



CAMPUS SAFETY AND SECURITY

What Everyone on Campus Needs to Know

Valencia College works hard to keep its campuses safe. But as a member of the campus community, you have a role in campus safety as well. The information provided here will help you make the right decisions concerning your own safety and security. With your help we can provide a safer campus environment.

STAYING SAFE ON CAMPUS

Both students and the general public are welcome at any of Valencia's campuses during normal hours of operation: 7:00 a.m. to 10:00 p.m. Monday through Friday (hours may vary slightly during the weekends, holidays and summertime). Although college campuses are among the safest places in our society, like any other public place, there is a need to remain aware and alert. Suggestions for staying safe while on campus include the following:

- Walk in groups.
- Call security for an escort if you feel uncomfortable walking alone at night on campus.
- Stay in areas that are well lit.
- Remain alert and report suspicious activity to a campus security office or officer.
- If you suspect an imminent threat from someone you see on campus, notify security immediately and do not approach the person who concerns you.

REPORTING EMERGENCIES AND CRIME ON CAMPUS

All emergency situations involving a crime in progress, a medical emergency, or a fire should be immediately reported to security or to appropriate emergency agencies (dial 911 for the latter). Individuals may also report crimes/incidents that are no longer in progress by contacting any security office or through the use of the online "[Incident Reporting Form](#)." Take note of the yellow or white boxes located at strategic points on campus—they contain emergency call buttons for campus security officers. When the box is opened, the caller is in immediate contact with the campus Security Department. In addition to providing voice contact with security, the dispatcher is also able to pinpoint the caller's location. These phones are for emergency use only.

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the AVP of Safety and Security or a designee of the Valencia Security Department 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 college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. If you see a crime/disruptive behavior occurring on campus and would like to report it anonymously you can use the online "[Silent Witness Form](#)."

LIGHTING, LOCKS, PATROLS AND OTHER SAFETY MEASURES

Valencia continually looks at ways to improve safety. We have allocated substantial resources to improve lighting, alarms, communications, staffing and other important

safety measures. When warranted, we have the capacity to remotely lock down the exterior doors to every building on every campus within moments of a notification of an event, reducing the possibility of a "moving threat." To meet safety and security regulations, the college also performs the following:

- Campus maintenance teams regularly inspect the campuses and facilities for safety and security issues.
- All reported safety and security related issues are dealt within a timely fashion.
- Campus maintenance and security work closely together to ensure a safe and secure campus environment.

Valencia's Security Department employs 100 officers under the auspices of the office of the assistant vice president for Safety and Security and Risk Management. All officers are trained and licensed under the State of Florida Statutes Chapter 493. Officers also receive training in the following areas:

- CPR - all full-time, career service officers are certified.
- First aid - all full-time, career service officers are certified.
- Emergency evacuations procedures

Security operations are supplemented with local law enforcement officers who are contracted for specific hours and locations.

OBTAINING INFORMATION REGARDING SECURITY PROCEDURES AND PRACTICES

Valencia College offers information regarding security practices and procedures through the following avenues:

- New employee and student orientation program
- The Valencia College website (valenciacollege.edu/security)
- Multiple Valencia publications
- Campus Safety Week

Any changes to security procedures are distributed through our publications and the website.

POLICIES ON ALCOHOL AND ILLEGAL DRUG USE ON CAMPUS

Students are prohibited from the possession, sale, or consumption of alcoholic beverages on campus. The possession or consumption of alcoholic beverages at off-campus college functions shall be governed by the laws of the community. The college also prohibits the unlawful possession, use or distribution of illicit drugs by students and employees on college property or as part of any college activities. Educational information on alcohol and other drugs is available to students through the Peer Educators and Student Development. Annually sponsored alcohol and drug abuse awareness theme weeks provide additional information to students. Anyone in need of treatment for alcohol and other drug problems will be assisted with referrals through Student Services to local support groups, community agencies and private providers.

POLICY ON SEXUAL ASSAULT

Valencia College values the health and safety of every individual on campus and expects its students and employees to treat other persons with respect and dignity. Any behavior which causes the sexual assault or abuse of another person will not be tolerated, is a violation of the college's policy, and may result in sanctions ranging from probation to expulsion or dismissal. Disciplinary action on the part of the college does not preclude the possibility of criminal charges against the individual(s).

Sexual assault may take many forms including gang rape, acquaintance rape, date rape and stranger rape, and occurs both on and off college campuses. Sexual assault can occur at any time of the day or night, at home, in the workplace, in social settings and in public places. Both men and women have been assaulted by strangers, people whom they have known and trusted, and people whom they have dated.

In order for the college to deal more effectively with sexual assaults, it is essential that these incidents be reported. All students and others are encouraged to report incidents of sexual assault to an adult they trust, such as parents, the police, the family doctor, a school official or campus security personnel.

Policies are under review for compliance with the Violence Against Women Act (VAWA).

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

- Get to a location where you will be safe from further attack.
- For your own protection, call the police immediately, especially if the assailant is nearby. The police will help you whether or not you choose to prosecute the assailant. To contact police 24-hours a day, call 911.
- Call campus security. Our officers have also been trained to assist rape victims and can help with reporting an assault to the proper authorities.
- Get medical attention immediately. The primary purpose of a medical examination following a rape is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the rape. The secondary purpose of a medical examination is to aid the police investigation and legal proceedings.
- Don't bathe or douche. You might be literally washing away valuable evidence. Wait until you have an examination.
- Save your clothing. It is all right to change clothes, but do not throw away what you were wearing. Your clothing could be used as evidence for prosecution. Place each item of clothing in a separate paper bag for the police.

WHERE TO GO FOR HELP

Many sexual assault cases go unreported because the victim fears retaliation or possible humiliation if word gets around that he or she has been the victim of a sexual offense. Victims tend to feel guilty, as though they did something to bring it on themselves, and often keep the incident to themselves or share some of the incident with a close friend. While this may be helpful in the immediate sense, we urge you to talk to a knowledgeable counselor about your reactions to being victimized. It is in talking about what happened with a trained professional that victims of assault are oftentimes able to overcome the trauma of the attack and get on with their lives.

VICTIM ASSISTANCE AGENCIES

If you or someone you know is the victim of a crime or a violation of the student conduct code, it is important that you contact the Valencia Security Department to help you address the matter. We recommend that you add security numbers to your cell phone for each campus that you attend. Listed below are some additional agencies that may be able to assist you:

<u>Campus Security</u>	<u>Phone Number</u>
Criminal Justice Institute	407-582-8000
District Office	407-582-3000
East	407-582-2000
Lake Nona	407-582-7000
Osceola	407-582-4000
West	407-582-1000
Winter Park	407-582-6000
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Orange County Sheriff's Office	407-836-4357 (non-emergency line)
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Sexual Assault/Rape Crisis	
Victim Service Center of	
Central Florida	407-254-9415
24 Hr. Hotline	407-497-6701

WHAT VICTIMS OF SEXUAL ASSAULT CAN EXPECT FROM THE CAMPUS SECURITY DEPARTMENT

It is the policy of the campus Security Department to ensure that sexual assault victims are afforded sensitivity and maximum humane consideration.

- Officers will treat a victim with courtesy, sensitivity, dignity and understanding.
- Officers will act thoughtfully without prejudging or blaming a victim.
- A victim's request to speak to an officer of the same gender will be accommodated.
- Officers will meet privately with a victim in a location of the victim's choice.
- Officers will inform a victim of services and resources available.
- Officers will facilitate contacts with law enforcement officials to initiate an investigation.

SEX OFFENDER REGISTRATION POLICY

In accordance with the Jeanne Clery Act, the college is responsible for advising the campus community where to obtain information on registered sex offenders. Use the following website that is maintained by the state of Florida to access the registry:

offender.fdle.state.fl.us/offender/homepage.do

EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES

Valencia will make reasonable efforts to provide notification about emergencies and natural or man-made disasters affecting the college. Each Valencia employee who is authorized and trained to activate the Valencia Alert system has the responsibility of ensuring that it is activated primarily for life safety situations, and is not used for routine notifications. Valencia College Safety & Security Department will, upon confirmation of a significant or dangerous situation occurring on campus, promptly 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 judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Valencia College Safety & Security Department will be primarily responsible for confirming a significant or dangerous public safety situation on campus through victim, witness or officer observation. The College has many pre-scripted messages to assist with reasonably ensuring that they are sent out as expeditiously as possible and to the appropriate segment of the campus community.

What is Valencia Alert?

Valencia Alert is a multimedia communications system that provides timely and accurate information about emergency situations that could impact the college. The goal is to help keep the campus safe and informed during an emergency. Valencia Alert features several communications tools, including emails, text messages, web updates, social media, PA speakers, digital flat screens and more. These notification methods are tested often throughout the year.

Generally, emails and text messages will be used only for events that present an imminent danger to the campus community or that will significantly impact college operations. Valencia understands that some Valencia Alert recipients may be charged for receiving text messages, and, therefore, will use text messages judiciously.

Examples of situations in which text messages and emails might be sent include, but are not limited to: bomb threats, chemical spills, threats of violence, a dangerous suspect at-large and extreme weather alerts. The Valencia Safety webpage serves as an official source for news and information and can be accessed at valenciacollege.edu/safety. Supplemental messages will be issued through Valencia Alert and the above site will be updated during an emergency, as information becomes available. For questions about Valencia Alert and how it is used, contact your Campus Safety & Security Office.

Evacuations:

Buildings on all campuses have a notification system for evacuations. In most buildings this is the fire alarm system. Some of those systems sound only an alarm while others give voice evacuation directions. Upon the sounding of the alarm, if time permits, CERT (Campus Emergency Response Team) members will go to predetermined areas to direct individuals to *WALK* quickly out of the building by way of the closest available exit in a calm, orderly manner to the Evacuation Area. CERT members will provide assistance to physically challenged individuals as needed. These plans for evacuations can be found in the individual campuses Crisis Response Guidelines.

At least, annually, a test of Valencia Alert and the evacuations procedures will take place. Those tests may be announced or unannounced.

SHelter In Place, AKA SHIP

SHelter In Place is a short-term safety procedure that will help protect students and staff by taking shelter inside the school.

Why You Might Need to SHelter in Place:

Use this procedure when a potential threat is outside of the building. The threat may be a facilities failure (gas leak), weather related, an ongoing police action, active shooter or the release of a chemical or biological agent. **SHelter In Place** will be used when it is safer than evacuating students and staff into dangerous or contaminated outdoor environments.

How to SHelter In Place:

Stop classes or work and follow this guide:

GENERAL QUICK RESPONSE GUIDE

- Lock, if possible, and barricade doors
- Turn off lights
- Close blinds
- Silence all cell phones
- Turn off audio sources
- Stay calm, quiet and out of sight
- Have one person call 911 and Security to report suspicious activity

Locate the room's Critical Incident Plan Guidelines envelope for use as applicable.

TIMELY WARNING POLICY

In compliance with the Clery Act, Valencia also provides "timely warnings" called campus safety alerts to students, staff and faculty in an effort to communicate prevention strategies or basic safety information about reported crimes or activities that are considered a threat or are in the public interest. Timely warnings will be issued by authorized and designated members of the Valencia College Safety & Security Department through Valencia Alert to all students, faculty and staff. Current campus safety alerts will be posted on the Valencia website at: valenciacollege.edu/security/timelywarnings.cfm

CAMPUS SECURITY CRIME AND EMERGENCY NUMBERS

Criminal Justice Institute

Campus Security 407-582-8000 or 407-582-2000
(After business hours) 407-277-0332 or 321-689-3541

Orange County Sheriff's Office

Emergency 911
Non-Emergency 407-836-4357
Crime Prevention 407-249-4508

District Office

Campus Security 407-582-3000 or 407-582-1000
(After business hours) 407-582-1030 or 321-689-3539

Orlando Police

Emergency 911
Non-Emergency 321-235-5300
Crime Prevention 407-246-2461

East

Campus Security 407-582-2000
(After business hours) 407-277-0332 or 321-689-3541

Orange County Sheriff's Office

Emergency 911
Non-Emergency 407-836-4357
Crime Prevention 407-249-4508

Lake Nona

Campus Security 407-582-7000 or 407-582-4000
(After business hours) 407-932-2625 or 321-689-3543

Orlando Police

Emergency 911
Non-Emergency 321-235-5300
Crime Prevention 407-246-2461

Orange County Fire & Rescue

Osceola County Fire & Rescue

Emergency 911

Osceola

Campus Security 407-582-4000
(After business hours) 407-932-2625 or 321-689-3543

Kissimmee Police Department

Emergency 911
Non-Emergency 407-846-3333
Crime Prevention 407-847-0176 Ext. 3123

West

Campus Security 407-582-1000
(After business hours) 407-582-1030 or 321-689-3539

Orlando Police

Emergency 911
Non-Emergency 321-235-5300
Crime Prevention 407-246-2461

Winter Park

Campus Security 407-582-6000 or 407-582-2000
(After business hours) 407-277-0332 or 321-689-3541

Winter Park Police Department

Emergency 911
Non-Emergency 407-644-1313
Crime Prevention 407-599-3311

VALENCIA COLLEGE CRIME STATISTICS

YEAR	2010		2011		2012	
Offense	OC	PP	OC	PP	OC	PP
Homicide Offenses	0	0	0	0	0	0
Sexual Offenses, Forcible	0	0	0	0	0	0
Sexual Offenses, Non-Forcible	0	0	0	0	0	0
Robbery	1	0	0	0	1	0
Aggravated Assault	0	0	2	0	1	0
Burglary, B&E	0	0	1	0	0	0
Motor Vehicle Theft	6	0	3	0	2	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Violations	ARR	REF	ARR	REF	ARR	REF
Liquor Law Violation	0	0	0	0	0	0
Drug Abuse Violation	2	0	5	1	1	1
Weapon Possession	0	0	0	0	0	0
Totals	9		12		6	

STATISTICS BY CAMPUS - 2013 ONLY

LOCATIONS	WEST		EAST		OSC		DTC		WPK		LNC		CJI		Totals
Offense	OC	PP													
Homicide Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Burglary, B&E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	1	1	0	0	0	0	0	0	0	0	0	0	3
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	2	0	0	0	1	0	0	0	0	0	0	0	0	0	3
Dating Violence	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Violations	ARR	REF													
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	2	0	0	0	2	0	0	0	0	0	0	0	0	0	4
Weapon Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	7		3		3		0		0		0		0		13

Notes: OC- On-Campus
 PP- Public Property
 ARR- Arrest
 REF- Referrals

2013 is the first year for reporting requirements on the crime statistics of Domestic Violence, Dating Violence and Stalking.