

CAMPUS SAFETY • ROLLINS COLLEGE

ANNUAL SAFETY & FIRE SAFETY REPORT

2014



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MESSAGE FROM THE DIRECTOR

Thank you for taking the time to review this year's annual safety report. The purpose of the report is to provide you with important information about your safety and safety on campus. In addition to outlining specifics on the various programs the College offers community members, the report also contains statistics about crime on campus.

When you review the statistics, you will notice that Rollins College is a relatively safe campus. The general sense of safety you experience is due in large part to the collaborative efforts of several departments and individuals. We must all keep in mind that safety is a shared responsibility and we rely on every member of the College community to contribute. By reporting suspicious activities and using common sense when going about daily activities, you make a difference on campus.

The Office of Campus Safety is primarily responsible for developing and offering services, programs and strategies for maintaining a reasonably safe environment on campus. We rely on our relationships with community members to fulfill that responsibility.

We hope that you find this report to be informative and helpful, and that your time at Rollins College will be enjoyable and safe. If you have any questions or would like further information about safety on campus, please visit us at rollins.edu/safety or contact us at 407-646-2999.



A stylized, handwritten signature in black ink, consisting of several loops and flourishes, representing the name Kenneth H. Miller.

Kenneth H. Miller

Director of Campus Safety



CAMPUS SECURITY ACT: LEGAL REQUIREMENTS

The Campus Security Act requires Colleges and Universities to:

- Publish an annual report every year by October 1 that contains (3) years of campus crime statistics and certain campus safety policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or safety, local law enforcement, and other university/college officials who have “significant responsibility for student and campus activities.”
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing serious “threat to students and employees.”
- Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus police or campus safety department and is reported to the campus police or safety department.”

The Rollins College campus safety office is responsible for preparing and distributing the annual disclosure of crime statistics. We work with a variety of other departments and agencies, such as the Office of the Vice President of Student Affairs and the Winter Park Police Department to compile the information. We encourage members of the campus community to use this report as a guide for safe practices on and off campus. It is available on the Web at: rollins.edu/safety/clery_act_compliance/index.html

Each member of the campus community receives an email, which describes the purpose of the report, in August and in January, with a link to the report.

ABOUT CAMPUS SAFETY

The Rollins College's Office of Campus Safety is located on the first floor of the Facilities Management Building. Service is provided 24-hours a day, and is an integral part of the College's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many departments and community organizations.

The Office of Campus Safety is organized as an office of 25 full and part-time safety personnel under the auspices of the Office of the Vice President and Treasurer. It is not a law enforcement agency and therefore, its members do not have the authority to make arrests.

All officers are professionally trained and State of Florida certified safety officers. The office provides a full range of safety services. These include, but are not limited to, investigating all crimes committed on campus; enforcing college policies and procedures; providing crime prevention/community services programs; enforcing parking policies; and maintaining crowd control for campus special events. The office has a good working relationship with and liaises with local, state, and federal law enforcement agencies in implementing and coordinating campus law enforcement operations on campus.

Officers patrol the campus on foot, by bicycle, and in vehicles. Officers have jurisdiction over any Rollins College on campus and non-campus property. Several officers and a supervisor are on each shift.

The Office of Campus Safety is staffed 24-hours a day with trained dispatchers and operators who answer calls for service, direct officers, and dispatch emergency services to incidents and fire alarms.

Campus safety understands the overall academic mission of the College and strives to play a vital role in enhancing that mission. Concern for the community's well-being, a desire to provide service and assistance whenever possible, and a constant desire to support the academic environment are all factors inherent in the department's daily operations and policies.

MISSION

The mission of the Rollins College campus safety office is to preserve a safe, secure campus environment where diverse social, cultural and academic values are allowed to develop and prosper through a combination of reactive, proactive and educational safety services.

VALUES

Professionalism: All Department members will display attitudes, actions and behaviors that result in serving the highest interests of the campus community above their own.

Trust: All office members will conduct themselves in a manner worthy of the confidence of the college community by exercising wisdom, compassion and a commitment to honesty.

Service: As members of a safety service organization, we recognize that we are servants of the college community.

Integrity: All office members are expected to espouse the highest moral standards, always conducting themselves in a manner that is fair, ethical, legal and portrays a sense of duty and honor.

GOAL

The goal of the Rollins College campus safety office is to be recognized as a national model in the field of campus safety through the selection and development of the highest caliber personnel and by providing innovative safety services.

REPORTING CRIMES

REPORTING CRIMES AND OTHER INCIDENTS

All students, staff, faculty and guests are encouraged to promptly and accurately report criminal incidents, and accidents, and other emergencies, when the victim of a crime elects to or is unable to make such a report, to the Rollins College campus safety office by dialing 407-646-2999 or x2999 from a campus phone. Individuals may also report incidents in person at the campus safety office located on the first floor of the Facilities Management building (Building Number 312).

Rollins College has installed emergency two-way call boxes (Blue Light Phones) throughout the campus for use during emergencies. By pressing the black button on the stations, you will be connected to a member of the campus safety team. By pressing the red button, you will be directly connected with Winter Park Police Dispatch. The location of the station you are using is displayed to assist in providing a prompt response.

To ensure everyone's safety, all crimes should be reported to the Office of Campus Safety for the purpose of potentially issuing a campus-wide alert and for disclosure in the annual crime statistics.

VOLUNTARY CONFIDENTIAL REPORTING PROCEDURES

The College does not have a Voluntary Confidential Reporting System. There is an expectation, as a member of the campus community, that all crimes are reported to the campus safety office. Therefore, pastoral and professional counselors, do not encourage those individuals they are counseling of procedures to confidentially reports crimes for inclusion in the annual crime statistics.

RESPONSE TO REPORTED CRIMES

Campus safety staff members are available at 407.646.2999, 24-hours a day to answer your calls. In response to a call, the campus safety office will take the required action, either dispatching an officer or asking the victim to report to campus safety office to file an incident report. All campus safety incident reports that involve a crime or violation of college policy are forwarded to the community standards & responsibility office for review and potential action, as appropriate. Campus safety will investigate a report when it is deemed appropriate.

Additional information obtained from the initial and subsequent investigations will also be forwarded to the community standards & responsibility office. If assistance is required from the local police or fire department, the campus safety office will contact the appropriate unit. If a sexual assault should occur, staff on the scene, including the campus safety office, will offer the victim a wide variety of services, both on and off campus.

REPORTING CRIMES

MONITORING AND REPORTING INCIDENTS

ACTIVITY AT NON-CAMPUS LOCATIONS

Rollins College does not provide or maintain non-campus housing for any student organizations sanctioned by the institution. However, the College relies on its close working relationship with local law enforcement agencies to receive information about incidents involving students non-campus. The campus safety office will actively investigate any crime information it receives concerning or involving a member of the campus community. If the College is notified of a situation in which a campus community member is the victim of a crime that may pose an ongoing serious threat to the Rollins College community, the department may issue a campus safety alert (phone/text, email), detailing the incident and providing tips so that other community members may avoid similar incidents.

If campus safety is notified of a crime committed by a member of the campus community off campus, we will refer the situation on to the police, to the appropriate Dean, community standards & responsibility office and/or Human Resources.





SECURITY AND ACCESS

CAMPUS FACILITIES

ACADEMIC AND ADMINISTRATIVE BUILDINGS

Rollins College academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings are also controlled by access control systems after normal business hours, and all of these buildings have varied levels of access. Most academic and administrative buildings do not have a safety officer assigned to them. However, Rollins officers patrol the academic and administrative buildings on a regular basis.

For information about the access protocol for a specific building, contact campus safety by dialing 407-646-2999 or x2999 from a campus phone.

RESIDENCE HALLS

Access to residence halls is restricted to residents, their approved guests, and other approved members of the College community. Residents gain entry by swiping their R-cards in the card access readers. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their own access cards. Safety officers and members of the residential life staff patrol the residence halls on a regular basis.

Residential life also enforces safety measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Student Affairs members also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.



PHYSICAL SAFETY CONSIDERATIONS

MAINTENANCE OF CAMPUS FACILITIES

Rollins College has very high standards with respect to campus safety and security. Exterior lighting and landscape control are a critical part of that commitment. Representatives from various departments conduct safety surveys to ensure lighting is adequate and that the landscape is appropriately controlled. Facilities Management and campus safety personnel conduct routine checks of lighting on campus as a part of their regularly assigned duties. If lights are out or dim, officers will initiate a work order, which is acted upon by a member of the Office of Facilities Management, usually within 24 hours or the next business day. We encourage members of the College community to report any deficiency in lighting to the Office of Facilities Management at 407-646-1000 or x1000 from a campus phone. Any community member who has a concern about physical safety should contact campus safety at 407-646-2999 or x2999 from a campus phone.

Campus safety and representatives from the Facilities Management - Locksmith Shop, work together to identify inoperable locking mechanisms on campus. We encourage community members to promptly report deficiencies to either Facilities Management or to Campus Safety.

Students, faculty and staff should be mindful that facilities management staff will only be called-out after hours in emergency situations. An emergency is defined as one in which, if not corrected in a timely fashion, may result in death or injury to an individual or in damage to property or reputation of the school. Circumstances that may be less than desirable or inconvenient to individuals do not necessarily constitute an emergency.





TIMELY NOTIFICATION BULLETINS

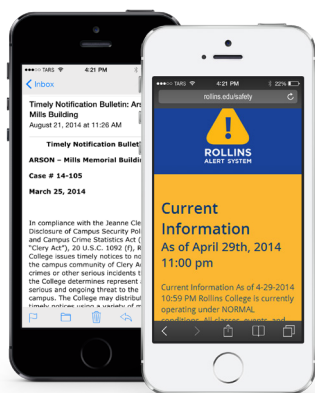
ROLLINS CAMPUS SAFETY ALERT SYSTEM

The Office of Campus Safety issues Timely Notification Bulletins to notify community members about serious or ongoing crimes on campus. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Office of Campus Safety so that a Timely Notification Bulletin can potentially be issued.

If community members report crimes or serious incidents to other College administrators, those administrators will notify the Office of Campus Safety. After investigating, it will be determined if a Timely Notification Bulletin is appropriate. Typically, Campus Safety writes the Timely Notification Bulletins. The Office of Campus Safety distributes timely notification bulletins in various ways, such as R-Alert messages, text messages, blast e-mails and posting of flyers in key locations. Timely Notification Bulletins 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, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the College. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Rollins College community members and a Timely Notification Bulletin would not be distributed.

In cases involving sexual assault, reports are sometimes made long after the incident occurred, thus there is a limited ability to distribute a “timely” notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and if there is a continuing threat to the campus community. Timely notification bulletins may also be posted for other crime classifications, as deemed necessary.

Timely Notification Bulletins will be provided to students and employees in a manner that is timely, that withholds the names of the victims as confidential, and that will aid in the prevention of similar occurrences.



Timely Notification Bulletin

- R-Alert messages
- Text message
- Email blasts
- Posted flyers

INFORMING AND EDUCATING THE CAMPUS CRIME LOG

DAILY CRIME LOG

The Office of Campus Safety maintains a Daily Crime Log that records, by date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or on public property adjacent to the campus. The Daily Crime Log is available at rollins.edu/safety. The Daily Crime Log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the entry is made. The Office of Campus Safety posts crimes in the Daily Crime Log within two business days of receiving a report of a crime and reserves the right to exclude information from the log in certain circumstances.

CRIME PREVENTION SAFETY SAFETY AWARENESS ON CAMPUS

Crime prevention is one of the primary goals of the Office of Campus Safety. Together, with other campus offices, the department provides programs to enhance personal safety, teach proactive crime-reduction strategies, and help community members develop confidence, which contributes to the overall health of the community.

The campus's crime-prevention strategy rests on a multi-layered foundation of proactive area patrols of the campus, crime prevention education training, and area building safety surveys. This approach relies on the dual

concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging community members to take responsibility of their own and each other's safety.

Members of the Office of Campus Safety are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern.

SECURITY AWARENESS PROGRAMS

The Office of Campus Safety provides the following security awareness programs and services aimed at informing students, faculty and staff about campus safety procedures and practices to encourage them to be responsible for their own security and the security of others.

- Orientation sessions, specific to safety and security (conducted at the start of employment and academic year)
- Women's Self-Defense Classes: Approx. 4-6 sessions each semester, or by appointment
- Residential Floor Meetings: Monthly
- Faculty/Staff Division Meetings: Monthly
- R-Card: Issued annually in August

The Office of Campus Safety, in collaboration with other departments on campus, also provides the following programs and services designed to increase student, faculty and staff awareness about crime prevention on campus.

- Escort program, on-campus
- Blue light phones
- Semi-Annual Security Walk-Thru
- Winter Park Police Department crime discussions
- Alcohol/Drugs awareness programs: Organization, floor, group or individual

ROLLINS COLLEGE ALCOHOL POLICY

Students at Rollins College are expected to be acquainted with and abide by State laws and College regulations regarding alcohol and drugs. They are also expected to be aware of the social, physiological and psychological consequences of excessive drinking in order to make responsible and informed decisions about the serving and consumption of alcohol. The College provides regular educational programs on alcohol and drug abuse as well as counseling services. The College Alcohol Policy is designed to be consistent and campus safety will enforce the College policies which includes violations of the laws of the State of Florida, which prohibits the sale, possession, use, consumption and serving of alcoholic beverages by and to persons less than 21 years of age.

Please refer to rollins.edu/community-standards-responsibility for specific information. If you have questions or concerns, please contact one of the following groups on campus:

- **Campus Safety** 407.646.2999, x2999
- **Community Standards & Responsibility** 407.691.1337, x1337
- **Counseling & Psychological Services** 407.628.6340, x6340
- **Crummer Graduate School** 407.646.2249, x2249
- **Hamilton Holt School** 407.646.2232, x2232
- **Wellness Center** 407.646.2235, x2235

ALCOHOL ABUSE EDUCATION PROGRAMS

Presenters and/or discussions are available regarding drugs and alcohol, upon student group request. For more referral information, please contact the Office of Campus Safety. In compliance with the Drug Free Schools and Communities Act, Rollins College's DFSCA policy is available at rollins.edu/hr/policies/docs/general-policies/080000.pdf

1. Type and frequency of Alcohol Education Programs
2. Brief Alcohol Screening and Intervention for College Students (BASICS): Start of academic year
3. "Drugs & Chocolate (similar to the "Sex & Chocolate" presentations where students submit questions beforehand about drugs, and a facilitator answers them): Upon request
4. Modified 12-step group: Weekly
5. E-checkup to go: As requested/required
6. Alcohol and Addictions Program: As requested/required
7. Alcohol Education, Alcohol Dangers Awareness, Safe Alcohol Consumption program: Various times throughout the semester and by request

DRUG POLICY

Rollins College does not condone the possession, use, manufacture, or distribution of illegal substances or drug paraphernalia of any kind in any amount. Additionally, the improper use, sale or distribution of prescription medication shall also be considered a violation of the College's policy. Students in violation of this policy may be jeopardizing their own well-being as well as the well-being of the College community.

Specific issues relating to enforcement and sanctions can be found on page 12 of the Code of Community Standards. Please refer to rollins.edu/community-standards-responsibility for more information.

EMERGENCY RESPONSE AND EVACUATION

EMERGENCY RESPONSE PROCEDURES

The Rollins College All Hazards Emergency Operations Plan includes information about the College's response planning teams; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and crisis communications plans. The College conducts a minimum of one Emergency Response test per year. This test may be in the form of an exercise (table top or field exercise) and a drill, which tests a procedural operation or technical system. The tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Rollins College provides a summary of its emergency response and evacuation procedures in conjunction with the results of the annual test upon request.

Rollins College administrators are familiar with all aspects of the Emergency Operations Plan including Incident Command. If a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Rollins College Campus Safety, Winter Park Police Department, and the Winter Park Fire Department. Information and updates to the All Hazards Emergency Operations Plan are available on the Emergency Management Homepage, emergency.rollins.edu.

EMERGENCY EVACUATION PROCEDURES

Students, faculty and staff are expected to evacuate campus buildings if they hear a fire alarm or if they are notified by first responders or the campus administration that an evacuation is necessary. They receive information about evacuation and shelter-in-place procedures during meetings and educational sessions that they can participate in throughout the year.



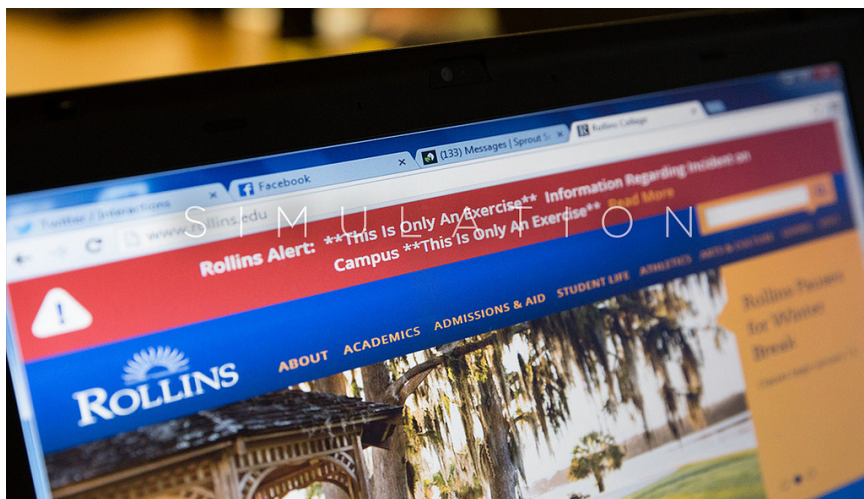
“SHELTER-IN-PLACE”

A shelter-in-place notification may come from several sources, including R-Alert Emergency Notification System, and/or email which will deliver emergency information to students, faculty and staff.

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 emergency shelter-in-place supplies and a telephone to be used to communicate. 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
 - C. Without windows or with the least number of windows
 - D. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows and close exterior doors.
4. Turn off air conditioners, heaters, and fans, if possible.
5. Close vents to ventilation systems as you are able.
6. Make a list of the people with you and ask someone to call the list in to Rollins College Campus Safety at 407-646-2999.
7. Turn on a radio or TV and listen for further instructions.
8. Remain calm and make yourself comfortable.



R-ALERT EMERGENCY NOTIFICATION

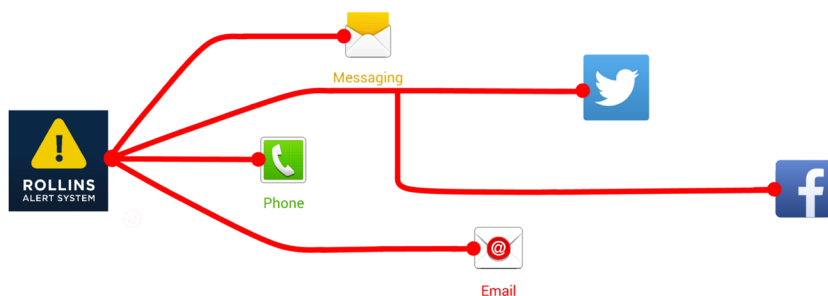
IMMEDIATE THREAT

Rollins College has systems in place to immediately notify the campus community upon the confirmation of a significant emergency affecting the health and safety of the members of the Rollins campus community. Some or all of these methods of communication may be activated in the event of an immediate threat to the Rollins campus community. The Rollins College emergency alert system, R-Alert, allows members of the campus community to be notified of an emergency by way of cell phone, text message, home phone, and email.

If an emergency message is sent to the community, follow-up information may be sent out using some or all of the same systems that were used to send the original message and/or the College may update the website with follow-up information, depending on the nature of the emergency.

The College may also use some or all of the following: emergency alert radios; Rollins Information Hotline; Rollins broadcast e-mail messages and pop ups; Rollins broadcast voicemail messages; door-to-door contact; posting of flyers and notices at key campus locations; and local media outlets to communicate an emergency situation to the campus community. Face to face communication will be used in the event that any of the above systems fail. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The Office of Marketing and Communications has the responsibility to disseminate emergency information to the larger community and this will be accomplished using some or all of the following methods of communication: via the local media, website, and/or liaison with community public information officers.



PROCESS OF EMERGENCY NOTIFICATION

The Offices of Campus Safety, Facilities Management, Health Services, Counseling and Psychological Services and Risk Management are the offices generally responsible for confirming that a significant emergency or dangerous situation exists on campus. The content of the immediate notification message, the determination of the appropriate segment(s) of the community to receive the message and the initiation of the systems to be used to send the message to the community is typically determined by a consultation process involving the following offices; Safety and Emergency Planning Coordinator, the Director of Campus Safety or Facilities Management Director. Pre-scripted emergency messages that have been approved for immediate use may be sent by the individuals listed above with no further approval necessary. Any other emergency notification messages must be approved individually prior to dissemination.

The three-level hierarchy for authorization and approval to send messages (starting with level 1) is as follows:

- Level 1: President
- Level 2: Vice President & Treasurer, Vice President & Provost
- Level 3: Safety & Emergency Planning Coordinator
Director of Campus Safety
Director of Facilities Management

Additional Rollins personnel have the capability to send messages for the College. These personnel are the Associate Vice President of Marketing and Communications and the Director of Public Affairs. Messages may only be sent to the Rollins community by these individuals under the following circumstances:

1. Proper authorization has been obtained to send a message, as indicated in the hierarchy chart above;
- OR**
2. If everyone on the chart above is rendered incapacitated to send messages, the sender will utilize his/her own campus authorization process.



R-ALERT TESTING PROTOCOLS

EMERGENCY COMMUNICATION SYSTEMS

The R-Alert system, including phone calls, e-mails, and text messages, and the outdoor siren (City of Winter Park) are comprehensively tested the first Saturday of each month. Additional R-Alert testing occurs as follows:

- April, during Severe Weather Awareness Week
- September, during National Preparedness Month.

The other components of R-Alert will be selectively tested in conjunction with other system tests.

Testing protocols will be drafted prior to each major R-Alert test, twice per year, and after-action reports will be produced for system and process improvements.

FIRE PROCEDURES, STATISTICS, AND DOCUMENTATION

If a fire occurs in a Rollins College building, community members should immediately call 911 and then notify the Office of Campus Safety at 407.646.2999 or x2999. Campus safety will initiate a response. If a member of the Rollins community finds evidence of a fire that has been extinguished, and the person is not sure whether campus safety has already responded, the community member should immediately notify them to investigate and document the incident. The Office of Campus Safety responds to and files written reports of fires reported on campus. These reports include the nature of the fire, the date and time that the fire occurred and the location of the fire.

Copies of these reports are kept in the campus safety office. Similarly, these reports are used to compile annual fire statistics including the numbers of fires, probable causes, deaths and injuries related to the fires. A Daily Fire Log is maintained and available to for the public to view during normal business hours at the campus safety office. In addition, the Office of Facilities Management is consulted on fires resulting in property damage to ascertain the value of the damaged property. One fire drill is held within 30 days of the start of each semester in each residential facility per Florida Fire Codes.

IN CASE OF FIRE

STUDENT HOUSING EVACUATION POLICY STATEMENT

If there is an actual fire in a residence hall, students are to respond as follows:

1. **Sound the Alarm:** If you discover or suspect a fire, sound the fire alarm. If there is no alarm in the building, warn the other occupants by knocking on the doors and shouting as you exit the building.
2. **Exit the Building:** Try to aid others, but only if you can do so safely. After leaving the building remain at least 100 feet away from it. Remain at your designated evacuation area, unless unsafe to do so. Do not return to the building until emergency personnel has given an “all clear” signal.

IN CASE OF FIRE STUDENT AND EMPLOYEE PROCEDURE

Fire alarms alert community members of potential hazards. 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 Winter Park Fire Marshal can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety!

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 ring to the campus safety dispatcher or to a safety desk.

Student housing facility guidelines are found in the “Rollins College Guide to Residence Hall Living” which is produced by the Office of Residential Life. These guidelines, policies, and fire safety information include the following: (cont'd on next page)



IN CASE OF FIRE

STUDENT AND EMPLOYEE PROCEDURE

- A. Student rooms are equipped with individual smoke detectors. If you hear a smoke detector activated in a student room, contact campus safety immediately to investigate this alarm. Hot air, smoke, or aerosols directed toward the detector will set off the alarm. Power tools and portable electrical kitchen appliances including popcorn poppers, hot plates, toasters/ovens and indoor grills (e.g. "George Foreman" type) are not permitted in the traditional residence halls. Coffee pots, microwaves and refrigerators not exceeding 4.5 cubic feet are permitted in student rooms. Sutton residents are permitted to have electrical kitchen appliances in their kitchens. George Foreman grills should be countertop size. No cooking devices are permitted on Sutton balconies. Illegal devices will be confiscated until they can be removed from campus. Smoking is not permitted inside any College-owned building.
- B. Devices using an open flame such as candles, camping stoves, grills, fondue pots, incense and gas lanterns are not permitted in or around the residence halls. Charcoal grills are permitted on campus in designated areas.
- C. Students found responsible for false alarms, either through negligence, vandalism, or a prank will be responsible for the fine imposed by the Winter Park Fire Department, a \$100 College fee, applicable expenses (clean-up, recharging a fire extinguisher, etc.) and subject to disciplinary action.
- D. Containers of flammable liquids or volatile toxic materials like gasoline, kerosene or propane are not permitted in residence halls.
- E. When a building alarm sounds, all residents must vacate the residence hall. Rooms may be inspected by campus safety, Residential Life and Winter Park Emergency Personnel. No one may reenter the hall until the chief fire official present has secured the building and given permission for residents to return. In conjunction with the Winter Park Fire Department and campus safety, scheduled fire drills will occur each year.
- F. No student may disengage or reset any alarm annunciator panel. This is the responsibility of the chief fire officer present.
- G. No student may tamper with and/or misuse any fire safety equipment, including but not limited to, alarms, alarm covers, hoses, and extinguishers. Due to the seriousness of this offense (felony), all reported cases of misuse will be reported to the Winter Park Police and Fire Departments.
- H. Items, including furniture and lofts, may not interfere with access to room doors and windows.
- I. Flammable items such as paper, drapes or tapestries may not be used as wall and/or ceiling coverings.
- J. Halogen floor lamps are not permitted as they pose a severe fire safety risk due to the intense heat generated by the high wattage bulb.
- K. Decorations, including holiday trees/branches, shall be of such materials that they will not continue to burn or glow after being subjected to the flame of an ordinary match or must be treated with flame retardant material. Due to fire hazard, only artificial holiday trees are permitted in the residence halls. All holiday decorations must comply with all fire safety guidelines and should not cause permanent damage to buildings, fixtures, or furnishings. All holiday decorations must be removed prior to hall closing at the end of the semester.
- L. The Florida Fire Prevention Code and State of Florida Electrical Code only permit extension cords with integrated UL-approved over current protection (surge protector) for use within the residence halls. All other types of extension cords are prohibited.
- M. In compliance with the Florida Life Safety Code 28.3.6.3 all student room doors will be self-closing. Students are prohibited from propping their room door open or disabling the door closure.



NOT PROTECTED WITH FIRE STOPPING

PROTECTED



FIRE SAFETY EDUCATION EXERCISES AND DRILLS

TRAINING TOOLS

Fire safety education and training programs for faculty and staff and students include:

- Fire Drills
- Hallway meetings
- Orientation Sessions
- Placards, Posters, etc.
- R-Card Emergency Card Handouts
- Winter Park Fire Marshal Discussions/
Demonstrations

EXERCISES AND DRILLS AT ROLLINS COLLEGE

A critical component of implementing procedures during an emergency on campus is the utilization of best practices, exercises, and drills.

At Rollins College, campus safety works with a cross-section of the campus community to bring together a multidisciplinary team of students, staff and faculty trained and experienced in our emergency procedures. In addition to students, staff and faculty, campus safety works closely with the City of Winter Park, Orange County, State and Federal agencies, NGO's (non-government organizations), and others to design and coordinate joint exercises replicating scenarios identified in our risk assessment that are likely to occur at Rollins College. By coordinating with outside agencies that may have jurisdiction or resources used on campus during an emergency, we are bringing together the actual teams of individuals and resources that would respond to an emergency on campus who are familiar with our College, procedures, and community.

FUTURE IMPROVEMENTS TO FIRE SAFETY SYSTEMS

Currently, Rollins College does not have any plans for future improvements to the fire safety systems.

FIRE SAFETY EDUCATION

EXERCISES AND DRILLS

LIST OF EXERCISES AND DRILLS

Organization	Date	Exercise Type	Players
Rollins College	January 2014	Full Scale	Rollins, OCSO, WPPD, WPPD
Rollins College	September 2013	Drill	Rollins
Rollins College	June 2013	Drill	City of Winter Park
Rollins College	June 2013	Drill	Rollins
Rollins College	September 2012	Drill	Rollins
Rollins College	May 2012	Drill	City of Winter Park
Rollins College	April 2012	Tabletop	Rollins
Rollins College	March 2012	Functional	Rollins, City of Winter Park
Rollins College	September 2011	Drill	Rollins
Rollins College	August 2011	Tabletop	Rollins
Rollins College	July 2011	Tabletop	Rollins



RESIDENTIAL FIRE SAFETY SYSTEMS

Rollins College Residential Facilities	Fire Alarms Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detector	Fire Extinguisher Devices	Evacuation Plans/Place Cards
Corrin Hall	YES*	NO	YES	YES	YES	YES
Cross Hall	YES*	NO	YES	YES	YES	YES
Crummer Grad. Housing	YES*	NO	YES	YES	YES	YES
Elizabeth Hall	YES*	NO	YES	YES	YES	YES
Fox Hall	YES*	NO	YES	YES	YES	YES
Gale Hall	YES*	NO	YES	YES	YES	YES
Holt Hall	YES*	NO	YES	YES	YES	YES
Hooker Hall	YES*	NO	YES	YES	YES	YES
Lyman Hall	YES*	NO	YES	YES	YES	YES
Mayflower Hall	YES*	NO	YES	YES	YES	YES
McKean Hall	YES*	NO	YES	YES	YES	YES
Pinehurst Cottage	YES*	NO	YES	YES	YES	YES
Pugsley Hall	YES*	NO	YES	YES	YES	YES
Rex Beach	YES*	NO	YES	YES	YES	YES
Rollins Hall	YES*	NO	YES	YES	YES	YES
Strong Hall	YES*	NO	YES	YES	YES	YES
Sutton Place	YES*	NO	YES	YES	YES	YES
Ward Hall	YES*	NO	YES	YES	YES	YES

**3RD PARTY CENTRAL STATION INCLUDED*

1. *Partial Sprinkler Systems is defined as having sprinklers in the common areas only.*
2. *Full Sprinkler Systems is defined as having sprinklers in both common areas and individual rooms.*

***Residential Facilities are located at 1000 Holt Ave. with the except of Crummer Graduate Housing located at 237 W. New England Ave. and 238 W. Welbourne Ave., Winter Park, FL. 32789-4499.*

RESIDENTIAL FIRE STATISTICS

2013 FIRE STATISTICS

Residential Facilities	Number of Fires	Date	Time	Cause	Injuries	Death	Value Property Damage
Pinehurst Cottage	0	N/A	N/A	N/A	0	0	N/A
Sutton Place	1	10/31/13	3:14am	Arson	0	0	\$0-99
Elizabeth Hall	0	N/A	N/A	N/A	0	0	N/A
Hooker Hall	0	N/A	N/A	N/A	0	0	N/A
McKean Hall	0	N/A	N/A	N/A	0	0	N/A
Holt Hall	0	N/A	N/A	N/A	0	0	N/A
Fox Hall	0	N/A	N/A	N/A	0	0	N/A
Ward Hall	0	N/A	N/A	N/A	0	0	N/A
Corrin Hall	0	N/A	N/A	N/A	0	0	N/A
Rex Beach	0	N/A	N/A	N/A	0	0	N/A
Pugsley Hall	0	N/A	N/A	N/A	0	0	N/A
Lyman Hall	0	N/A	N/A	N/A	0	0	N/A
Gale Hall	0	N/A	N/A	N/A	0	0	N/A
Mayflower Hall	0	N/A	N/A	N/A	0	0	N/A
Rollins Hall	0	N/A	N/A	N/A	0	0	N/A
Strong Hall	0	N/A	N/A	N/A	0	0	N/A
Cross Hall	0	N/A	N/A	N/A	0	0	N/A
238 W. Welbourne	0	N/A	N/A	N/A	0	0	N/A

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RESIDENTIAL FIRE STATISTICS

2012 FIRE STATISTICS

Residential Facilities	Number of Fires	Date	Time	Cause	Injuries	Death	Value Property Damage
Corrin Hall	0	N/A	N/A	N/A	0	0	N/A
Cross Hall	0	N/A	N/A	N/A	0	0	N/A
Crummer Grad. Housing	0	N/A	N/A	N/A	0	0	N/A
Elizabeth Hall	0	N/A	N/A	N/A	0	0	N/A
Fox Hall	0	N/A	N/A	N/A	0	0	N/A
Gale Hall	0	N/A	N/A	N/A	0	0	N/A
Holt Hall	0	N/A	N/A	N/A	0	0	N/A
Hooker Hall	0	N/A	N/A	N/A	0	0	N/A
Lyman Hall	0	N/A	N/A	N/A	0	0	N/A
Mayflower Hall	0	N/A	N/A	N/A	0	0	N/A
McKean Hall	0	N/A	N/A	N/A	0	0	N/A
Pinehurst Cottage	0	N/A	N/A	N/A	0	0	N/A
Pugsley Hall	0	N/A	N/A	N/A	0	0	N/A
Rex Beach	0	N/A	N/A	N/A	0	0	N/A
Rollins Hall	0	N/A	N/A	N/A	0	0	N/A
Strong Hall	0	N/A	N/A	N/A	0	0	N/A
Sutton Place	0	N/A	N/A	N/A	0	0	N/A
Ward Hall	0	N/A	N/A	N/A	0	0	N/A

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RESIDENTIAL FIRE STATISTICS

2011 FIRE STATISTICS

Residential Facilities	Number of Fires	Date	Time	Cause	Injuries	Death	Value Property Damage
Corrin Hall	0	N/A	N/A	N/A	0	0	N/A
Cross Hall	0	N/A	N/A	N/A	0	0	N/A
Crummer Grad. Housing	0	N/A	N/A	N/A	0	0	N/A
Elizabeth Hall	0	N/A	N/A	N/A	0	0	N/A
Fox Hall	0	N/A	N/A	N/A	0	0	N/A
Gale Hall	0	N/A	N/A	N/A	0	0	N/A
Holt Hall	0	N/A	N/A	N/A	0	0	N/A
Hooker Hall	0	N/A	N/A	N/A	0	0	N/A
Lyman Hall	0	N/A	N/A	N/A	0	0	N/A
Mayflower Hall	0	N/A	N/A	N/A	0	0	N/A
McKean Hall	0	N/A	N/A	N/A	0	0	N/A
Pinehurst Cottage	0	N/A	N/A	N/A	0	0	N/A
Pugsley Hall	0	N/A	N/A	N/A	0	0	N/A
Rex Beach	0	N/A	N/A	N/A	0	0	N/A
Rollins Hall	0	N/A	N/A	N/A	0	0	N/A
Strong Hall	0	N/A	N/A	N/A	0	0	N/A
Sutton Place	0	N/A	N/A	N/A	0	0	N/A
Ward Hall	0	N/A	N/A	N/A	0	0	N/A

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MISSING RESIDENTIAL STUDENT PROCEDURES

Any College employee or student who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the appropriate program; Dean of Student Affairs, the Office of Residential Life, or to campus safety. Any official missing student report not directly reported to campus safety must be referred immediately to the campus safety office. If campus safety is initially contacted, they will notify the program Dean and/or the Office of Residential Life, whose staff will determine whether the student is a residential student. If the program Dean and/or the Office of Residential Life are initially contacted, they are required to notify campus safety immediately.

If the student is a residential student, the program Dean and/or residential life staff, with assistance from campus safety, will conduct a preliminary investigation in order to verify the situation and to determine the circumstances that exist relating to the reported missing student. If the student is not a residential student, campus safety will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student.

After investigating the missing person report, should campus safety or the program Dean and/or Residential Life determine that the student is missing and has been missing for more than 24 hours, Rollins will notify the student's missing person 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, Rollins will notify the student's parent or legal guardian and their confidential contact immediately after Rollins has determined that the student has been missing for more than 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Rollins College will inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

In addition to registering an emergency contact, students residing in on- campus housing have the option to identify, confidentially, an individual to be contacted by Rollins in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Rollins will notify that individual no later than 24 hours after the student is determined to be missing. The program Dean and/ or Office of Residential Life will collect and maintain the confidential contact information. Students will be provided an opportunity on an annual basis during Move In Weekend to give their confidential contact information when they sign off on their dorm keys. The student is responsible for ensuring that the contact information is up-to-date and accurate. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement and will not be disclosed outside a missing person investigation.

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT & HARASSMENT

Rollins College is committed to creating and maintaining a community, in which students, faculty and staff can work, study and live in an atmosphere free from all forms of harassment, exploitation, or intimidation.

The College prohibits sexually violent acts, termed “Sexual Misconduct” under Rollins policies, which can be criminal acts as well. Sexual misconduct includes sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, intimate partner violence, and stalking. Specifically, Rollins College 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 Rollins community. While Rollins utilizes different standards and definitions than the Florida State Code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence.

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence from occurring, Rollins utilizes a range of campaigns, strategies and initiatives to provide awareness, education, risk reduction and prevention programming.

It is the policy of Rollins to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Education programs are offered to raise

awareness for all incoming students, faculty, and staff and are often conducted during new student and new employee orientation sessions and throughout the incoming student’s first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (which may include normative messaging, environmental management and bystander intervention), and a discussion of institutional policies on sexual misconduct, as well as the Florida State definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Bystander intervention is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, the use of intervention based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction, with the hope to empower individuals on how to recognize warning signals and how to avoid potential attacks, and doing so without utilizing victim-blaming approaches.

Throughout the year, ongoing awareness and prevention campaigns are directed to students, faculty and staff, often taking the form of e-mails, guest speakers and events.

In the event that sexual misconduct, gender-based violence or a crime of sexual assault, stalking, dating violence or domestic violence does occur, Rollins takes the incident very seriously. Rollins employs interim protective measures such as summary suspension and/or no-contact agreements in cases where a student’s behavior presents a risk of violence, threat, or a pattern of predation. When there is an accusation of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, the College will follow the procedures outlined in the

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT & HARASSMENT CONTINUED

Sexual Misconduct & Harassment Policy. A student wanting to report such an incident may do so by contacting the Title IX Coordinator, Diane Willingham, at dwillingham@rollins.edu or 407-691-1773 or the Deputy Title IX Coordinator, Maria Martinez, at mmartinez@rollins.edu or 407-64A6-2577. Anyone with knowledge about sexual misconduct or gender-based violence or the crime of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately.

The Counseling and Psychological Services office is located in the Rollins Wellness Center (118 W. Fairbanks Ave.) and is open Monday through Friday from 9 a.m. to 5 p.m. After-hours and on weekends, a survivor or witness may also contact campus safety or a member of the residential life staff and ask for them to contact a confidential Victim Advocate. The Victim Advocates at Rollins are trained to deal with sexual assault issues and since they are mental health counselors, the information provided will be kept confidential and does commit you to further action. Speaking with a victim advocate is not the same as filing a report or a formal complaint. Conversations with a Victim Advocate are not disclosed to anyone without the client's express permission, unless there is a threat of physical harm to self or others.

Victim Advocates can also assist students in contacting on- and off-campus resources for medical, legal, or emotional support. They also assist in the process of changing academic and/or living situations following an incident of sexual assault and they can assist in filing a report with the local police.

We encourage all students who have been sexually assaulted to consider speaking to a counselor or a Victim Advocate; sometimes talking can be the most important step to healing.

For further information about the College's stance on sexual assault or sexual harassment or for additional on campus resources, please contact one of the following offices:

Title IX Coordinator	407.691.1773 (x1773)
Community Standards & Responsibility	407.691.1337 (x1337)
Counseling & Psychological Services	407.628.6340 (x6340)
Crummer Graduate School	407.646.2249 (x2249)
Hamilton Holt School	407.646.2292 (x2292)
Health Services	407.646.2235 (x2235)

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT & HARASSMENT CONTINUED

Sexual & Gender Violence

Procedurally, when Rollins receives a report of sexual misconduct, gender based violence, or other sex or gender discrimination the Title IX coordinator is notified. If the reporting party wishes to access local community agencies and/or law enforcement for support, Rollins will assist the survivor in making these connections. The Title IX coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, changes in housing arrangements, visa and immigration assistance, changes in working situations, changes in transportation and parking and other assistance as may be appropriate and available on campus or in the community (such as no-contact agreements, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, he/she will be connected with a counselor on- or off- campus, as well as an on- campus Victim Advocate. No survivor is required to take advantage of these services or resources. However, Rollins provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, support and procedures, in the form of a Survivor Services and Rights brochure, is provided to all survivors, whether they are a student, employee, guest or visitor. A copy can be found in the Clery Compliance page of the Campus Safety: www.rollins.edu/safety/clery_act_compliance/index.html.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking for On-Campus and Off Campus

Resources	Location	Phone Number
Title IX Coordinator	Warren Administration	407.691.1773
Counseling	Wellness Center	407.628.6340
Health	Wellness Center	407.646.2252
Mental Health	Wellness Center	407.628.6340
Victim Advocacy	Wellness Center	407.691.2329
Visa/Immigration Assistance	International Programs	1-800-375-5283

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT & HARASSMENT CONTINUED

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- ed.gov/about/offices/list/ocr/index.html: Department of Education, Office of Civil Rights
- rainn.org: Rape, Abuse and Incest National Network
- ovw.usdoj.gov/sexassault.htm: Department of Justice
- victimservicecenter.org: Victim Service Center of Central Florida

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Rollins College 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.

Further, Rollins College complies with Florida law in recognizing orders of protection, peace orders, no contact, and various other recognized orders in working with local law enforcement to ensure the victims safety. Any person who obtains an order of protection should provide a copy to campus safety and the Office of the Title IX Coordinator. A reporting party may then meet with campus safety to develop a Safety Action Plan, which is a plan for campus safety 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.

Rollins College 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 through the Winter Park Police Department and Orange County Justice System. Protection from abuse orders may be available through the Winter Park Police Department (407-644-1313). For more details on victims rights, and the institution's responsibilities, please refer to the Title IX office (rollins.edu/sexual-misconduct).

The Office of the Dean of Students (407-646-2345) may issue an institutional no contact order if deemed appropriate or at the request of the responding party or accused. Upon the victim's request and to the extent of the victim's cooperation and consent, college offices will work cooperatively to assist the victim with their health, physical safety, work and academic status, pending the outcome of a formal college investigation of the complaint.

When appropriate upon receipt of notice, the Title IX coordinator will initiate a prompt, fair and impartial process, commencing with an investigation which will lead to a finding, based upon a preponderance of evidence (what is more likely than not).

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT & HARASSMENT CONTINUED

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the Office of the Title IX Coordinator (rollins.edu/sexual-misconduct) will address the reports on a case by case basis in regards to the investigation proceeding that will take place, as well as time lines for report processing.

Whether or not criminal charges are filed, the college or a person may file a complaint under the policy alleging that a student or employee violated the College's Title IX policy on Sexual Misconduct & Harassment.

Sanctions are determined by the Director of Community Standards & Responsibility. A student found responsible for a violation of the Sexual Misconduct & Harassment Policy could receive sanctions ranging from suspension, probation, counseling, educational activities or a written warning. In some cases, a student found responsible may be suspended or dismissed from the College. Rollins determines sanctions based on a variety of factors, including the nature and severity of the offense and the responding party's prior conduct history.

Procedures detailing the investigation and resolution processes of Rollins can be found online at rollins.edu/sexual-misconduct. The Title IX coordinator is ultimately responsible to ensure, in all cases, that the behavior is brought to an end, Rollins acted reasonably to prevent its recurrence, and the effects on the survivor and community are remedied. The Title IX coordinator is also responsible to ensure that training is conducted annually for all advocates, investigators, conduct officers, and appeals officers that encompass the investigation process that protects the safety of survivors and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and the Clery Act.

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.

In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Misconduct & Harassment Policy occurred will result in sanctions being issued against the responding party. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Sexual Misconduct & Harassment Policy. Employees who violate this policy will be subject to discipline, up to and including termination of employment, as determined by the Office of Human Resources and the Title IX Coordinator. Sexual assault, domestic violence, dating violence, and stalking are criminal acts, which also may subject to criminal and civil penalties under federal and state law.

The investigation and records of the findings are maintained confidentially. Information is shared internally between administrators who have a need to know. Where information must be shared to permit the investigation to move forward, the complainant will be informed.

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT & HARASSMENT CONTINUED

Privacy of the records specific to the investigation are maintained in accordance with Florida State law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of the survivor or information that could easily lead to a survivor's identification. Additionally, Rollins maintains privacy in relation to any accommodations or protective measures afforded to survivors, except to the extent necessary to provide the accommodations and/or protective measures.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under Title IX, the person bringing the reporting and responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meetings, conferences, hearings or other procedural actions. For further details on advisor responsibilities and permissions, please refer to the Office of the Title IX Coordinator (rollins.edu/sexual-misconduct). Once the investigation is complete, the parties will be simultaneously informed, in writing, of the outcome, including the finding and the sanctions (if any).

Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the appeal process, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT & HARASSMENT CONTINUED

Written Notification of Rights and Options for Survivors of Sexual Violence

Any member of the campus community who reports an incident of sexual assault, domestic violence, dating violence or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their options and rights.

Confidentiality

Rollins College recognizes the often sensitive nature of sexual assault, domestic violence, dating violence and stalking incidents. We are committed to protecting the privacy of any individual who makes a report. Different officials and personnel are, however, able to offer varying levels of confidentiality protection to survivors. Reports made to law enforcement, including if criminal prosecution is pursued, may be made public and shared with the reporting party.

Reports made to Rollins officials will be kept private, and identifying information about the survivor shall not be made public. Information about reports will only be shared with institutional personnel as needed to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. Reports made to medical professionals, licensed mental health counselors and pastoral counselors will not be shared with any third parties except in cases of imminent danger to the survivor or third party.

Rollins College will 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 the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

Throughout the year, ongoing awareness and prevention campaigns are directed to students, faculty and staff, often taking the form of e-mails, guest speakers and events.

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT & HARASSMENT CONTINUED

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders 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. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, 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 cash 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

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT & HARASSMENT CONTINUED

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.

Rollins College 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

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT & HARASSMENT CONTINUED

- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Rollins College 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;

Programs also offer information on risk reduction, with the hope to empower individuals on how to recognize warning signals and how to avoid potential attacks, and doing so without utilizing victim-blaming approaches.

Rollins College offers an online prevention and awareness program provided by United Educators for all new employees and can be found here: <http://www.rollins.edu/hr/resources/title-ix-compliance/ue-sexual-harassment-course.html>. Title IX Workshops for Faculty and Staff are also offered.

Rollins College is committed to increasing the awareness of and preventing violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence and stalking before it occurs through the changing of social norms and other approaches. These programs and strategies include a clear statement that Rollins prohibits such acts, describe their definitions, define consent, provides options for bystander intervention, and provides our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include:

- First-Year Student Orientation
- First-Year Student On-line training programs provided by United Educators
- New Employee Orientation
- Residence Hall Floor Programs
- Peer Mentor Educational Programs, Exploring Excellence
- Counseling and Psychological Services (CAPS) Small Group Workshops such as Sex & Chocolate
- Title IX Workshops for new Faculty and Staff

PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT & HARASSMENT CONTINUED

Possible Sanctions or Protective Measures Following a Final Determination of an Institutional Disciplinary Procedure Regarding Sexual or Gender Violence

Rollins determines sanctions based on a variety of factors, including the severity of the offense and if the incident was a first offense. Sanctions are determined by the Director of Community Standards & Responsibility. A student found responsible for a violation of the Sexual Misconduct & Harassment Policy could receive sanctions ranging from suspension, probation, counseling, educational activities or a written warning. In some cases, a student found responsible may be suspended or dismissed from the College.

Definition of Terms

Consent: According to the Title IX definition, which Rollins College abides to, consent to engage in sexual activity must be informed, knowing and voluntary. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity.

Coercion: According to the Title IX definition, which Rollins College abides to, consent cannot be given if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise his or own free will to choose whether or not to have sexual contact.

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

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim and
2. 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.
3. For the purposes of this definition:
 - A. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B. Dating violence does not include acts covered under the definition of domestic violence.
4. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purpose of Clery Act reporting.

Definition of Terms CONTINUED

Sexual Harassment: Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities;
- Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
- Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

Stalking: The term "stalking" means

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - A. Fear for the person's safety or the safety of others; or
 - B. Suffer substantial emotional distress.
2. For the purposes of this definition:
 - A. 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.
 - B. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - C. Reasonable persons means a fair and sensible person under similar circumstances and with similar identities to the victim.
3. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence: The term "domestic violence" means

1. Felony or misdemeanor crimes of violence committed
 - A. By a current or former spouse or intimate partner of the victim;
 - B. By a person with whom the victim shares a child in common;
 - C. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - D. 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
 - E. 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.
2. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

- If you have experienced sexual misconduct, gender-based violence or the crime of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:
- Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Rollins College Campus Safety at 407-646-2999 if you are on campus, or call 911 if you are off campus.
- Secure immediate professional support in the form of on- or off-campus counseling, victim advocacy, or medical services to assist you.
- If you are on campus during regular business hours, you may go to the Counseling and Psychological Services (CAPS) office or contact one of the Confidential Advocates for support and guidance. These are both confidential resources. You can find more information at: rollins.edu/wellness-center/services/index.html
- Immediate medical attention is encouraged. Being examined as soon as possible, ideally within 120 hours, is important in the case of a rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable. Typically, if police are involved, or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow the police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses and their contact information. This information may be helpful to establish the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation.
- Even after the immediate crisis has passed, consider seeking support from CAPS, a Confidential Advocate and/or local community support services.
- Try to memorize details (physical description, names, license plate numbers, car descriptions, etc.), or even better, write notes to help remind you of the details if you have the ability or time to do so.
- 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 the College investigator or police. Although the College 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.
- If you obtain external orders of protection, such as a restraining order,

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

protection from abuse or an injunction, please notify the Rollins College Campus Safety office or the Title IX coordinator so that these orders can be observed on campus.

- If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX coordinator by calling 407-691-1773 (x1773) or Campus Safety at 407-646-2999. Contact the Title IX coordinator if you need assistance with Rollins concerns, such as no-contact agreements, housing related issues or other protective related measures. The Title IX coordinator will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from Winter Park Police Department. Winter Park Police Department may also be reached directly by calling 407-644-1313, in person at 500 N. Virginia Ave. Winter Park FL, 32789. Rollins is able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no-contact agreements, counseling services and other support as requested.



EDUCATIONAL PROGRAMS: SEXUAL OFFENSE

Rape or sexual assault can happen to anyone, regardless of age, gender, race sexual orientation or economic status. An important point to remember is that no one deserves to be sexually assaulted.

Rollins College takes any form of sexual assault very seriously and has developed a comprehensive definition of sexual misconduct.

Here are some general statistics that indicate the prevalence of rape and sexual assault on U.S. college campuses:

- Female college freshman are the highest risk for sexual assault between the first day of school and Thanksgiving break.
- Over the course of a college career, 20-25 percent of college women are victims of completed or attempted rape.
- 90 percent of campus rapes involve alcohol use by the assailant or victim.

Statistics from Rape, Abuse and Incest National Network (rainn.org), and the Office of Violence Against Women (justice.gov/ovw)

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence from occurring, Rollins utilizes a range of campaigns, strategies and initiatives to provide awareness, education, risk reduction and prevention programming.

SEXUAL OFFENSE: FILING A COMPLAINT

ADDITIONAL RESOURCES: SEXUAL OFFENSE

Title IX Coordinator: 407.691.1773

Campus Safety: 407.646.2999

Center for Inclusion & Campus Involvement: 407.646.2624

Lucy Cross Center for Women & their Allies: 407.646.1563

Rollins Wellness Center: 407.646.2235

National Sexual Assault Hotline: 1.800.656.HOPE

National Sexual Violence Resource Center: NSVRC.org

Men Stopping Rape: men-stopping-rape.org

National Women's Health: womenshealth.gov

Speaking Out About Rape: soar99.org

US Department of Justice, Office on Violence Against Women: usdoj.gov/ovw

Victim Service Center of Central Florida: 407.254.9415, victimservicecenter.org

FILING AN INTERNAL COMPLAINT:

If you have been sexually assaulted, you have options for addressing such conduct. You may wish first to discuss the incident privately with a confidential Victim Advocate or another counselor.

The College's response procedure for sexual assault is designed to afford a reporting party (the person bringing the charge) and a responding party (the person answering the charge) a fair, prompt and appropriate resolution. The process is designed to help persons who need support as they address these incidents, and incorporates both informal resolutions and formal disciplinary procedures.

For more information on judicial proceedings, please go to the Code of Community Standards at rollins.edu/community-standards-responsibility. For information regarding sexual harassment, please visit the Human Resources page, rollins.edu/sexual-misconduct. The Title IX coordinator for Rollins College is:

Diane Willingham, Title IX Coordinator

Rollins College, Winter Park, FL 32789

Email: dwillingham@rollins.edu, Phone: 407.691.1773

SEXUAL PREDATOR AND SEXUAL OFFENDER NOTIFICATION

In accordance with the Campus Sex Crimes Prevention Act of 2000, (which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974), Rollins College provides a link to the Florida State Sex Offender Registry, offender.fdle.state.fl.us/offender/homepage.do. All sex offenders are required to register in the State of Florida and to provide notice of each institution of higher education in Florida at which the person is employed, carries a vocation or is a student.

Or, you may contact the Florida Department of Law Enforcement directly at 1-888-357-7332.

TITLE IX FLOWCHART

THE FOLLOWING PROCESS WILL BE USED TO RESPOND TO REPORTS OF SEXUAL MISCONDUCT AND HARASSMENT



TITLE IX FLOWCHART

THE FOLLOWING PROCESS WILL BE USED TO RESPOND TO REPORTS OF SEXUAL MISCONDUCT AND HARASSMENT - CONTINUED



The **Title IX Investigator** will conduct the initial interview with the responding party. If necessary, witness interviews and follow up interviews will be conducted.



At the conclusion of the investigation, the **Title IX Investigator** will make a finding of fact.

The finding of fact will be determined using the preponderance of evidence standard (more likely than not).



Report shared with **CSR** (if the responding party is a student) or HR (if the responding party is an employee) to determine sanctions or job action. The **Title IX Coordinator** will provide written notification to both parties.

Both parties will be given the opportunity to review the final report at the time they are informed of the finding of fact and appropriate sanctions/job action (if applicable).



Both parties may appeal.

SEXUAL ASSAULT STATISTICS

RELATIONSHIP WITH LOCAL POLICE

The Office of Campus Safety maintains a close working relationship with the Winter Park Police, Orlando Police and Orange County Sheriff's Departments. These departments typically notify campus safety of any crime report that occurred on campus that is made directly to them. The campus safety office does not have a formal memorandum of understanding with any of these agencies regarding the investigation of criminal offenses.

PREPARING ANNUAL DISCLOSURE: CRIME STATISTICS

The information below provides context for the crime statistics reported as part of compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a federal ("Clery Act") statute codified at 20 U.S.C. § 1092(f).

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the Rollins College community obtained from the following sources: Winter Park Police Department; campus safety staff; and campus safety authorities (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 a semi-annual basis to all campus safety authorities (as defined by federal law) and local law enforcement agencies.

All statistics are gathered, compiled, and reported to the Rollins College community via the Annual Safety and Fire Safety Report (ASFSR). The College submits the annual crime statistics published in the ASFSR to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

The director of campus safety prepares the annual report, which is approved by the Vice President of Finance and Administration prior to publication.

Rollins College sends an email to every enrolled student and current employee on an annual basis. The email includes a brief summary of the contents of the ASFSR. The email also includes the direct URL for the ASFSR and a hard copy may be obtained by making a request to the campus safety office via phone or in person.

SEXUAL ASSAULT

DEFINITIONS OF REPORTABLE CRIMES

SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS

The statistics in the ASFSR (Annual Safety & Fire Safety Report) are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act).

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

SEX OFFENSES CLASSIFIED AS RAPE:

Rape: 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. Many rapes are committed by someone the survivor knows, such as a date or a friend.

Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly 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.

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly 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.

SEX OFFENSES, NONFORCIBLE:

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

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly 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.

OTHER REPORTABLE OFFENSES

DEFINITIONS OF REPORTABLE CRIMES

OTHER OFFENSES

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 if 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 or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Motor vehicle theft, includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned- including joy riding).

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; all attempts to commit any of the aforementioned.

Drug Abuse 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, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minors 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).

OTHER REPORTABLE OFFENSES

DEFINITIONS OF REPORTABLE CRIMES – CONTINUED

Offense Definitions relating to Hate/Bias-Related Crime Statistics (as per the UCR (Uniform Crime Report) Hate Crime Reporting Guidelines)

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

Vandalism: To willfully or maliciously destroy, injure, disfigure, or 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.

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

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

GEOGRAPHY DEFINITIONS FROM THE CLERY ACT

Campus: Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building Or Property: Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Rollins College crime statistics do not include crimes that occur in privately-owned homes or businesses around Rollins College facilities.

REPORTED CRIME STATISTICS

Offense (Reported by Hierarchy)	Year	On-Campus (Residential)	On-Campus (Other)	Non-Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/ Object and Fondling)	2013	15	3	0	0	18
	2012	8	0	0	6	14
	2011	0	1	0	0	1
Sex Offenses, Non Forcible (Incest and Statutory)	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Robbery	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	1	0	0	1
Aggravated Assault	2013	1	0	0	0	1
	2012	0	2	1	0	3
	2011	0	0	0	0	0
Burglary	2013	3	3	5	0	11
	2012	0	5	12	0	17
	2011	4	1	0	0	5
Motor Vehicle Theft	2013	0	1	0	0	1
	2012	0	0	1	0	1
	2011	0	1	0	0	1
Arson	2013	1	0	0	0	1
	2012	0	0	0	1	1
	2011	0	0	0	0	0

REPORTED CRIME STATISTICS

CONTINUED

Offense (Reported by Hierarchy)	Year	On Campus (Residential)	On Campus (Other)	Non-Campus	Public Property	Total
Domestic Violence	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Dating Violence	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Stalking	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Liquor Law Arrests	2013	0	0	3	0	3
	2012	2	1	1	2	6
	2011	0	0	0	6	6
Liquor Law Violations Referral	2013	125	125	0	0	125
	2012	150	1	0	0	151
	2011	224	233	0	50	507
Drug Law Arrests	2013	7	7	1	0	8
	2012	9	2	2	1	14
	2011	8	12	0	4	24
Drug Law Violations Referral	2013	16	16	3	0	19
	2012	27	3	0	0	30
	2011	43	47	0	9	99
Weapons Law Arrests	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	2	0	0	2
Weapons Law Violations Referral	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0

Crimes Reported to Rollins College campus safety office and Winter Park Police

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act.

Other = Non-Residential Buildings and Other Campus Areas

Res = Residential Buildings on Campus

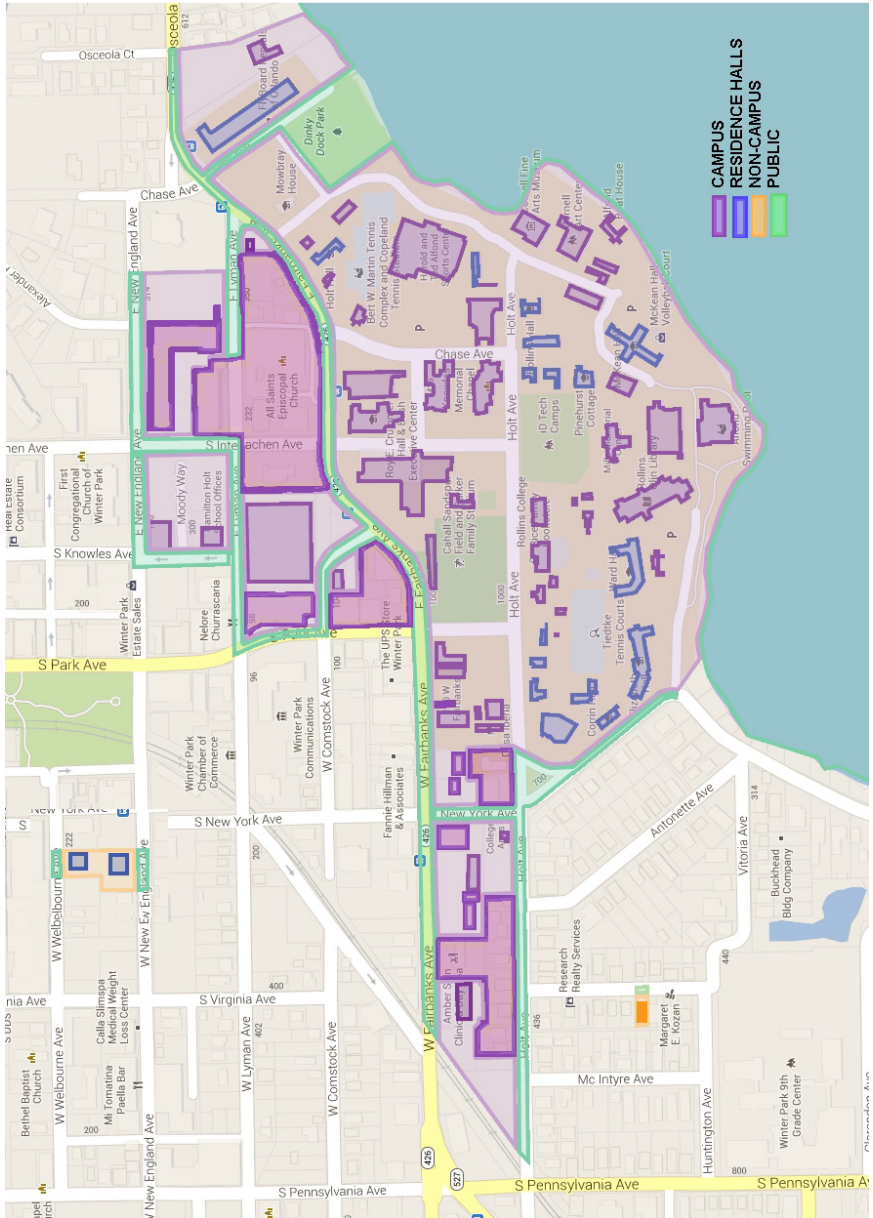
REPORTED CRIME STATISTICS

HATE CRIMES REPORT

2013	RACE				GENDER				RELIGION				NATIONAL ORIGIN				GENDER IDENTITY			
Hate Crimes/Location	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	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	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2012	RACE				GENDER				RELIGION				NATIONAL ORIGIN				GENDER IDENTITY			
Hate Crimes/Location	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	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	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
2011	RACE				GENDER				RELIGION				NATIONAL ORIGIN				GENDER IDENTITY			
Hate Crimes/Location	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	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	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

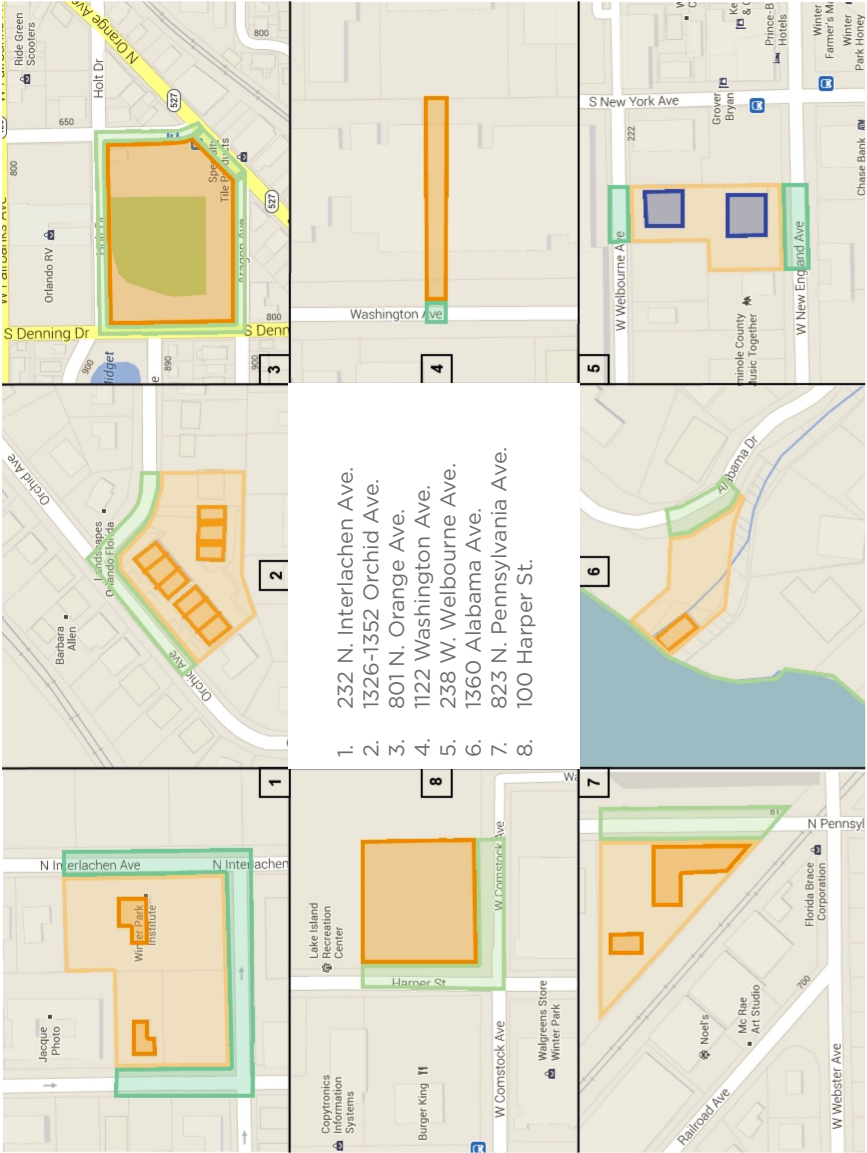
ON: On-campus, NC: Non-campus, RF: Residential facility, PP: Private property

CLERY GEOGRAPHY MAP



CLERY GEOGRAPHY MAP

NON-CAMPUS BUILDINGS



CLERY GEOGRAPHY MAP

CAMPUS BUILDINGS

CAMPUS BUILDINGS

120 Comstock Avenue
170 W. Fairbanks Avenue
330 Park Plaza
422 W. Fairbanks Avenue
Alfond Boathouse
Alfond Pool
Alfond Sports Center
Alumni House
Annie Russell Theater
Barker House
Barker Stadium
Beal Maltbie Center
Bookstore
Bush Science Center
Carnegie Hall
Casa Iberia
Chase Hall
Child Development Center
College Arms
Copeland Tennis Stadium
Cornell Campus Center
Cornell Fine Arts Center
Cornell Fine Arts Museum
Cornell Social Sciences
Crummer Hall
Dance Studio
Facilities Management
Faculty Club
Fred Stone Theater
French House
Greenhouse
Hauck Hall
International House
Keene Hall
Knowles Memorial Chapel
Lawrence Center
Mills Memorial Building
Olin Library
Orlando Hall
Pioneer Building
Reeves Lodge
Rinker Building
Rosen Family Center
Stewart House
Sullivan House
Suntrust Garage

CAMPUS BUILDINGS CONTINUED

Suntrust Plaza
Warden Costume Studio
Warren Administration Building
Wellness Center
Woolson House

RESIDENCE HALLS

Corrin Hall
Cross Hall
Elizabeth Hall
Fox Hall
Gale Hall
Holt Hall
Hooker Hall
Lyman Hall
Mayflower Hall
McKean Hall
Pinehurst Cottage
Pugsley Hall
Rex Beach Hall
Rollins Hall
Strong Hall
Sutton Place Apartments
Ward Hall

NON-CAMPUS BUILDINGS

1122 Washington Avenue
Alfond Baseball Stadium
Bigelow House
Bradley Boathouse
Pennsylvania Storage
Maryland Townhomes
New England Apartments
Orchid Townhomes
Osceola Lodge
Softball Field
Welbourne Apartments

NOTES

NOTES

IMPORTANT CONTACT INFORMATION

EMERGENCY – 911

Winter Park Police Department
407.644.1313 (Non-Emergency)

CAMPUS SAFETY & R-CARD

407.646.2999 or x2999
rollins.edu/safety

407.646.1564 or x1564
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WELLNESS CENTER & HEALTH SERVICES

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