assist in reporting potential safety and security hazards by working with various campus departments and making recommendations in regards to security systems or procedures that will serve to reduce the opportunities for crimes on campus.

Traffic Safety

The use of a vehicle on campus is a privilege extended to students, staff and faculty. However, drivers are obligated to be familiar with the traffic laws of Florida and the parking regulations of UWF. Failure to comply with laws or regulations can result in a Florida Uniform Traffic Citation or a University Parking Citation. All speeding tickets or traffic citations must be paid or contested through the Escambia Traffic Court. Parking Citations must be appealed or paid online through MyUWF (my.uwf.edu).

Tips for Avoiding Issues:

- Read the Florida Driver's Handbook and UWF's Parking Regulations, both of which are available at Parking Services or the University Police Department.
- Even if you plan to visit the campus for only a day, you must register your vehicle. Free temporary visitor permits are available at the Visitors Center, Parking Services or the University Police Department.
- Visitors with visitor hangtags may park in visitor spaces or in commuter lots.
- Students and employees must purchase a parking permit.
- Read the signs before entering a parking lot. Signs designate where to park. Never park in a restricted area or in any location other than a designated space without consulting Parking Services.
- Never park in a disabled space without a disabled permit.

Important Safety Tips for Drivers:

- Exercise caution when entering or leaving your car, especially in parking lots and public garages.
- Keep windows up, doors locked and your purse and other valuables hidden. If possible, lock valuables in your trunk.
- Intersections and traffic lights are common places for would-be attackers. Keep your car in gear, and, if threatened, blow the horn in short repeated blasts and drive away.
- If you have car trouble, raise the hood and remain in the car with the doors and windows locked. If strangers stop, crack your window slightly and ask them to report your predicament to the police, but do not encourage their assistance.
- Don't leave credit cards, cash or other valuables in the glove compartment.
- Don't mark your key chain with your name, address or license number.
- Never pick up hitchhikers.



POLICIES & PROCEDURES

Weapons Policy

Florida State Statute 790.001 and UWF policies prohibit the possession, control, or display of any firearm, electronic weapon, or other weapon while at any University facility, building, or at any university sponsored event. Firearms are not permitted in any residential housing facility. This includes but is not limited to rifles, handguns, blow darts, BB guns, paintball guns, cross-bows, knives, or any projectile. Any violation of this policy may be cause for disciplinary action and/or prosecution. Firearms may be carried “securely encased” inside of a motor vehicle on campus.

Signs & Symptoms of Alcohol Poisoning

- The person is known to have consumed large quantities of alcohol
- The person cannot be awakened
- Vomiting or Vomiting while passed out
- Seizures
- Slow breathing (fewer than eight breaths per minute)
- Irregular breathing (10 seconds or more between breaths)
- Hypothermia (low body temperature), bluish skin color, clamminess, paleness
- Mental confusion, stupor, or coma

Drug Policy

The possession, use, sale, manufacture, cultivation or distribution of narcotics or any controlled substance and/or drug paraphernalia is illegal under both state and federal laws on the university campus or at any university sponsored off-campus function. Such laws are strictly enforced by the UWFPD. Violators are subject to university disciplinary action, criminal prosecution, fine and imprisonment.

A conviction for any offense, during the period of enrollment for which a student was receiving Title IV, HEA program funds, under any federal or state law, involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(2)). The University of West Florida will provide notice in a timely manner to each student who has lost eligibility for Title IV, HEA assistance as a result of penalties under HEA Sec. 484(r)(1). This will be a written notice and will advise of the ways in which a student may regain eligibility under HEA Sec. 484(r)(1); (20 U.S.C. 1091(r)(2)).

Alcohol Policy

The use of alcoholic beverages by members and guests of the university is subject at all times to the Alcoholic Beverage Laws of the State of Florida and to the UWF Alcoholic Beverages on Campus regulation. Certain alcoholic beverages may be served and consumed in restricted locations by persons over the age of 21. Such service and consumption is limited. The UWF regulation (UWF/REG 5.017) can be found in its entirety on the UWF Board of Trustees web site.

Specifically, it is illegal for any person under the age of 21 to possess alcoholic beverages; to sell, give, serve or permit alcoholic beverages to be served to any person under 21; or to misrepresent or misstate his or her age or the age of another person for the purpose of inducing any licensee or his agent or employees to sell, give, serve or deliver any alcoholic beverage to a person under 21. Any violation of this policy may be cause for disciplinary action and/or prosecution.

Drug and Alcohol Counseling

Programs are available to assist students and employees who may be in need of counseling, treatment or rehabilitation.

UWF Wellness Services receives referrals from a wide variety of departments on campus, as well as from self-referrals.

An Employee Assistance Program (EAP) is available for faculty and staff who may be experiencing drug or alcohol related difficulties. Supervisors may refer staff members, or individuals may independently contact the EAP personnel.

Missing Student Policy

If a member of the University community has reason to believe that a person, especially a student who resides in on-campus housing, is missing, he or she should immediately notify the University of West Florida Police Department at (850) 474-2415. UWFPD will generate a missing person report and initiate an investigation.

A missing student who resides in on-campus housing may also be reported to a Resident Advisor, Hall Director, or Director of Housing & Residence Life who MUST in turn notify the University of West Florida Police Department immediately.

After investigating the missing person report, should UWFPD determine that the student is missing, UWFPD shall notify the appropriate local police departments in the region. UWFPD will also notify the Vice President of Student Affairs and the Dean of Students who will notify the missing student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, UWFPD MUST notify the student's parent or legal guardian immediately after UWFPD has determined that the student has been missing for more than 24 hours.

Students who wish to identify a confidential contact can do so through the Department of Housing & Residence Life. Separate confidential notification lists will be kept confidential, will only be accessible by campus officials and law enforcement and will not be disclosed outside of the missing person investigation. Students should be advised that in some circumstances their parents will be notified regardless of whom they designate to be notified.

Missing Student Procedures

If the UWFPD receives information that a resident student may be potentially missing it will initiate an immediate missing persons investigation. The responding officer will gather as much information as possible in order to properly classify the missing person and initiate the proper police response.

UWFPD will notify the Dean of Students to inform staff members about the fact that a resident student may be missing and to coordinate efforts. The UWFPD will be responsible for making the determination whether the resident student is missing and preparing an official missing persons report. A person may be declared missing when their whereabouts is unknown and unexplainable for a period of time that is regarded as highly unusual or suspicious.

Once the UWFPD determines that the student is missing the following steps will be taken as soon as possible but no later than 24 hours from the determination:

1. UWFPD will complete a missing persons report.
2. Enter the information into the National Crime Information Center (NCIC) and the Florida Crime Information Center. (FCIC). This action will generate a missing persons notification to police agencies within our regional geographic location. UWFPD will also notify the local county sheriff, Escambia County Sheriff's Office.
3. The Dean of Students will notify the missing resident student's emergency contact that the student is missing. If the missing student is under 18 years of age and has not been emancipated, The Dean of Students will notify the custodian parent or guardian in addition to the student's emergency contact.
4. UWFPD will work closely with the Dean of Students and the Director of Housing & Residence Life, keeping all parties informed during the investigation until the matter is closed.



POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community that are obtained from the following sources: University of West Florida Police Department (“UWFPD”), Escambia County Sheriff’s Office (“ECSO”), Pensacola Police Department (“PPD”), Okaloosa County Sheriff’s Office (“OCSO”), Florida Highway Patrol (FHP), Eglin Air Force Base, and non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to all of the aforementioned police agencies as well as all Campus Security Authorities (as defined by federal law). UWFPD also sends a request each year to the University Counseling Center that encourages counselors to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Additionally, a written request for statistical information is made on an annual basis to the Office of Students Rights and Responsibilities. They provide statistics regarding administrative hearings/disciplinary actions taken regarding violations of the state Alcohol laws, Drugs laws and Illegal Weapons violations. They also disclose any other crimes reported to them or that they become aware of that may not have been reported to the Police Department through other means.

Statistics are also gathered from our Crime Prevention Officer, Housing & Residence Life, Counseling and Wellness Services, Office of Human Resources, and Environmental Health and Safety. Each of these offices presents numerous prevention and awareness programs for all students and employees.

All statistics are gathered, compiled, and reported to the University community via this report, entitled “Combined Annual Security and Fire Safety Report” which is published by UWFPD. UWFPD submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

This report is provided to you as part of the University of West Florida’s commitment to safety and security on campus and satisfies all of the requirements of the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act. It is filled with information about a variety of security services and programs available to you as members of the university community. UWFPD encourages all students, faculty and staff to read the report to become familiar with this information and hope you find the programs useful.

UWFPD sends an email to every enrolled student and current employee on an annual basis. The email is notification that the report is available and includes a brief summary of the contents. The email also includes the address for the UWFPD website where the “Combined Annual Security and Fire Safety Report” can be found online (<http://uwf.edu/uwfpd/SafetyReport.pdf>) and how a physical copy may be obtained by making a request to the UWFPD by calling (850) 474-2415. A copy of the “Combined Annual Security and Fire Safety Report” is also available 24 hours a day 7 days a week at the UWF Police Department located in Building 94.



CLASSIFYING CRIME STATISTICS

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (Clery Act). The Clery Act requires institutions of Higher Education to disclose reported offenses in three general categories of crime statistics:

1. CRIMINAL OFFENSES

Criminal Homicide

- Murder/Non-Negligent Manslaughter
- Manslaughter by Negligence

Sexual Assault

- Rape
- Fondling
- Incest
- Statutory Rape

Robbery

Aggravated Assault

Burglary

Motor Vehicle Theft

Arson

2. CRIMES MOTIVATED BY HATE/BIAS

Any of the above-mentioned criminal offenses, and any offenses listed below that were motivated by bias:

Larceny-Theft

Simple Assault

Intimidation

Destruction/Damage/

Vandalism of Property

3. VAWA (Violence Against Women Act) OFFENSES

Domestic Violence

Dating Violence

Stalking

(Note: Sexual Assault is also a VAWA Offense but is included in the Criminal Offense category.)

4. ARRESTS and REFERRALS for DISCIPLINARY ACTION

Illegal Weapons

Drug Law Violations

Liquor Law Violations

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the Crime Statistics Chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Vandalism, and Arson. For example, if five students were walking together and they are robbed, this would count as one instance of robbery in the Crime Statistics Chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law and Illegal Weapons violations indicates the number of people the Dean of Students representative referred to the Office of Students Rights and Responsibilities for disciplinary action for violations of those specific laws.

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault, Domestic Violence, Dating Violence, Stalking or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is not a separate distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim’s race, sexual orientation, gender, religion, ethnicity, disability, national origin or gender identity, the assault is then also classified as a hate/bias crime.

The Crime Awareness and Campus Security Act was initially passed in 1990, amended in 1992, 1998 (renamed the Jeanne Clery Act), 2000, 2008 and again in 2013 with the reauthorization of the Violence Against Women Act. This latest amendment adds three new reportable incidents and two new Hate Crime reporting categories. The effective date of this statute is July, 2015.



Specific Information about the Crime Statistics Reported by the UWF Police

The crime statistics reporting chart is broken down to four main columns:

1. On Campus
2. Residential Facilities
3. Non-Campus Property
4. and Public Property.

Statistics are gathered and compiled from all of the sources mentioned above. Statistics in the On Campus column are a reflection of the crimes reported to have occurred on the campus.

Statistics in the Residential Facilities column are also counted in the On-Campus column. The law requires institutions to break out the number of “On-Campus” crimes that occur in on-campus residential facilities.

The statistic in the Unfounded column indicates the number of crimes reported that were investigated by a

Law Enforcement Officer and deemed to be unfounded or no crime occurred as reported.

Crime statistics for the categories of Larceny, Simple Assault, Intimidation and Vandalism are not required to be reported by law and therefore are only reported in the Hate/Bias Crimes Chart when an offender is motivated to commit such an offense based on his/her bias against the victim.

Statistics under the category of “Referred for Disciplinary Action” include those individuals referred to the Office of Student Rights and Responsibilities (OSSR) for disciplinary action by the Division of Enrollment and Student Affairs. The statistics include incidents that are reported via UWFPD incident reports and from reports provided directly to OSSR from other members of the UWF community.

DEFINITIONS

Sex Offenses: As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses - Any sexual act directed against another person, forcible and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **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 the consent of the victim.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Clery Reportable Crimes: As Per the Uniform Crime Reporting Handbook

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. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury of the crime were successfully completed.

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, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or the attempted theft of a motor vehicle.

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

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

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, violence, and/or causing the victim fear.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Law Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting; manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Criminal Offense Definitions relating to Hate/Bias Related Crime Statistics

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship
- the type of the relationship
- the frequency of interaction between the persons involved in the relationship

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, injure, disfigure, deface any public or private property, real or personal, without the consent of the owner or person having custody or control, by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Domestic Violence: 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...or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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

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

Simple Assault: An 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.

Stalking: 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 are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against race, gender, religion, sexual orientation, ethnicity, disability, national origin,

or gender identity. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery, Burglary Aggravated Assault, Simple Assault, Motor Vehicle Theft, Arson, Larceny-Theft, Intimidation, Destruction/damage/vandalism of property and any other crime involving bodily injury. On the Main Campus in Pensacola there were no hate crimes reported to the UWF Police during 2015, 2016, or 2017. At the Fort Walton Beach Campus there were no hate crimes reported in 2015, 2016, or 2017.



Fall 2017 Enrollment Info

UWF welcomed **1,032 first time in college students** to campus.

UWF had a total enrollment of **17,545 students** (graduate and undergraduate).

UWF Main Campus Jeanne Clery Report 2017

Crime Statistics

OFFENSE (CRIMES REPORTED BY HIERARCHY)	YEAR	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES
Murder/Non-Negligent Manslaughter	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Rape	2017	3	0	0	3	3	0
	2016	5	10	0	15	5	0
	2015	4	0	0	4	3	3
Fondling	2017	0	0	0	0	0	0
	2016	1	1	0	2	0	0
	2015	2	0	0	2	2	0
Incest	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0
	2016	1	0	0	1	0	0
	2015	0	0	0	0	0	0
Aggravated Assault	2017	1	0	0	1	0	0
	2016	3	0	0	3	2	0
	2015	2	0	0	2	0	0
Burglary	2017	1	0	2	3	1	0
	2016	10	0	1	11	7	0
	2015	10	0	0	10	4	1
Motor Vehicle Theft	2017	0	0	2	2	0	0
	2016	0	0	1	1	0	0
	2015	1	0	0	1	0	1

**Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories*

UWF Main Campus Jeanne Clery Report 2017 (continued)

Crime Statistics

OFFENSE (CRIMES NOT REPORTED BY HIERARCHY)	YEAR	ON CAMPUS	NON-CAM- PUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES
Arson	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Domestic Violence	2017	0	0	0	0	0	0
	2016	2	1	0	3	1	0
	2015	1	0	0	1	0	0
Dating Violence	2017	0	0	0	0	0	0
	2016	4	0	0	4	2	0
	2015	1	0	0	1	1	0
Stalking	2017	0	0	0	0	0	0
	2016	1	0	0	1	0	0
	2015	9	0	0	9	3	0

**Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories*

OFFENSE (CRIMES REPORTED BY HIERARCHY)	YEAR	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES
Liquor Law Arrests	2017	1	0	1	2	0	0
	2016	2	0	0	2	1	0
	2015	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2017	42	0	0	42	37	0
	2016	44	0	0	44	37	0
	2015	104	0	0	104	83	0
Drug Law Arrests	2017	22	0	13	35	3	0
	2016	29	0	5	34	14	0
	2015	36	0	0	36	17	0
Drug Law Violations Referred for Disciplinary Action	2017	39	0	0	39	21	0
	2016	37	0	0	37	30	0
	2015	34	0	0	34	30	2
Illegal Weapons Possession Arrests	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	2017	1	0	0	1	1	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0

**Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories*

UWF Emerald Coast Campus Jeanne Clery Report 2017

Criminal Offenses

Hate Offenses

OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL	OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Aggravated Assault	2017	0	0	0	Aggravated Assault	2017	0	0	0
	2016	0	0	0		2016	0	0	0
	2015	0	0	0		2015	0	0	0
Arson	2017	0	0	0	All Forcible Sex Offenses	2017	0	0	0
	2016	0	0	0		2016	0	0	0
	2015	0	0	0		2015	0	0	0
Burglary (Breaking and Entering)	2017	0	0	0	Arson	2017	0	0	0
	2016	0	0	0		2016	0	0	0
	2015	0	0	0		2015	0	0	0
Forcible Rape	2017	0	0	0	Forcible Rape	2017	0	0	0
	2016	0	0	0		2016	0	0	0
	2015	0	0	0		2015	0	0	0
Forcible Sodomy	2017	0	0	0	Forcible Sodomy	2017	0	0	0
	2016	0	0	0		2016	0	0	0
	2015	0	0	0		2015	0	0	0
Homicide	2017	0	0	0	Intimidation	2017	0	0	0
	2016	0	0	0		2016	0	0	0
	2015	0	0	0		2015	0	0	0
Motor Vehicle Theft	2017	0	0	0	Larceny	2017	0	0	0
	2016	0	0	0		2016	0	0	0
	2015	0	0	0		2015	0	0	0
Murder/ Non-Negligent Manslaughter	2017	0	0	0	Murder/ Non-Negligent Manslaughter	2017	0	0	0
	2016	0	0	0		2016	0	0	0
	2015	0	0	0		2015	0	0	0
Negligent Manslaughter	2017	0	0	0	Negligent Manslaughter	2017	0	0	0
	2016	0	0	0		2016	0	0	0
	2015	0	0	0		2015	0	0	0
Non-Forcible Sex Offenses	2017	0	0	0	Simple Assault	2017	0	0	0
	2016	0	0	0		2016	0	0	0
	2015	0	0	0		2015	0	0	0
Robbery	2017	0	0	0	Vandalism	2017	0	0	0
	2016	0	0	0		2016	0	0	0
	2015	0	0	0		2015	0	0	0

**Note: There are no Residential Facilities on this Campus*

UWF Emerald Coast Campus Jeanne Clery Report 2017 (continued)

Violence Against Women Act (VAWA)

OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Domestic Violence	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
Dating Violence	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
Stalking	2017	0	0	0
	2016	0	0	0
	2015	0	0	0

**Note: There are no Residential Facilities on this Campus*

Disciplinary Actions/Judicial Referrals

OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Drug Law Violations	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
Illegal Weapons Possessions	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
Liquor Law Violations	2017	0	0	0
	2016	0	0	0
	2015	0	0	0

**Note: There are no Residential Facilities on this Campus*

Arrests

OFFENSES	YEAR	ON CAMPUS	PUBLIC PROPERTY	TOTAL
Drug Law Violations	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
Illegal Weapons Possessions	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
Liquor Law Violations	2017	0	0	0
	2016	0	0	0
	2015	0	0	0
Unfounded Crimes	2017	0	0	0
	2016	0	0	0
	2015	0	0	0

**Note: There are no Residential Facilities on this Campus*

Fire Safety Amenities in UWF Residential Facilities On Campus

UWF RESIDENTIAL FACILITIES	Fire Monitoring Done on Site (by UWFPD)			Pull Handle Alarms			Sprinkler System			Smoke Detection Devises			Fire Extinguisher Devices			Evacuation Plans or Placards			Number of Evacuation Fire Drills Each Calendar Year		
Year	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Argo Hall	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	2	2	2
Heritage Hall	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	2	2	2
Martin Hall	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	2	2	2
Pace Hall	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	2	2	2
Presidents Hall	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	2	2	2
Village East	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	2	2	4
Village West	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	2	2	4

NOTES:

Fire monitoring devices inspected and tested 2 times a year (fall and spring semesters).

Fire extinguishers inspected and tested once a month by UWF staff and annually by manufacturer.

*Halls had one additional Fire Drill as buildings were occupied for summer semester.

**Hall/building was closed during a semester, fire drills not conducted. Fire Alarm testing was conducted.

All residence halls located at 11000 University Parkway, Pensacola FL.



2015, 2016, 2017 Statistics Regarding Fires in UWF Residential Facilities

UWF RESIDENTIAL FACILITIES		TOTAL FIRES IN EACH BLDG	FIRE #	DATE	TIME	CAUSE OF FIRE	# OF INJURIES REQUIRED TREATMENT AT MEDICAL FACILITY	# OF DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE	CASE NUMBER
Argo Hall	2017	0	0	0	0	N/A	0	0	\$0.00	0
	2016	0	0	0	0	N/A	0	0	\$0.00	0
	2015	0	0	0	0	N/A	0	0	\$0.00	0
Heritage Hall	2017	1	1	9/3/17	1642	Foil in Microwave	0	0	UNKN	2017-00262
	2016	1	1	6/23/16	1529	Unintentional Burnt Popcorn on Stovetop	0	0	\$0.00	Pending IR 00006196 Housing Maxient Report; No Flame Observed
	2015	0	0	0	0	N/A	0	0	\$0.00	0
Martin Hall	2017	1	1	9/6/17	0930	Air Unit	0	0	UNKN	2017-00263
	2016	0	0	0	0	N/A	0	0	\$0.00	0
	2015	0	0	0	0	N/A	0	0	\$0.00	0
Pace Hall	2017	0	0	0	0	N/A	0	0	\$0.00	0
	2016	0	0	0	0	N/A	0	0	\$0.00	0
	2015	1	1	9/19/15	1038	Unintentional Fire in Microwave Oven	0	0	\$0.00	0
Presidents Hall	2017	0	0	0	0	N/A	0	0	\$0.00	0
	2016	1	1	6/24/16	2119	Unintentional Grease Fire	0	0	\$0.00	2016-00284
	2015	0	0	0	0	N/A	0	0	\$0.00	0
Village East	2017	0	0	0	0	N/A	0	0	\$0.00	0
	2016	1	1	1/7/16	2148	Unintentional Oven Fire	0	0	\$0.00	2016-00013
	2015	0	0	0	0	N/A	0	0	\$0.00	0
Village West	2017	0	1	9/25/17	1035	Food in Oven	0	0	UNKN	N/A
	2016	0	0	0	0	N/A	0	0	\$0.00	0
	2015	1	1	9/6/15	1240	Unintentional Grease Fire on Stove	0	0	0.00	2015-00309

UNIVERSITY *of* WEST FLORIDA

IT'S ON



TO STOP SEXUAL ASSAULT

“It’s On Us” is a national campaign aimed at raising awareness and bringing an end to sexual assault on college campuses. UWF is joining this cultural movement to fundamentally shift the way we think about sexual assault by holding each other and ourselves accountable. It’s On Us to stop sexual assault.

UWF Wellness Services
Bldg. 960 / Suite 200B
11000 University Pkwy.
Pensacola, FL 32514
(850) 473-7112
wellness@uwf.edu

UWF “It’s On You”:

<http://uwf.edu/offices/wellness-services/its-on-us-campaign/its-on-us/>

It's On Us

THE FACTS

1 in 5 women and 1 in 16 men are sexually assaulted in college.
40 percent of survivors fear reprisal by their attacker.
Only 2 percent of incapacitated rape survivors report assault.
Only 13 percent of rape survivors report assault.
8 in 10 victims knew their attacker (friend, significant other, etc.).
It is estimated that between 2 and 7 percent of sexual assault reports are false.

WHAT YOU CAN DO

“It’s On Us” is meant to create a cultural shift in the way we think about, talk about, and act around sexual assault by doing two things:

Establishing a sense of ownership over the problem, among everyone.

Providing tips, tools, and inspiration to empower everyone to make a difference, every day.

It's On Us To...

Recognize that if someone doesn't or can't consent to sex, it's sexual assault.

Take responsibility for our actions and our inaction.

Realize we have a role to play in stopping sexual assault.

Create an environment where women feel, and are, safe.

Step in if a friend is doing something that could lead to sexual assault.

Get someone home safely if he or she needs help.

Hold our friends accountable.

Tell our friends if what they are doing is wrong.

Never blame the victim.

Be more than a bystander.

Stop a sexual assault any way we can.

Keep an eye on someone in a vulnerable situation.

Not look the other way.

Do something to get in the way of a sexual assault.

Step up and say something.

Let our friends know what is and is not acceptable.

Not give our friends a pass.

Help a victim report a sexual assault if he or she wants to.

Look out for someone who has had too much to drink.

Get in the way if we see something happening.

Stand up to those who tell us it's not our business.

Say something when our friends are being stupid.

Call non-consensual sex what it is - rape.

Act when we think someone is in trouble.

Do something.

Be part of the solution, not part of the problem.

Always be on the side of the victim.

Make sexual assault unacceptable.

Take reports of sexual assault seriously.

Stop someone from doing something we know is wrong. “It’s On Us” is a national campaign aimed at raising awareness and bringing an end to sexual assault on college campuses. UWF is joining this cultural movement to fundamentally shift the way we think about sexual assault by holding each other and ourselves accountable. It’s On Us to stop sexual assault.

EMERGENCY PROCEDURES

University Police Department | uwf.edu/police | 850.474.2415 or 911
Environmental Health & Safety | uwf.edu/envhs | 850.474.2177

FIRE

If you observe smoke or fire:

- Activate the fire alarm using a manual pull station.
- EVACUATE the building and notify others as you exit.
- Do not use elevators.
- Notify Emergency Personnel of persons with disabilities who are unable to evacuate.
- As you exit, move to a safe distance. Do not re-enter until notified by emergency personnel.

ACTIVE SHOOTER

- If a person enters the building with a weapon, if you hear gun fire or observe suspicious behavior, contact the University Police and provide as much information as possible.
- If it is safe to do so evacuate the building and move to a safe location.
- If evacuation is not possible, find a secure area to hide until notified it is safe to leave by emergency personnel.
- As a last resort, if confronted by the violent person you should attempt to incapacitate or disrupt the individual.

MEDICAL EMERGENCY

- Contact the University Police, provide information on the type of injury and the campus location of the victim.
- Provide first aid or medical assistance if required.
- Remain with the injured individual until help arrives.
- If the injured person is unconscious and not breathing start CPR, if trained.

SHELTER-IN-PLACE

- During the event of severe weather, tornado warning or a hazardous chemical spill:
- The University will activate appropriate methods of emergency notification.
- Immediately seek refuge inside the nearest building.
- Find a safe location in the lowest level, preferably in interior hallways or rooms away from glass windows.
- Remain in safe location until instructed by UWF Authorities it is safe to leave the building.

SUSPICIOUS PACKAGE

- If you observe a suspicious object, which may be a potential bomb, DO NOT HANDLE THE OBJECT.
- Contact the University Police. Provide as much information as possible.
- Evacuate the area and await instructions from the University Police.

POWER OUTAGE OR UTILITY FAILURE

- Contact Facilities Management, Work Order Control Center 850.474.6000 to report a utility failure.
- If there is a possible danger to building occupants, exit the building and call the University Police.
- Notify emergency personnel of persons with disabilities who are in the building and if there are any individuals trapped in an elevator.
- The UWF Administration will decide on the status of classes based on the situation.

HAZARDOUS MATERIALS

- If a chemical spill occurs within a campus building, immediately notify the University Police.
- If a chemical spill occurs outside of a building or from an off campus source, follow shelter-in-place procedures.
- In either case, notify the University Police if you have been exposed to a chemical.
- The University Administration will provide instructions through the University's Emergency Notification System.

BOMB THREAT

- If you receive communications that an explosive device may be on campus:
- Get as much information from the caller as possible.
- Call the Police.
- If told to evacuate by Police do so and move away from the building.

ANNUAL FIRE SAFETY REPORT

The University of West Florida publishes this fire safety report as part of the Higher Education Opportunity Act and annual Clery Act Compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for UWF. This report includes statistics concerning the numbers of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of property damage caused by a fire in residential facilities (see charts on pages 46 and 47 for more information). The Annual Security and Fire Safety Report is available for review 24 hours a day on the UWFPD website at uwf.edu/uwfpd/SafetyReport.pdf

UWFPD utilizes a campus-wide state of the art computerized monitoring system to monitor a comprehensive network of intrusion, panic, and fire alarms. A majority of the university buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at the UWFPD. Refer to page 45 of this brochure to review the Fire Safety amenities in the UWF Residential Facilities. There is an information chart about the fire detection, notification, and suppression systems in each residential facility.

If a fire occurs in a UWF building, community members should immediately notify UWFPD at (850) 474-2415. UWFPD will initiate an immediate response. The department has a direct dial phone line to the Escambia

County Communications Center and can summons the fire department or EMS quickly through this communication link. If a member of the UWF community finds evidence of a fire that has been extinguished, and is not sure whether the fire was reported to the UWFPD, the member should immediately notify the UWFPD to investigate and document the incident.

In Case of Emergency

The “In Case of Emergency” web site is designed to prepare and assist students, faculty and staff in timely and effective responses to minimize adverse effects of natural, technical and civil emergencies that may occur on campus. Policies and procedures that the university follows during emergencies are archived and maintained on this site. During times of emergencies on campus, the emergency web page will replace the University’s main web page. Visit the web site at uwfemergency.org.

Daily Fire Log

A Daily Fire Log is available for review, 24 hours a day on the UWFPD website at uwf.edu/uwfpd or at the UWF Police Department in Building 94. The Daily Fire Log includes information about all fires that occur in residential facilities, including the nature, date, time and general location of the fire.

FIRE DRILL INSTRUCTIONS

A summary of actions that must be taken when a building fire alarm sounds is as follows:

- Fire drills will be conducted this semester during normal business hours.
- All building occupants including classes must immediately exit the building. NEVER assume it is a false alarm.
- Immediately walk to the nearest exit.
- Close but do not lock doors.
- If a door handle is warm to the touch, open cautiously. If a door handle is hot, DO NOT open the door.
- When smoke is present, crawl low to the floor to minimize smoke exposure.
- If your egress is blocked by smoke or fire, go to the window and summon help.
- Building occupants should move away from the building to a pre-established rally location. The rally point must be out of the street and must not hamper access to the buildings by emergency responders.
- Attempt to verify that all occupants are out of the building.
- Instructors should verify all class participants exit the classroom.
- In the event some building occupants are trapped in the building, report their location to the firefighters.
- Do not enter the building until authorized by the fire department, UWF Police or EH&S staff.
- If a person with impairments needs assistance exiting the building, either lend assistance or move the person into a protected stairwell. Inform the UWF police or Fire Department of the location of the person so a rescue can be conducted immediately.

BUILDING EMERGENCY COORDINATOR PROGRAM

The UWF Building Emergency Program was established to provide a point of contact in each department/college for safety and emergency preparedness information.

UWF main campus includes 100+ buildings located over 1600 acres. Diverse campus facilities include academic buildings, a health center, a day care, secure research labs, apartment-style housing, theaters, and a plethora of other types of structures. Every assigned or occupied space on the UWF main campus has a Building Emergency Coordinator (BEC). Currently there are 134 Coordinators who have received initial and ongoing training on issues like Fire Extinguishers, the UWF Emergency Operations Plan and COOP, Tropical Storms and Hurricanes, CPR/AED training, and emergency evacuations. To learn who your Building Emergency Coordinator is, please visit <http://uwf.edu/offices/environmental-health-safety/building-emergency-coordinator-program/roles-and-responsibilities/> and download the list.

Locations and facilities that are served by the BEC's are:

- Main Campus
- Emerald Coast Campus
- West Florida Historic Preservation, Inc. (WFHPI)
- Innovation Institute
- Florida SBDC
- Florida Public Archaeology Network (FPAN)

BEC Roles and Responsibilities

- Serve as a point of contact for safety and emergency preparedness information provided by UWF and other officials
- In the event of an incident in their building, serve as a liaison with the UWF Office of Emergency Management, the UWF Police Department, and other officials
- Ensure completion of closure procedures and checklists prior to a UWF closure
- Provide damage information to UWF following a large-scale incident (e.g., a hurricane)
- Act as an information conduit to building occupants for facilities related issues (e.g., scheduled utilities outages, building maintenance problems)
- Read and follow BEC emails and other forms of communication



Fire Alarms

Fire alarms alert community members to potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The State Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons!

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the UWFPD dispatcher.

NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND CANNOT EVACUATE.

Once outside, move to a safe distance from the building. Keep streets and parking areas clear for emergency vehicles and personnel. If requested, assist the UWF Police.

DO NOT RETURN TO AN EVACUATED BUILDING.
Notify someone if you leave the evacuation area.

Fire Safety Tips

- A door can be the first line of defense against the spread of smoke or a fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 89% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University Policy.
- Almost $\frac{3}{4}$ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT permitted in any UWF Building.

Shelter-In-Place Procedures

What it Means to “Shelter-In-Place”?

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place means to make a shelter of the building that you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-In-Place Guidance”

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc) and follow the evacuation procedures for your building (close the door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire personnel are on the scene, follow their directions.

How will you know to “Shelter-In-Place”?

A shelter-in-place notification may come from several sources, including UWFPD, Housing staff members, other University employees, local police and fire personnel,

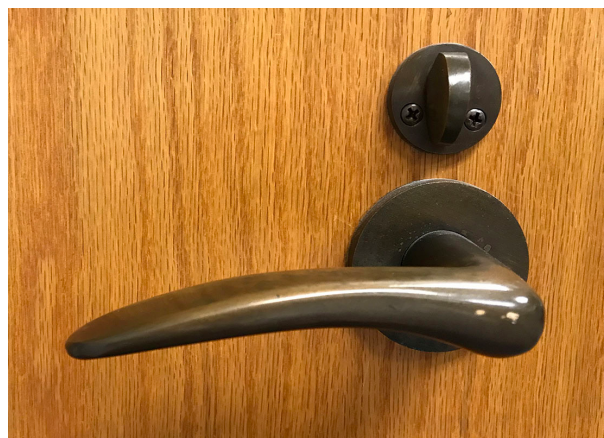
or other authorities utilizing the university’s emergency communication tools.

How to “Shelter-In-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - a. An interior room;
 - b. Above ground level; and
 - c. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able. (University personnel will turn off the ventilation as quickly as possible).
6. Make a list of the people with you and ask someone to call the list into the UWFPD so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on the radio or TV and listen for further instructions.
8. Make yourself comfortable.

If you have access to a computer, go to the UWF “In Case of Emergency” web page at uwfemergency.org.



ENVIRONMENTAL HEALTH & SAFETY

EH&S has the numerous training classes available to Faculty, Staff, Graduate Students, Graduate and Undergraduate Teaching Assistants, Research Assistants, Directed Study Students, Volunteer Assistants and Students in Specific Programs (see chart below)

The Department of Environmental Health and Safety is also dedicated to promoting a safe and healthy environment for all students, staff, faculty, and visitors. This goal is accomplished through educational programs designed to promote health and safety awareness, natural disaster and crisis management, building fire safety compliance and environmental stewardship.

In 2017, EH&S hosted approximately 75 training sessions and trained more than 1,622 people in the following educational classes:

PRESENTATIONS	
Biological Safety	Heat Stress Training
Biological/Biomedical Waste Management	Hurricane Preparedness Training
Bloodborne Pathogen Awareness	Prevention of Safety Complacency
Fire Safety and Portable Fire Extinguisher Usage	Proper Lifting and Back Injury Protection
Forklift Operator	Radiation and Laser Safety
General Laboratory Safety	Slip, Trip and Fall Prevention
e-Learning (online) Classes available to Qualified Individuals, Science Lab Training:	
Biological Safety	General Laboratory Safety
Biological/Biomedical Waste Management	Golf Cart Safety Training
Blood Borne Pathogen Awareness	Hazardous Communication (Right to Know)
Chemical Hazardous Waste Management	Heat Stress Training
Fire Safety and Portable Fire Extinguisher Usage	Stormwater Awareness Training

Emergency Operations and Procedures

The Emergency Operations Plan (EOP) was prepared to integrate the responses of all available university resources and increase the level of emergency preparedness on campus. The plan describes the roles and responsibilities of departments and employees in protecting life and property, in responding to the needs of those affected, and in disseminating accurate and timely information to the campus and the public. Its goal is to ensure an organized, structured, coordinated and caring response in crisis emergency situations.

UWF Emergency Operations Plan (pdf)

<https://uwf.edu/media/university-of-west-florida/offices/finance-amp-administration-division/pdf/2018-final-UWF-EOP.pdf>

The Emergency Procedures Booklet is intended for use by faculty, staff and students. In the event of an emergency, it serves as a quick reference for effective and timely action.

UWF Emergency Procedures Reference (pdf)

<https://uwf.edu/media/university-of-west-florida/offices/environmental-health--safety/emergency-management/documents/Emergency-Procedures-Guide-2017.pdf>

Environmental Health & Safety

Building 95

Campus Services Complex

850.474.2525 | FAX: 850.857.6425

envhs@uwf.edu

Health & Safety Inspections

The Office of Environmental Health and Safety (EH&S), in conjunction with the State Fire Marshall, performs annual inspections of all buildings on campus including Residence Halls. EH&S also conducts independent periodic fire, health, safety and occupational inspections. Some inspections are announced while others remain unannounced. The EH&S inspections are primarily designed to find and eliminate safety violations.

Students who reside in the university residence halls are required to read and comply with the Standards for Community Living and abide by the Student Code of Conduct. Both publications can be found in the Student Planner and Handbook.

Standards for Community Living includes information about additional Health and Safety inspections, as well as, other rules and regulations for residential buildings. The inspections include, but are not limited to, visual inspections of electrical cords, sprinkler heads, smoke

detectors, fire extinguishers and other life safety systems.

Residence Life officials will also conduct Health & Safety checks at a minimum of two times during every semester. These are scheduled inspections and placed in the Standards for Community Living Notifications of the inspections are given to the residents 24 hours in advance. During checks/inspections any items found which violate a University Housing policy or otherwise pose a safety risk may be removed by University Housing staff or other University officials. Examples of policy violations may include, but are not limited to: candles and other open flame violations, halogen lamps, cable television splicing, unauthorized electrical appliances. Such items will be removed and returned after the owner of the item(s) checks out of University Housing. UWF does reserve the contractual right to inspect a room at any time for health/safety/facilities reasons.

UWF holds StormReady Designation from National Weather Service

In 2009, the National Weather Service designated the University of West Florida as a StormReady University. UWF was only the third university in Florida to achieve this designation and the 29th in the nation.



The StormReady program is a nationwide preparedness program started in 1999 by the National Weather Service (NWS) to help arm America's universities, and communities with the communication and safety skills needed to save lives and property-before and during a severe weather event. The program encourages communities to take a new, proactive approach to improving local hazardous weather operations by providing emergency managers with clear-cut guidelines on how to improve their hazardous weather operations. No university or community is storm proof, but being part of the StormReady program can help save lives.

Rigorous criteria established by the NWS have to be met and then undergo a comprehensive inspection of our systems by meteorologists from the NWS in order to prove compliance. The required criteria included:

- Establish a 24-hour warning point emergency operations center.
- Implement numerous ways to receive severe weather warnings and have mechanisms in place to disseminate the information to the campus community.
- Create a system that monitors weather conditions locally
- Promote public readiness throughout the campus
- Develop a formal hazardous weather plan which includes training severe weather spotters and holding emergency exercises

Many of these notification requirements have been rolled up into the ArgoAlert Emergency Notification System. The ArgoAlert System provides numerous mechanisms for alerting the campus community to all manner of emergencies which might occur on campus.

EMERGENCY EVACUATION DRILLS, EXERCISES AND TRAINING

Evacuation drills are coordinated by Resident Life staff each semester for all residential facilities. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short term building evacuation. UWFPD does not tell residents in advance about long term evacuations because those decisions are affected by the time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, UWFPD and Housing staff on the scene will communicate information to the students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At UWF, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of the exits and the sound of the alarm. In addition to educating the occupants of each building about emergency evacuation procedures, the process also provides the university an opportunity to test the operation of the fire alarm systems components.

Annually, the University conducts numerous announced and unannounced drills and exercises and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Environmental Health and Safety and the UWFPD coordinate evacuation drills each semester to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. To ensure the University's emergency management plans remain current and actionable, the University will conduct an emergency management exercise, at a minimum, once yearly. The scenarios for these types of exercises will change from year to year, and may include tabletop drills; emergency operations center exercises, or full scale emergency response exercises. UWF conducts after-action reviews of all emergency management exercises and will notify the community by publishing a summary of its findings in conjunction with at least one drill or exercise each calendar year.

Tests and Exercises

The University Police Department's, Office of Environmental Health and Safety is responsible for ensuring the University is prepared for whatever type of emergency situations may arise. These emergencies include but are not limited to active shooters, hurricane preparedness, Severe Storms/Tornados, planning for Pandemic diseases, etc. Preparedness includes having detailed plans in place in order to make certain departments on campus are educated in response activities and have the necessary communication protocols. Another critical method used to ensure that UWF is prepared to respond in time of crisis is to conduct regular exercises in order to put our plans in to action before the need arises. Whether it be a table top or full scale exercise, practicing the skills found in emergency protocols is imperative to ensuring that we can apply what we have in our procedures guides.



In 2015, UWF held two exercises that were developed to test the emergency response plan, policies, and procedures as they pertain to an Active Shooter incident and to a possible HazMat/Radiological event.

ACTIVE SHOOTER TRAINING

In the year 2017, UWFPD conducted multiple active shooter response programs for the staff, students and guest of the University community. In total, 184 participants attended training.

UWF HURRICANE TABLE TOP EXERCISE

On May 11, 2017 UWF conducted a campus wide Hurricane Table Top Exercise. Over 15 Departments and 25 faculty and staff participated in this event to include: Facilities, Utilities, Housing, Procurement and Contracts, Grounds, Building Services, Internal Auditing, Environmental Health and Safety, Recreation, Athletics, Commons, Student Affairs, Facilities Planning, Financial Services and Human Resources. The event tested all areas of UWF's Emergency Operations Plan, student shelter readiness and campus wide communication.

Lightning Prediction System

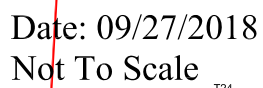
The system is comprised of the central control unit and six distributed warning signal horn clusters located at strategic places on campus. These locations are: the track/ ballfield area, intramural sports fields, tennis courts and facilities maintenance complex.

The lightning prediction system is capable of sensing and monitoring atmospheric conditions within a 12-mile radius. When the system detects a high probability of a lightning strike within a two-mile radius of campus, the system's automatic alarm horns will sound a single 15-second blast and the warning strobe lights above, the horn cluster, will begin to flash. The lights continue to flash until the atmospheric conditions improve. When the likelihood of a lightning strike passes, the system will sound an "all clear" signal consisting of three, five-second long blasts of the horns. The alarm horns are programmed to sound only from 6a.m. to 10p.m. daily.

When the lightning system alarm is sounded, persons in open areas are advised to seek shelter inside a large building, a protected shelter or substantial vehicle and to remain there until the "all clear" is sounded. During the time when a lightning strike is predicted, do not go near open areas, water, tall trees, metal fences, overhead wires or power lines. Do not attempt to use a telephone, cell phone, radio or other electrical devices.

Lightning is a severe hazard that must be viewed seriously. Everyone should immediately seek shelter any time they believe lightning threatens them, even if a signal has not been sounded.





Emergency Blue Light Map, UWF Main Campus



BLUE LIGHT LOCATIONS

- 1 - Parking lot X
- 2 - Parking lot X
- 3 - Between bldg 11 and 41
- 4 - Between Parking lots V and W
- 5 - Parking lot U in front of bldg 63 (Health Center)
- 6 - North of bldg 32 (Library)
- 7 - Between bldgs 51 and 52
- 8 - Parking lot T
- 9 - Southwest of bldg 74
- 10 - Between parking lots O and P
- 11 - Between bldgs 12 and 21
- 12 - Between bldgs 22 and 26
- 13 - Nature trail behind bldg 10
- 14 - Between parking lots F and G
- 15 - Northeast corner of parking lot L
- 16 - Between tennis courts & bldg 54 (Field House)
- 17 - Centered between Dorms 26 - 31
- 18 - Southwest corner of parking lot A
- 19 - Between parking lot CC and EE
- 20 - Southeast corner of parking lot Z
- 21 - Parking lot Y (Martin Hall)
- 22 - Parking lot GG (Village West)
- 23 - Parking lot HH (Village East)
- 24 - Parking lot SP1 (Sports Complex)
- 25 - Parking lot SP2 at sidewalk
- 26 - Track/Soccer field gate entrance
- 27 - Parking lot DC1 (Childcare Center)
- 28 - Parking lot R (Argo Hall)
- 29 - In front of Pace Hall
- 30 - West of Intramural Field
- 31 - Parking lot E
- 32 - Parking lot B
- 33 - Between bldg 78 and 82
- 34 - Parking lot I
- 35 - Parking lot M
- 36 - South of bldg 90
- 37 - 30 Mile Curve
- 38 - Parking lot S (Argo Hall)
- 39 - In Median of Campus Dr. near Sports Complex entry
- 40 - North of Parking lot EE
- 41 - Between Bldg. 15 & Parking lot H
- 42 - Parking lot K
- 43 - Parking lot P
- 44 - North of bldg 4
- 45 - North side of bldg 58A
- 46 - Heritage Hall
- 47 - Bldg 70
- 48 - South Entrance of Campus
- 49 - In median of Campus Dr. near Village East
- 50 - East Entrance of Campus
- 51 - Southwest of bldg. 50
- 52 - 30 Mile Curve South
- 53 - Bldg 10 Ladies Restroom
- 54 - South side of Wellness Center
- 55 - North side of Presidents Hall
- 56 - College of Business Complex
- 57 - Inside bldg 32
- 58 - Inside bldg 50
- 59 - Baptist Student Center
- 60 - Bldg 91
- 61 - Parking lot AV1
- 62 - Between bldg 19 & Dorm 33
- 63 - Commons Patio



LAW ENFORCEMENT TELEPHONE NUMBERS

UWF CONTACTS

All On-Campus Emergencies	911
UWF Police Department	474-2415
UWF Counseling Center (students only)	474-2420
UWF Victim's Advocate	474-2415
Student Rights & Responsibilities	474-2384
RAPE Crisis Center	433-7273
Mental Health	432-1222
Favor House (domestic violence)	434-6600

OFFICE OF THE STATE ATTORNEY

Felony Division	595-4200
Misdemeanor Division	595-4200
Juvenile Division	595-4200
Victim Advocate	595-4200
Bureau of Crimes Compensation	800-226-6667

OKALOOSA COUNTY

Okaloosa County Sheriff's Department	651-7400
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ESCAMBIA COUNTY

Pensacola Police Department	435-1900
Escambia County Sheriff's Department	436-9620

SANTA ROSA COUNTY

Santa Rosa County Sheriff's Department	983-1120
Milton Police Department	983-5420
Office of the State Attorney (Milton)	623-2268
Gulf Breeze Police Department	934-4050
Avalon Center (mental health)	800-750-6682

UWF POLICE EMAIL CONTACTS

UWF POLICE COMMAND STAFF

Chief Marc L. Cossich	mcossich@uwf.edu
Asst. Chief Deborah Fletcher, Operations	dfletcher@uwf.edu
Capt. David Faircloth, Administration	dfairclo@uwf.edu

UWF Police Department

Building 94

Campus Services Complex

850.474.2415 | FAX: 850.474.3337

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