



2021 Annual Security & Fire Report

Including Clery Act Disclosures of Campus Security Policy and Crime Statistics (calendar year 2018-2020)

CDA Technical Institute - Jacksonville

Main Campus

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2021 Annual Campus Security Report

Celery Act

The Jeanne Celery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Campus Security Act of 1990, requires CDA Technical Institute to disclose to the public specific crime-related information on an annual basis. In compliance with this legislation, the school must report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each year.

Prospective students and employees shall receive a notice of its availability and a brief summary of its contents. The school may publish the report electronically, but the school must give students, employees, and potential students or employees a paper copy upon request and individually inform them of the availability of the report in electronic format. The school sends official annual notifications with the new report to all currently enrolled students via their email address that is on file with the school and to all faculty and staff via their official school e-mail address. Contact the Campus Director at (904) 766-7736 for clarification or additional information.

Crime Statistics

The following statistics are reported in accordance with the Uniform Crime Reporting procedures and the Jeanne Celery Disclosure of Campus Security Policy and Campus Crime Statistics, which requires all colleges and universities receiving federal funds to publish the occurrence of certain criminal offenses reported to school safety departments, to other appropriate school officials, or to local police. Statistics are reported for the three most recently completed calendar years. Individuals who wish to make a report of a criminal incident for purposes of making timely warnings to our students and staff or for inclusion in this annual report are urged to provide the relevant information to the Campus Director, 91 Trout River Dry, Jacksonville, FL 32208.

The statistics for campus incidents are compiled from the Campus Director, who maintains records on disciplinary referrals and actions reported. The Campus Director determines which category a given incident fits for purposes of preparing this report and whether the incident occurred on campus or not.

The primary Campus Security Authority is the Campus Director. The Career Services Director, Lead Instructors, and Director of Safety also serve as secondary CSAs.

Criminal Offenses

- Criminal Homicide - Murder and non-negligent manslaughter, and manslaughter by negligence.
 - Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.
 - Manslaughter by Negligence is defined as the killing of another person through gross negligence.
- Rape - is 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. This offense includes the rape of both males and females.

- Fondling - is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest - is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape - is sexual intercourse with a person who is under the statutory age of consent
- Robbery - is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault - Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary - Burglary is the unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft - Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.
- Arson - is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Celery Act, only the following eight categories are reported: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability.

For Celery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-negligent Manslaughter - is defined as the willful (non-negligent) killing of one human being by another.
- Sexual Assault - Any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent.
- Robbery - is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault - Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary - Burglary is the unlawful entry of a structure to commit a felony or a theft.

- Motor Vehicle Theft - Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.
- Arson - is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Larceny-Theft - is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- Intimidation - is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism of Property - is to willfully or maliciously destroy damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Violence Against Women Act (VAWA) Offenses

VAWA Offenses are Dating Violence, Domestic Violence, Sexual Assault, and Stalking. Sexual assault is included by the FBI as a Criminal Offense. Domestic Violence, Dating Violence, and Stalking are considered crimes for the purposes of Celery Act reporting.

- Dating Violence - is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined 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.
- Domestic Violence - is defined as a felony or misdemeanor crime of violence committed—
 - o by a current or former spouse or intimate partner of the victim;
 - o By a person with whom the victim shares a child in common;
 - o By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - o 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;
 - o 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.
- Stalking - is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - o Fear for the person's safety or the safety of others; or
 - o Suffer substantial emotional distress.

Arrest and Disciplinary Referrals for Violations of Weapons, Drug Abuse, and Liquor Laws

- Arrest- is defined as persons processed by arrest, citation, or summons.
- Referred for disciplinary action - is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.
- Weapons: Carrying, Possessing, Etc., - is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- Drug Abuse Violations - are defined as the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and the making of narcotic drugs.
- Liquor Law Violations - are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

The number of crimes determined to be unfounded and removed from crime statistics must also be reported.

Furthermore, CDA Technical Institute must provide the following geographic breakdown of the crime statistics:

- o On-campus;
- o On public property within or immediately adjacent to the campus
- o In or on noncampus buildings or property that our institutions owns or controls

The number of crimes determined to be unfounded and removed from crime statistics must also be reported. For offenses of domestic violence, dating violence, and stalking, such statistics shall be compiled in accordance with the definitions used in section 40002(9) of the Violence Against Woman Act of 1994 (42 U.S.C. 13925(a)). Such statistics shall not identify victims of crimes or persons accused of crimes. No crimes have been determined unfounded and removed during this reporting period.

2021 Crime Statistics											
Criminal Offenses - On Campus	2018	2019	2020	Criminal Offenses - On Campus Student Housing Facilities	2018	2019	2020	Criminal Offenses - Public Property <i>(Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request).</i>	2018	2019	2020
Murder/Non-Negligent manslaughter	0	0	0	Murder/Non-Negligent manslaughter	0	0	0	Murder/Non-Negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0	Manslaughter by Negligence	0	0	0	Manslaughter by Negligence	0	0	0
Rape	0	0	0	Rape	0	0	0	Rape	0	0	0
Fondling	0	0	0	Fondling	0	0	0	Fondling	0	0	0
Incest	0	0	0	Incest	0	0	0	Incest	0	0	0
Statutory rape	0	0	0	Statutory rape	0	0	0	Statutory rape	0	0	0
Robbery	0	0	0	Robbery	0	0	0	Robbery	0	0	0
Aggravated assault	2	0	0	Aggravated assault	0	0	0	Aggravated assault	0	0	1
Burglary	2	1	0	Burglary	0	1	0	Burglary	0	0	0
Motor vehicle theft	0	0	1	Motor vehicle theft	0	0	0	Motor vehicle theft	0	0	0
Arson	0	0	0	Arson	0	0	0	Arson	0	0	0
Hate Crimes On Campus	2018	2019	2020	Hate Crimes On Campus Student Housing Facilities	2018	2019	2020	Hate Crimes - Public Property <i>(Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request).</i>	2018	2019	2020
Murder/Non-Negligent manslaughter	0	0	0	Murder/Non-Negligent manslaughter	0	0	0	Murder/Non-Negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0	Manslaughter by Negligence	0	0	0	Manslaughter by Negligence	0	0	0
Rape	0	0	0	Rape	0	0	0	Rape	0	0	0
Fondling	0	0	0	Fondling	0	0	0	Fondling	0	0	0
Incest	0	0	0	Incest	0	0	0	Incest	0	0	0
Statutory rape	0	0	0	Statutory rape	0	0	0	Statutory rape	0	0	0
Robbery	0	0	0	Robbery	0	0	0	Robbery	0	0	0
Aggravated assault	0	0	0	Aggravated assault	0	0	0	Aggravated assault	0	0	0
Burglary	0	0	0	Burglary	0	0	0	Burglary	0	0	0
Motor vehicle theft	0	0	0	Motor vehicle theft	0	0	0	Motor vehicle theft	0	0	0
Arson	0	0	0	Arson	0	0	0	Arson	0	0	0
Simple assault	0	0	0	Simple assault	0	0	0	Simple assault	0	0	0
Larceny-theft	0	0	0	Larceny-theft	0	0	0	Larceny-theft	0	0	0
Intimidation	0	0	0	Intimidation	0	0	0	Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0	Destruction/damage/vandalism of property	0	0	0	Destruction/damage/vandalism of property	0	0	0
VAWA Offenses - On Campus	2018	2019	2020	VAWA Offenses - On Campus Student Housing Facilities	2018	2019	2020	VAWA Offenses - Public Property <i>(Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request).</i>	2018	2019	2020
Domestic violence	0	0	0	Domestic violence	0	0	0	Domestic violence	0	0	0
Dating Violence	0	0	0	Dating Violence	0	0	0	Dating Violence	0	0	0
Stalking	0	0	0	Stalking	0	0	0	Stalking	0	0	0
Arrests - On Campus	2018	2019	2020	Arrests - On Campus Student Housing Facilities	2018	2019	2020	Arrests - Public Property <i>(Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request).</i>	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0	Weapons: carrying, possessing, etc.	0	0	0	Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0	Drug abuse violations	0	0	0	Drug abuse violations	0	0	1
Liquor law violations	0	0	0	Liquor law violations	0	0	0	Liquor law violations	0	0	0
Disciplinary Actions - On Campus	2018	2019	2020	Disciplinary Actions - On Campus Student Housing Facilities	2018	2019	2020	Disciplinary Actions - Public Property <i>(Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request).</i>	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0	Weapons: carrying, possessing, etc.	0	0	0	Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	1	0	0	Drug abuse violations	0	0	0	Drug abuse violations	0	0	0
Liquor law violations	0	0	0	Liquor law violations	0	0	0	Liquor law violations	0	0	0
Campus Fires	2018	2019	2020								
Fires	0	0	0								
Injuries	0	0	0								
Deaths	0	0	0								

- The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here
- As of the 2015 data collection (2014 data onwards), statistics for Sex offenses –forcible and Sex offenses-non forcible are no longer collected. Rape, Fondling, Incest and Statutory rape statistics were not collected prior to the 2015 data collections.
- The data do not include incidents that: (a) took place off campus on public property immediately adjacent to and accessible from the campus; (b) took place on a noncampus building or property owned or controlled by a student organization that is officially recognized by the institution; or

(c) incidents at buildings/property owned or controlled by an institution but is not contiguous to the institution. For further information, see <http://ope.ed.gov/security>.

Campus Police

CDA Technical Institute does not have a campus police department or employ campus police. CDA Technical Institute personnel have no authority to arrest or detain any individual. CDA Technical Institute has no memoranda of understanding (MOU) or any other type of written agreement with any law enforcement agencies for the investigation of alleged criminal offenses. CDA Technical Institute will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Members of the Campus Community are encouraged to accurately and promptly report all crimes and public safety-related incidents to a CSA. Members of the Campus Community should contact the emergency authorities directly if an immediate emergency situation exists.

Campus Security Procedures for Reporting Incidents

The safety of students, visitors, faculty, and staff is a top priority of CDA Technical Institute. Each student and staff member is responsible for reporting, as soon as possible, any of the witnessed events to the Campus Director, Director of Safety, or Career Services Director. Campus emergencies are to be reported to the aforementioned individuals, or a student's instructor. A staff person is to report campus emergencies to the supervisor of their respective department. Criminal actions or other emergencies occurring on campus must be reported immediately. CDA does encourage anyone who is a victim or witness to a crime to promptly report the incident to the Jacksonville Sheriff's Office (904) 630-0500, or their local police. Due to police reports being public records under the state law, the Jacksonville Sheriff's Office cannot hold reports of crimes in confidence. Confidential reports of a crime can be made to Crime Stoppers at (866) 845-8477. The institution does not have pastoral or professional counselors. Therefore, the institution does not have confidential reporting procedures that encourage pastoral and professional counselors; if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The institution encourages and will provide assistance, if needed, to victims of crimes or offenses to seek out these counseling services. CDA strongly encourages persons who are victims of a sex offense or that witness a sex offense to report the incident to a CSA voluntarily and on a confidential basis to permit the inclusion of that information in the Institution's annual crime statistics. The institution is required to, and will, keep the identity of victims of sexual violence private in any public report of Celery Act crimes, including this Report. Policies with respect to victims of sex offenses are contained in the Title IX Complaint/Grievance Policy in the school catalog. CDA Technical Institute encourages students and staff to assume responsibility for their own personal safety and security by taking common-sense precautions. Precautions might include walking to your car at night with a fellow student or ask a CDA maintenance employee to walk you out. Another is keeping your car locked and parked in a well-lit area with valuables placed out of sight. CDA's administrative offices will be open to staff, students, prospective students and their families, guests and invitees during business hours (Monday through Friday, 8:00 am to 5:00 pm). Students may access the administrative offices after 5:00 pm to make payments, or to speak with the Financial Aid department until 6:00pm.

All reports will be investigated. Campus personnel are responsible for completing crime and accident reports and for responding to emergencies. They are also responsible for enforcing other regulations

such as parking, the use of controlled substances, weapons, and underage drinking. Incident reports are maintained on file by their nature, date, time, general location, and disposition of the complaint. The Campus Director maintains a record of the incident reports for a maximum of three years, and the school shall make the incident reports available to the public within two business days of receiving a written request unless disclosure of such information would:

- Be prohibited by law;
- Jeopardize the confidentiality of the victim;
- Jeopardize an on-going criminal investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

If you are a victim of domestic violence, dating violence, sexual assault, stalking, or any other crime on the campus of CDA Technical Institute you should report this to the Campus Director, Director of Safety, Director of Career Services or the Jacksonville Police Department having jurisdiction on the campus. Reporting of the above crimes is voluntary and may be reported on a confidential basis directly to the Campus Director.

In the event of accidents or injuries, other medical emergencies, or crime-related incidents, someone witnessing the incident should notify the nearest instructor or staff member immediately. This procedure does not prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police, fire, ambulance, hospital, etc.). A school administrator will secure professional emergency care if needed.

CDA Technical Institute expects students to secure normal medical services through a family physician. In the case of serious accidents or illnesses, the school will refer students to the nearest hospital for emergency care and will notify their emergency contacts. Students and/or their families are responsible for the cost of such emergency care.

School officials notify CDA or the local police when someone commits a crime on campus or at school-sponsored events. In case of accidents or injuries, other medical emergencies, or crime-related incidents involving students, visitors, or employees, the persons involved must complete and return incident report forms to the Campus Director. These reports must be submitted in writing to the Director of Safety, Director of Career Services or Campus Director.

Crime Log

CDA maintains a Crime Log of all crimes reported. The Campus Director maintains the Crime Log and is available upon request.

Campus Facilities and Security Access

The Maintenance Department maintains school buildings and grounds with a concern for safety and security. This department inspects campus facilities regularly and promptly makes repairs. Students and employees must notify the Maintenance Department at (904) 766-7736, or in-person to report any

hazard. The Maintenance Department routinely inspects school facilities to review lighting and environmental safety.

Campus facilities are open to the public during the day when classes are in session. Members of the maintenance staff unlock and lock buildings each day. The administrative staff is responsible for securing the facilities if maintenance personnel are not available. When officially closed, all school facilities remain locked and accessible only to employees with keys.

Timely Warning

In the event that a situation arises either on or off-campus that constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued by the Campus director through electronic mail via the institution’s Outlook mail application to students, faculty, and staff. The decision to issue a timely warning is made on a case-by-case basis, and the timing of the notification shall be based upon whether the crime is considered a serious or continuing threat and the possible risk of compromising law enforcement efforts.

Some examples of crimes for which a timely warning would be issued are:

- Arson
- Burglary
- Aggravated Assault/Battery
- Criminal Homicide
- Motor Vehicle Theft
- Robbery
- Sex offenses
- Hate Crimes

Anyone with information warranting a “timely warning” should immediately report the circumstances to a CSA. Our CSA’s are the Campus Director, Director of Safety, and Career Services Director; they will confer with the Campus Director to issue a timely warning if needed. When a Timely is issued, the warning may include, but may not be limited to the following information:

- Crime type
- Date
- Time
- Location of crime
- Available suspect information
- Possible actions that CDA members can take to avoid the incident.

The Institution has Emergency Notification and Evacuation procedures for alerting the Campus Community about significant emergencies or dangerous situations. These emergency notification procedures will be used whenever there is an immediate threat to the health or safety of members of the Campus Community. Emergency warnings are used for situations such as:

- Active Shooters
- Explosions
- Hostage situations
- Weather emergencies

For incidents involving an immediate threat, the determination to initiate an emergency notification is made by the Campus Director. The nature of the emergency determines the content of the notification. The Institution is responsible for developing contingency plans and continuity of operations plans for the staff and areas of responsibility in the event of an emergency. The Institution conducts quarterly emergency response exercises, such as field exercises and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. CSAs and other employees have received training in responding to critical incidents. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the local police, ambulance or fire departments and they typically respond and work together to manage the incident. Depending on the nature of the incident, other local or federal agencies could also be involved in responding to the incident.

All members of the Campus Community are notified on an annual basis that they are required to notify the CSAs of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of the Campus Community. The CSAs have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. The CSAs have the responsibility to respond to such incidents to determine if the situation does in fact; pose a threat to the Campus Community such that an emergency notification and or Timely Warning or other notification must be issued.

If the CSA(s) confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Campus Community, the CSA and other CDA employees, as appropriate, will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Campus Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The CSA will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The CSA(s) will confirm the emergency or dangerous situation by witnessing the situation, communicating with another CDA official who has witnessed the situation or somehow verifies that an emergency exists. The appropriate segment of the community is defined as the entire Campus Community. The CSA will determine the content of the notification by obtaining enough information about the emergency situation so that the person receiving the notification will have enough timely information to understand the situation and what action to take and will initiate the notification system by an appropriate means determined by the severity of the significant emergency or dangerous situation.

The Institution will disseminate the emergency to the larger community by notifying the local Emergency services of the dangerous situation on the campus, and the Institution will rely upon the emergency officials to use their professional judgment in regards to notifying the neighboring community outside of the institution.

In the event of a serious incident that poses an immediate threat to members of the Campus Community, the institution has various systems in place for communicating information quickly. Some or

all of these methods of communication may be activated in the event of an immediate threat to the Campus Community. These methods of communication may include activation of the fire alarm system, email to the Campus Community and a public announcement system (or megaphone).

Any bomb threat, fire alarm, or notification by emergency services automatically constitutes a threat sufficient to activate the institution's evacuation procedures. In addition, any other threat that could result in bodily harm and could affect any portion of the employees or students may constitute a threat sufficient to activate the evacuation procedures. Upon notification of the need to evacuate, all students, faculty, and staff, should exit their rooms and the building, quickly but orderly, and follow the Emergency Exit guidelines to the predetermined outside areas to wait for further information. The CSAs or their designees will inform the Campus Community when it is okay to reenter the building.

During instances of the need to lock-down the school (i.e., Tornado or Active Shooter), employees and students should take cover immediately and wait to be told everything is clear. 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 until it is safe to go outside.

The institution's evacuation procedure and testing methods are designed to ensure the safety of everyone on campus. Tests will be conducted semi - annually and evaluated for effectiveness; these could include: drills, exercises, and follow-through activities. An evacuation drill is coordinated by the CSAs for all buildings housing classrooms. During these drills, 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 short-term building evacuation. During these drills, CSAs will staff the scene and will communicate information to students regarding the developing situation or any evacuation status changes.

The institution's procedures to test the emergency response and evacuation procedures on a semi-annual basis include:

1. Drills that may be announced or unannounced;
2. Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year (Example: Post in a public area the school's evacuation or lockdown procedures); and
3. Documentation, for each drill and, with, a description of the exercise, with date, time, and whether it was announced or unannounced and how it was conducted is kept on file.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At the institution, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also may provide the institution an opportunity to test for the proper operation of fire alarm system components. Evacuation drills are monitored by the CSA. Students receive information about evacuation and shelter-in-place procedures during educational sessions that they participate in throughout the year.

Evacuation Instructions

In the event of an evacuation order, it is important to follow these guidelines:

1. Everyone is to turn off lab or office equipment that they are using and close all doors.
2. WALK; do not run to the nearest exit.
3. Assist any persons that have special needs along the way
4. Go directly to the designated locations (see designated meeting places listed on evacuation route maps posted in each building)
5. Stay at the designated location and check in with your instructor. Instructors will account for all students using the class rosters. Wait for further instructions. Do Not Leave.
6. DO NOT ATTEMPT TO RE-ENTER THE BUILDING until when and if the all-clear is given.

For the quickest way out of the building, refer to the evacuation route maps on the walls located throughout the building.

Tornado Evacuation Instructions

Definitions

Tornado Watch – the conditions in the area specified are capable of producing tornadoes.

Tornado Warning – A tornado is actually on the ground, or funnel rotation has been indicated by radar.

Designated Meeting Places

- In the classrooms, individuals shall take cover under classroom tables. Students and staff on dive stations will also go to the classrooms.
- In the office area, students, staff, and visitors will go to the administrative offices.
- All other personnel should take cover away from any windows and under outer walls that are made of cement block and steel.
- After the event, the staff will provide immediate assistance to any person who is injured.
- Stay at the designated location and check in with your instructor. Instructors will account for all students using the class rosters. Wait for further instructions. Do Not Leave.

Hurricane Evacuation Instructions

In the event of a hurricane or tropical storm approaching the First Coast, CDA officials will communicate with students, Instructors and staff through multiple outlets, including email, voice messages, text, and social media. The primary means is social media sites.

Shelters

When hurricane conditions are expected in the Jacksonville area, the decision may be made to evacuate CDA residential students to public shelters. A decision regarding student evacuation

to the shelters will be made as the storm progresses and communicated in a timely manner to residential students.

In some circumstances, it may be appropriate to shelter in place (e.g., instructing residents to remain in their buildings during a weather situation that does not pose a particular structural threat). If the Hurricane increases in strength beyond a Category 2, a decision may be made to evacuate all students and personnel from campus.

We recommend that all non-residential students seeking shelter in the city of Jacksonville follow the COJ website (<https://www.coj.net>) and **download the JaxReady App for updated shelter locations.**

Weapons

CDA is committed to providing all employees, students, volunteers, visitor, vendors, and contractors a safe and secure workplace and academic setting by expressly prohibiting the possession of a firearm weapon, or explosive compound or material on any campus property.

Unless otherwise provided by law, it is unlawful for individuals to carry, possess, or have under their control any firearm, weapon, or explosive compound while within a school safety zone, a school building, on school property, at a school-sanctioned function, or on a bus or other transportation furnished by the school. Such buildings include any public-owned, public-leased, or public-operated building that houses any educational function.

The following are applicable exemptions to the weapons restrictions:

- Participants in organized sport shooting events or firearm training courses.
- Persons participating in military training programs conducted by the armed forces of the United States or the Florida Department of Defense.
- Peace officers, law enforcement officers, prosecuting attorneys, campus police or security officers, and medical examiners employed by the state when acting in the performance of their official duties or in-route to or from their official duties.
- A weapon that is in a locked compartment of a motor vehicle or a locked firearms rack which is on a motor vehicle when that vehicle is being used by an adult over 21 who is not a student attending the school in order to bring or pick up a student at the school.
- Teachers and other school personnel who are otherwise authorized to possess or carry weapons provided the weapon is in a locked compartment of a motor vehicle or in a located container, or locked firearms rack which is on a motor vehicle.

Unless otherwise provided by law, it is an express violation so school policy for any individuals to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on any school campus, on school property, at a school-sanctioned function, or on a bus or other transportation furnished by the school:

- Any firearm whether operable or inoperable as defined by state law, or any facsimile thereof including, but not limited to, paintball guns, BB guns, potato guns, airsoft guns, or any device that propels a projectile of any kind.
- A dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun, or silencer as defined by state law.
- A weapon whether operable or inoperable as defined by state law, or any facsimile thereof including, but not limited to, any knife with a blade that is two or more inches in length, any flailing instrument, stun gun or Taser, or weapon designed to be thrown.
- Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device, or poison gas as defined by state law.
- Any explosive compound or material as defined by state law.
- Any hoax device, a replica of a destructive device or configuration or explosive materials with the appearance of a destructive device including, but not limited to, fake bombs and packages containing substances with the appearance of chemical explosives or toxic materials.

Any employee or student who violates the provisions of this weapons policy shall be subject to disciplinary action up to and including dismissal. From a legal perspective, any person who violates this restriction shall be guilty of a felony and upon conviction shall be punished by a fine of up to \$10,000 and or imprisonment for between two and ten years. Vendors or contractors who violate the provisions of this policy shall be subject to the termination of their business relationship with the school.

Alcohol & Drug-Free Campus Policy

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, CDA Technical Institute implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. School standards of conduct clearly prohibit the unlawful possession, use, or distribution of alcohol, marijuana, a controlled substance, or other illegal or dangerous drugs on campus or as part of any student-sponsored activities.

School policies prohibit the possession or consumption of alcoholic beverages and illicit drugs on the campuses, in school facilities, or at school-related functions. School policies also prohibit students under the influence of alcohol or nonprescription drugs from appearing on the campuses, at clinical facilities, or at student-related functions and activities. The State of Florida sets 21 as the minimum age to purchase or possess any alcoholic beverages. The Student Advisors provide information on drug and alcohol policies and procedures during new student orientation, including reviewing and signing the school's Drug and Alcohol Policy. The staff is provided the same information prior to hiring and continued annually.

As noted in the Student Code of Conduct, the school will impose sanctions up to and including dismissal and referral for prosecution for the violation of these standards. CDA assists students with drug- or alcohol-related problems by referring them to appropriate community resources designed to address these problems.

Criminal Sanctions

Federal law prohibits the possession, manufacture, or distribution of various controlled substances. Penalties for these offenses vary depending upon the severity of the convictions but may include imprisonment of up to 40 years with large fines. Penalties double when the offenses occur within 1,000 feet of a postsecondary educational institution.

Florida law states that public educational institutions shall, as of the date of conviction, suspend students convicted of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substance, or a dangerous drug except for cases in which the institution previously took disciplinary action against the students for the same offense. Such suspension shall be effective as of the date of conviction even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date.

Except for cases in which the institution previously imposed sanctions for the term or another similar period for which students were enrolled as of the date of conviction, students shall forfeit any right to any academic credit otherwise earned or earnable for that term or another similar period. The educational institution shall subsequently revoke any such academic credit granted prior to the completion of administrative actions necessary to implement such suspensions.

Florida law specifies that school-sanctioned student organizations that, through its officers, agents, or responsible members, knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug in violation of state laws at any function shall have its recognition withdrawn. Furthermore, state laws also specify that the school must expel that organization from campus for a minimum of one calendar year from the year of determination of guilt.

The Florida Penal Code prohibits the possession of alcohol by a person under the age of 21 or providing alcohol to such a person. State laws also specify fines for violators in the amount of \$1,000 and a prison sentence of 12 months.

Alcohol/Drug Use and Substance Abuse

Much has been written in recent years about the health benefits of moderate alcohol use. Unfortunately, that information has also been viewed by some as permission to continue their ongoing abuse of alcohol. Likewise, while there are valid medical reasons to take legally prescribed drugs, it is not uncommon for an individual to lose control over their use of those medications and in some instance advance to such risk-taking behavior as seeking illegal drugs as a substitute.

Once an addiction begins, it can carry a host of additional issues, including loss of self-control, judgment, motivation, memory, and the ability to learn. People who choose to abuse alcohol and/or drugs run the risk of incurring serious health problems such as high blood pressure, increased risk of cancer, heart disease, hepatitis, cirrhosis, alcoholism, drug addiction, brain damage, and in extreme cases sudden death. Additionally, individuals with substance abuse problems pose a serious risk to themselves and to others when they elect to drive under the influence.

Any student who suspects that they or a friend might have a problem with alcohol or drug use should contact the Administration Department for assistance.

Drug Testing/Background Checks

Certain employers who hire our graduates require students to complete drug testing and/or criminal background checks prior to allowing students to be hired. CDA Technical Institute completes a drug test for all students upon starting the program, and randomly tested throughout the program. Based on the hiring company, the results of background checks and/or drug tests may prevent students from completing their programs of study and/or being hired by certain employers.

Sexual Assault and Other Crimes

It is important for all students, faculty, and staff members to know where to turn for help and what to do if they or someone they know becomes the victim of domestic violence, dating violence, stalking, and sexual assault. Whether the assailants are strangers, acquaintances, close friends, or dates, everyone needs to know how to get necessary treatment, counseling, and other services. Domestic violence, dating violence, stalking, and sexual assault are criminal offenses subject to prosecution under the law. These acts are also violations of the Student Conduct Code.

Studies show that “acquaintance rape” occurs more frequently among school-age students than among any other group. This form of rape is one of the most unrecognized and under-reported crimes because few people identify it as a crime punishable by law.

Reducing Risk

Steps to take to reduce your risk of being a victim of sex crimes include:

- See the Personal Safety and Crime Prevention section for steps to follow for your own personal safety.
- Consider your alternatives if confronted by a rapist.
- Practice possible responses to situations so that you can recall them, even under the stress of a real encounter.
- Realizing that you could be a victim is the first step in self-protection.
- Use awareness and common sense to avoid potentially dangerous situations.
- Participate in a self-defense training class.

With regard to date rape and acquaintance rape, remember the following precautions:

- Know your own sexual values, expectations, wishes, and intentions, and communicate them clearly and openly.
- Be observant of your acquaintance’s or date’s attitudes toward you.
- Avoid using mood-altering chemicals such as drugs and alcohol. Studies have shown that being under the influence of alcohol or drugs contributes to increased incidences of date rape.
 - Be assertive about your needs and rights.
- Reinforce your verbal “no” with physical resistance, unless you feel this will further endanger you.
- Tell your assailant that he or she is committing a sexual act to which you do not consent and that he or she is breaking the law.

If You Are A Victim

You need to remember to take the following steps if someone attacks you:

- Be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons.
- Evaluate the situation for possible avenues of escape.
- Your first concern should be for your safety and survival.
- Use your judgment to do what is necessary to save your life. That may mean making a scene and drawing attention to yourself so that the assailant leaves. It may buy you enough time to escape. This action may mean fighting back. It may mean not physically resisting.
- If you choose not to physically resist the attack, it does not mean that you have asked to be raped. It means that you did what you needed to do to survive.
- Remember—there is no one “right” way to respond. The person under attack is the best judge of which options will work well in that situation.

If someone assaults or attempts to assault you or someone you know, you should take the following steps:

Get to a safe place as soon as you can.

Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing. Preserving evidence may assist in proving that the alleged conduct occurred or may be helpful in obtaining a police protective order.

If the attack occurred on campus, contact the Administration Department at (904) 766-7736.

If the attack occurred off-campus, immediately contact a local law enforcement agency by dialing 911.

Get medical attention as soon as possible to determine the presence of physical injury, sexually transmittable diseases, or pregnancy. Medical personnel can also obtain evidence to assist in criminal prosecution.

Sex crimes can cause psychological after-effects. Counseling is a good idea, whether or not you think you need it. Remember, sex crimes are never the victim's fault. For assistance, contact the Administration Department.

The Administration Department will, upon request, help address any concerns victims might have because of an assault. The school will also assist victims in changing their academic or living situations after the assault if requested and reasonably available. If the assailant is a student, the victim may file a written complaint with the Campus Director. Under the Student Code of Conduct, the school affords both the accused and the accuser the same rights.

The Institution strongly advocates that members of the Campus Community and any victim of sexual violence report the incident to police in a timely manner and, if requested to do so by the victim, the Institution will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The victim has the right at all times to decline to notify police of the incident.

Where applicable, the victim has the right and it is the institution's responsibility to honor orders of protection, "no contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court, or by the institution.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act amended the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act to require certain convicted sex offenders to notify states of each institution of higher education at which the individual is a student or employee. The act also requires states to make such information available promptly to law enforcement agencies having jurisdiction of the location of the applicable institutions of higher education. The act also specifies that local law enforcement officials must enter this information into appropriate state records or data systems. The act also requires institutions to notify the campus community where they can obtain from law enforcement agencies' information concerning registered sex offenders.

Florida Sex Offender Registry

The Florida Sexual Offenders and Predators Registry website provides access to an "Offender Lookup" registry. Please visit their website at www.offender.fdle.state.fl.us/. This information may also be obtained from the Jacksonville Sheriff's Office on their website at www.sheriffalerts.com/cap_main.php?office=54115.

Responding to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

CDA Technical Institute will not tolerate dating violence, domestic violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings.

These procedures apply to all reports of sex offenses. The institution's CSA(s) and Title IX Coordinator are responsible for receiving and evaluating reports of a sexual offense. Any student, employee, or a third party may file a report of a sexual offense to the CSA or Title IX Coordinator.

Once the CSA and/or Title IX Coordinator receives a report of a sexual offense such as sexual violence, including dating violence, domestic violence, and sexual assault or stalking, the following steps will be followed:

1. The CSA will immediately assess whether the information in the sex offense report warrants a timely warning and if so, will contact the institution's Campus President immediately to execute that procedure. The CSA will immediately provide the reporting party with a copy of these procedures, including the TWS Title IX policy and Title IX grievance procedure as contained in the school catalog. The CSA will immediately contact the Title IX Coordinator to take further action pursuant to the Title IX policy. The CSA will determine if the sex offense is a Celery Act reportable crime and if so, will prepare and maintain an accurate Celery Act crime report for such offense for inclusion in the institution's annual crime statistics. TWS protects the identity of and any personally identifiable information about the victim of the sex offense in any public crime statistics report issued by the institution by requiring the CSA to maintain Celery crime statistics records, whether electronic or hard copy, that exclude or redact the name and personally identifiable information for all victims of sexual assault, dating violence, domestic violence and stalking and by prohibiting the CSA and any other employee from including such

information in connection with statistics in this Report or as reported to the U.S. Department of Education.

2. Title IX Coordinator, who has primary authority for investigating sex offenses pursuant to the CDA Title IX policy and Title IX grievance procedure contained in the school catalog, will immediately inform the victim of the institution's Title IX Complaint/Grievance Procedure Policy, including his/her right to "interim measures" during the pendency of an investigation including obtaining an order of protection, a no-contact order, restraining order or similar lawful order from the police or TWS; the institution's obligation to protect the identity of the victim in any Celery Act report or in other publicly available recordkeeping and to keep any interim measures provided to the victim to the extent maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure. The Title IX Coordinator will inform the CSA of the sex offense report without the inclusion of any personally identifiable information for determination of any timely warning and for inclusion in the CDA crime statistics.

3. The institution will provide written notification to members of the Campus Community about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community.

4. The institution will provide written notification to victims within the Campus Community about available options and assistance, including how to request these changes and who to contact at the institution for the following: academic, living, transportation and working situations including protective measures. These accommodations/protective measures are provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

5. The institution will provide an explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

6. The institution, when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, will provide the student or employee a written explanation of the student's or employee's right and options.

Disciplinary Procedures for Dating Violence, Domestic Violence, Sexual Assault, and Stalking

The procedures for institutional disciplinary actions in cases of an alleged sexual offense such as sexual violence, including dating violence, domestic violence, and sexual assault or stalking, the following steps will be followed and will be applied as appropriate to the institution's Campus Community.

The institution is committed to providing a prompt, fair, and impartial process from the initial investigation to the final result. The CSA and all other officials involved in the process receive, at a minimum, annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and how to conduct an investigation and formal or informal meetings that protects the safety of victims and promotes accountability. At all times during the process, the accuser and accused will be provided the same opportunities to have others present during the proceeding, including the

opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or during the process. However, the Institute may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

A proceeding is a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations and meetings. The type of proceeding will be based on the facts of alleged sexual offense reported.

The institution does not provide for a formal hearing process, but both parties may be assisted by a support person of choice, including an attorney.

In all cases, the CSA will maintain regular, simultaneous communications in writing with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the CSA to fully evaluate the alleged offense.

The accuser and accused will be provided timely notice of meetings at which the accuser or accused, or both, may be present, and will be provided with timely and equal access to the accuser, accused and appropriate officials to any information that will be used during the disciplinary process.

The CSA will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within 60 days of the date that the report is first received by the CSA. The Institute may allow for an extension of that time frame for a good cause with written notice to the accuser and accused of the delay and the reason for the delay.

Any student, employee, or a third party may file a report of a sexual offense to the CSA whose contact information is located within this report. There is no complaint form that needs to be completed. A complaint can be filed in person, by phone or email.

If the accused is subject to sanctions, the institution shall use the preponderance of evidence standard (meaning that the party presenting the evidence must, by the evidence presented, establish that what he or she is required to prove is more likely to be true than not true) in deciding to initiate formal conduct procedures or not and will use such standard during the disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking.

If a disciplinary proceeding is held where a final determination is made regarding dating violence, domestic violence, sexual assault, and Stalking rape, acquaintance, rape, or other sexual offenses the school may impose sanctions as listed in the Student Code of Conduct section of the School Catalog, which includes up to dismissal from the program/institution.

The school will provide simultaneous notification, in writing, to both the accuser and the accused.

CDA prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision of federal or state law, including Title IX and the Campus SAVE Act, or this policy.

Definitions Applicable to Federal Law

Domestic Violence – Florida defines domestic violence as “family violence” any commission of a battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, criminal trespass, or any felony committed between the following persons:

- current or former spouses;
- persons who are parents of the same child;
- parents and children;
- stepparents and stepchildren;
- foster parents and foster children; or
- persons currently or formerly living in the same household.

The definition of family violence expressly excludes a parent’s “reasonable discipline” of a child that takes the form of corporal punishment, restraint, or detention.

Dating Violence – Dating violence is defined as the physical, sexual, psychological, or emotional violence within a dating relationship.

Sexual Assault – A person commits the offense of sexual battery when he/she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

Stalking – A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meaning; the term "contact" shall mean any communication including, without being limited to, communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received.

Consent – is when someone agrees, gives permission, or says yes enthusiastically to sexual activity with someone else. Central to the concept of consent is the understanding that every person has a right to control his/her body and to not be acted upon by someone else in a sexual manner unless he/she gives clear permission to do so. The person initiating the sexual activity is responsible for obtaining permission from the person or persons he/she wants to engage in sexual activity with. Consent is always freely given, and every person involved in a sexual situation must feel that they are able to say “yes” or “no” at any point during sexual activity. Absence of clear permission means you can’t touch someone, not that you can. In most cases, consent should be a clear verbal agreement. However, if a person is seeking consent from someone who cannot communicate verbally, he/she should obtain consent using another agreed-upon method of communication. Non-verbal communication includes sign language, writing or typing messages, gestures, nodding or shaking one’s head, and blinking, to name just a few.

How To Be An Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved

but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability 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.

If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt. 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 and report 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 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 or assistance.

Prevention Efforts

CDA attempts to foster a safe learning and working environment for all members of the campus community. To accomplish this, CDA considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, CDA discipline systems, academic schedules, the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community).

CDA continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact CDA Technical Institute at (904)766-7736.

Risk Reduction Tips

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.

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

- 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 9-1-1 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- 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.
- 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.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 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).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- 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.
- 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.
- 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.
- 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.
- 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?
- 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

Ongoing Care

Students may seek assistance at any time from the CDA Administration Department at no charge. Referrals may be made upon request for relatives, partners, and friends of either the complainant or respondent to various support agencies.

Benefited staff and faculty may seek assistance at any time from any medical facility or the Employee Assistance Program (EAP).

Missing Student Notification Policy

It is the policy of CDA Technical Institute to investigate any report of a missing student who is residing on-campus and is enrolled and attending classes. Students have the option to designate an emergency contact that will be notified by CDA Technical Institute if the student has been missing for 24 hours.

Any person who believes that a current student is missing should immediately notify campus personnel by calling 904-766-7736 or 904-537-2948. The campus will then open an investigation. If it's determined that the student has been missing for 24 hours, the local law enforcement agency as well as the students' emergency contact will be notified. If the missing student is under the age of 18 and has not been emancipated, campus personnel will notify the students' parent or legal guardian immediately.

Fire Safety Policy

CDA Technical Institute prohibits the following in campus housing areas:

- Smoking – smoking is permitted in designated areas only and is applicable to students and staff.
- Possession or use of candles, lanterns or other fuel based heating/lighting sources.
- Possession or use of heating/cooking appliances of any type.
- Possession or use (burning) of incense.
- Possession or use of any illegal substances including proscribed drugs or drug paraphernalia.
- Possession or use of alcohol.
- Possession or use of weapons of any kind.
- Open flame.

Staff, and faculty are required to attend a fire/disaster safety briefing three (3) times per year, and Students will receive the information during orientation, during the 1st day of school. The briefing will address the following:

- Fire/disaster evacuation procedures
- What to do in the case of a fire or catastrophic disaster.

The tri-annual briefing will be conducted by the Dean, Lead Instructor of designee for all students during morning roll call or evening muster, and during the appropriate staff meeting for staff and faculty. The briefing will include the facility evacuation plan and cover the fire safety rules listed above.

Effective January 2019 the Director of Compliance will publish and maintain the schools' annual fire safety report which will include the following:

- A description of each on-campus student housing facility fire and safety sprinkler system.
- The number of regular mandatory supervised fire drills.
- A copy of the fire/disaster safety policy.
- Evacuation procedures
- Fire safety education policy (a copy of this policy is acceptable).
- Plans for future improvements in fire safety if determined necessary by senior management.