

**FORTIS INSTITUTE-PENSACOLA  
4081 EAST OLIVE ROAD SUITE B, PENSACOLA, FL 32514**

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report  
Date of Disclosure  
October 1, 2018**

**FORTIS INSTITUTE** is providing the following information to all of its employees and students as part of the **FORTIS INSTITUTE** commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Also, see Crime Report Definitions to follow that will assist with the understanding of Campus Security Policies and Crime Statistics. If you should have questions about any of the information provided in this Report, please contact the Campus President, **KATHALEEN COLE**, by phone/mail:

**4081 EAST OLIVE ROAD SUITE B, PENSACOLA, FL 32514  
850-476-7607**

**Uniform Crime Report Definitions**

These definitions are excerpted from Appendix B of the Handbook for Campus Safety and Security Reporting.

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.

**NOTE:** Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter:** the killing of another person through gross negligence.

**Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** 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.

**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. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

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

Drug 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 non-narcotic 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 minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

## Hate Crimes

We are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons: possessing carrying, etc. (see definitions on the front page) and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault (see definitions below).

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.

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.

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

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, religion, sexual orientation, gender, gender identity, disability, ethnicity or national origin the assault is

then also classified as a hate crime.

### Sex Offenses Definitions From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

#### A. Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. (This revised definition reflects the Federal Bureau of Investigation's updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy and sexual assault with an object that are used in the UCR National Incident-Based Reporting System.)

#### B. Fondling

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

#### C. Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

#### D. Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

### Violence Against Women Act Categories:

In accordance with the Violence Against Women Reauthorization Act (VAWA) of 2013, Institutions are now required to include statistics for the following:

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with the victim as a spouse or intimate partner, 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.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

## Unfounded Crimes:

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded”. Only a sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

## **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

**FORTIS INSTITUTE** Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee annually on October 1<sup>st</sup> and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is delivered to each employee. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. This is distributed during the admissions process and/or to currently enrolled students in class.

## **REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone’s responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Campus President, **KATHALEEN COLE**. Reports are kept in a secure location in the Campus President’s office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of **FORTIS INSTITUTE** that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around **FORTIS INSTITUTE** facilities to the Campus President, **KATHALEEN COLE** either in person or by calling School **850-549-2792**. If the Campus President is not available, you may contact the Receptionist at **850-476-7607** and the **ESCAMBIA COUNTY SHERIFF’S OFFICE** by dialing 911 or **850-436-9620**.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Campus President, **KATHALEEN COLE**. Criminal activity might include, but is not limited to, murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including crimes perpetrated based on race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

In the event of fire or medical emergencies, staff and employees should dial 911 and then notify the Campus President, **KATHALEEN COLE**.

## **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is sent to the Campus President, **KATHALEEN COLE**. Reports are kept in a secure location in the Campus President's office. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Campus President.

## **SECURITY AND ACCESS TO THE INSTITUTION**

It is the policy of **FORTIS INSTITUTE** that access to Institution's facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to **FORTIS INSTITUTE** policies and conduct codes. Students and employees are responsible for the conduct of their visitors at all times.

### **In pursuit of this policy, all employees shall be required to:**

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are **MONDAY THRU THURSDAY 7:30AM-10PM AND FRIDAY 7:30AM-4:30PM AND SATURDAY 8AM-2PM.**
4. Report immediately to the Campus President, **KATHALEEN COLE**, any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. If the Campus President is not available, you may contact the Receptionist at **850-476-7607** or the **ESCAMBIA COUNTY SHERIFF'S OFFICE** by dialing 911 or **850-436-9620**.
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
  - a. Immediately determine the condition of any injured employees, students, or other parties
  - b. In the case of an automobile accident, secure the accident scene and set warning devices
  - c. Notify the appropriate authorities by calling 911
  - d. Complete an Incident Report
  - e. Obtain a copy of the police report
  - f. Obtain information from witnesses
  - g. Investigate property damage or theft, following steps **c, d, e,** and **f** above
  - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
  - i. Ensure that entrance to the building in the evening is restricted to the front doors, or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

**FORTIS INSTITUTE** does not have off-campus locations of student organizations officially recognized by the Institution, including student organizations with off-campus housing facilities. **FORTIS INSTITUTE** does not have any on or off-campus housing facilities.

### **All students are required to:**

1. Notify the Campus President, **KATHALEEN COLE**, if a student becomes ill or is injured while at the campus.
2. Upon enrollment, report to the Campus President, **KATHALEEN COLE**, any physical condition that

may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file.

3. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change of criminal/emergency contact information.

## **CAMPUS SECURITY ENFORCEMENTS**

If there are security personnel at the school building they may be there at the direction of the building owners or the institution, and may assist students, faculty, and staff of the Institution. Someone may be on duty during the hours the building is occupied. If on duty they are responsible for ensuring that persons entering the building are employees, students, and their families or invited visitors. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students and employees are advised to carry their School Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact the Campus President, **KATHALEEN COLE**, or **911**, if any illegal activity occurs.

## **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

**FORTIS INSTITUTE** is located in **ESCAMBIA** County. **FORTIS INSTITUTE** maintains a close working relationship with the **ESCAMBIA COUNTY SHERIFF'S OFFICE** with periodic contact initiated by **FORTIS INSTITUTE** personnel to ensure that **FORTIS INSTITUTE** is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are placed in employee mailboxes and students are notified by the student handouts. Bulletins are also posted around the Institution.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All new **FORTIS INSTITUTE** employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students.

All new **FORTIS INSTITUTE** students are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and the **FORTIS INSTITUTE** employees. The orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

The Institution provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials or other appropriately qualified personnel two times per year. Topics included in these informational programs are proper procedures for reporting Criminal

Actions (as stated above- “Reporting Criminal Actions or Other Non-Emergencies”, personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year.

In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, the Campus President will notify the Institution’s community by bulletin board notices, notices read by instructors in classrooms, and notices in student handouts or through the Emergency Notification System.

Students are requested to review the Institution's School Catalog and/or Handbook where sections discussing Student Code of Conduct can be found. Also, students are requested to read this *Campus Security and Crime Prevention Policy* handout that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security. Employees are requested to review the Institution's *Employee Handbook* where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime Prevention Policy handout* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e., police, ambulance, or fire department). The student or employee should immediately notify the appropriate person at the Institution as soon as possible.

## **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug and Alcohol Abuse Prevention Program, is provided to the Institution annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. **FORTIS INSTITUTE** also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment and referral to the appropriate local law enforcement agency.

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the student lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s/employee’s request, the Campus President or other **FORTIS INSTITUTE** officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.  
If able, call 911 immediately  
Do not shower, bathe, douche, or destroy any of the clothing you were wearing at the time of the attack.  
Go to a hospital emergency room for medical care.  
Make sure you are evaluated for the risk of pregnancy and venereal disease.  
(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)  
Call someone to be with you as you should not be alone.

It is also recommended that victims call the **NATIONAL SEXUAL ASSAULT HOTLINE** at **1-800-656-4673**. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, **FORTIS INSTITUTE** will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that **FORTIS INSTITUTE** personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable, including the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

**LAKEVIEW CENTER – 850-438-1617**  
**FAVOR HOUSE – 850-994-3560**  
**FAVORHOUSE OF NW FLORIDA – 850-434-6600**  
**FAVORHOUSE OF ESCAMBIA - 850-434-1177**  
**FAVORHOUSE OF SANTA ROSA – 850-626-5600**  
**RAPE CRISIS CENTER – 850-433-7273**  
**CRISIS CALL-HELP LINE-SUICIDE PREVENTION – 1-800-273-8255**

### **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with **FORTIS INSTITUTE** published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension, or dismissal.

### **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders under section **170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994** is available with the **ESCAMBIA COUNTY SHERIFF'S OFFICE**, located at:

**1700 WEST LEONARD STREET, PENSACOLA, FL 32501**

Additional information can be obtained by calling the **ESCAMBIA COUNTY SHERIFF'S OFFICE** at **850-436-9620**.

OR:



Information regarding registered sex offenders under section **170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994**. <http://offender.fdle.state.fl.us/offender/Search.jsp>

On-campus computer labs with internet access are available for you to view the above website at the library from:

**MONDAY THRU THURSDAY: 7:30AM-9:30PM and FRIDAY: 7:30AM-4:30PM**

## **VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT**

In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), educational programs are provided to all students and employees to promote prevention and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Primary prevention programs for all incoming students are conducted during orientation. Employee training programs are conducted annually and upon hire for new employees. Such programs enforce **FORTIS INSTITUTE's** commitment to prohibiting the crimes of domestic violence, dating violence, sexual assault, and stalking as those terms are defined in the Clery Act. **FORTIS INSTITUTE** also provides the applicable jurisdictions' definition of these crimes each including the definition of consent. (Non-consensual sexual conduct may constitute a crime. If any of the following are present, the victim will be deemed to have not given consent: if the offender impaired the victim's judgment by administering a substance to the other person or by force, threat or deception, if the victim's ability to apprise the nature of their own conduct is substantially impaired, if the victim is coerced, if the victim is unaware the act is being committed or if the victim's ability to consent is impaired because of a mental or physical condition or because of age.). The programs provide "safe and positive" options for bystander intervention to prevent or intervene when there is a risk to another person of domestic violence, dating violence, sexual assault, or stalking and information on how to reduce risk and recognize warning signs of abusive behavior and how to avoid a potential attack. The programs also provide **FORTIS INSTITUTE's** policies and procedures after a sex offense occurs. **FORTIS INSTITUTE** also provides ongoing prevention and awareness campaigns for students and faculty that includes the material provided to incoming students and employees. **FORTIS INSTITUTE** will provide students and employees with educational materials on sexual violence so they can be informed of risks and take steps to ensure they do not become a victim or a perpetrator of a VAWA offense. These materials and informational pamphlets are distributed on an annual basis at a time separate from the educational programs.

**SHANTRASE YOUNG, BUSINESS MANAGER**, is the Title IX Coordinator for **FORTIS INSTITUTE**. She is located at **FORTIS INSTITUTE's** main campus in Mobile, AL and oversees all branch campuses. The Title IX Coordinator is made aware of all Title IX incidents and oversees the investigation of any reported incidents and the disciplinary process. If the victim or witness is more comfortable reporting the incident to someone at the school level, they may do so to the Title IX Deputy Coordinator on campus, **CHRISTINE LIVELY MELANCON, BUSINESS OFFICE MANAGER**. If an employee or student is a victim of sexual violence, the victim is urged to seek immediate medical assistance and to report the incident to the police. However, if the victim notifies the designated Title IX staff or a responsible **FORTIS INSTITUTE** official, victim support and community resources will be made available immediately. **FORTIS INSTITUTE** will provide written information to victims about the importance of prompt collection of physical evidence, if any, which is essential, should a person later decide to pursue criminal prosecution and/or a civil action. **FORTIS INSTITUTE** will provide written notification in the form of a Victim's Bill of Rights concerning his or hers rights and options. **FORTIS INSTITUTE** will inform the victim about their options regarding the involvement of law enforcement which include notifying the proper law enforcement authorities, complying with the victim's request to assist them in notifying the authorities or declining to notify such authorities. If the choice is made not to call law enforcement, the victim will be asked to sign a form stating their preference not to involve the police. They will then provide written notification about existing counseling, health, mental health, victim advocacy, legal assistance and other

services available in the community designed to help in situations of sexual assault, domestic violence, dating violence and stalking. (**FORTIS INSTITUTE** does not have on-campus services available). A victim may pursue a criminal charge and a complaint with the Deputy Title IX Coordinator at the same time. An individual having knowledge of a Title IX offense shall be encouraged to timely report that crime to the Title IX staff or local police. **FORTIS INSTITUTE** does not issue orders of protection; however they will assist the victim in notifying local authorities concerning such an order and will fully comply with enforcing a protection order if one is granted. The protected party should provide the order to the Deputy Title IX Coordinator who will then notify the appropriate campus employees. The order could require a change to the victim's academic schedule so that he or she will not come in contact with the student or employee who is the subject of the order.

**FORTIS INSTITUTE** will preserve the victim's confidentiality even if they do not specifically request it. Any personally identifying information will not be included in publicly available recordkeeping. However, in some cases, **FORTIS INSTITUTE** may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. This is the responsibility of the Title IX staff that would make such a decision. The victim will be informed prior to any information being shared. **FORTIS INSTITUTE** is obligated to comply with a student's reasonable request for an academic situation change following an alleged sex offense. They will provide written notification to victims identifying all available options.

If an alleged incident is reported, **FORTIS INSTITUTE** will initiate a process for investigation and adjudication. The Deputy Title IX Coordinator will investigate once an offense is reported and will provide an opportunity for both the victim and the accused to provide written statements or other documentation. Any determination will be based on the preponderance of evidence gathered during the investigation. A student who has committed a VAWA offense will be subject to the school's Disciplinary Action Policy which could result in suspension or dismissal from school. Any employee being investigated in relation to VAWA will immediately be suspended from their duties until the investigation is complete. In all cases, **FORTIS INSTITUTE** proceedings will include a prompt, fair and impartial process from the initial investigation to the final result. The accuser and the accused will be provided the same opportunities to be accompanied by an advisor of their choice. The choice of an advisor will not be limited however they may establish restrictions regarding the extent of the advisors role as long as it applies to both parties. **FORTIS INSTITUTE** will provide simultaneous written notification to both parties which will include the result of the proceedings. An appeal of the decision made to the Deputy Title IX Coordinator will be submitted to the Title IX Coordinator for evaluation and determination. All decisions of the appeal will be final

Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or, is a witness in any proceeding is prohibited and will not be tolerated by **FORTIS INSTITUTE**.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Institution will use its Emergency Notification System to notify the Campus Community of any immediate threat to the Campus Community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Students and employees may receive text messages via Cell Phone or e-mail contacts with information relative to the threat and the action to be taken by the Campus Community to remain safe until the threat/perceived threat is over . On campus notifications will also be conducted using manual notification systems such as a school official notifying each classroom and laboratory of any threat or any incident requiring emergency notification.

The Institution 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.

## **TIMELY WARNINGS**

The Institution will also use its Emergency Notification System to issue a “timely warning” to the Campus Community in the event a crime is reported to campus officials or local police that represent a serious or continuing threat to students and employees. The warning will be issued as soon as the pertinent information is available. The intent of the timely warning is to enable recipients to protect themselves and aid in the prevention of similar crimes.

## **PROCEDURES FOR DISSEMINATING EMERGENCY INFORMATION TO THE LARGER COMMUNITY.**

Any member of the Campus Community may, at their discretion notify public authorities of any emergency or dangerous situation on campus. The three principles named above will also determine if public authorities/emergency and law enforcement agencies will be notified and will do so by the most expeditious means immediately available.

## **THE INSTITUTION’S PROCEDURES TO TEST THE EMERGENCY RESPONSE AND EVACUATION PROCEDURES .**

On at least an annual basis, the institution will test the Emergency Response Communications system using text messaging and/e-mail transmissions. A log will be kept of the date and time of the test. A survey will be distributed to the campus community to solicit feedback on the effectiveness of the notification. The surveys will be maintained for a minimum of one year and the data on the response effectiveness recorded as part of the test log.

*Confirmation of the type of emergency/dangerous situation* - will be through the Campus Director’s office. The Director will confirm the type of emergency and will determine what emergency response agency will be notified.

Any emergencies deemed reportable to all members of the staff, faculty and student body should be immediately directed to the Campus President, Dean/Director of Admissions for prompt action. Notification to Campus Management by any member of the campus community does not preclude notification to the appropriate emergency authorities

**School President: KATHALEEN COLE**

**Director of Education: MICHAEL WHITE**

**Director of Admissions: BERHAN BAYLEYEGN**

The following statistics show the total criminal offenses, hate crimes, arrests/referrals for campus disciplinary action, violence against women and unfounded crimes that occurred on the Institution's campus, non-campus and public property.

**CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institution concerning the occurrence of criminal offenses in the listed categories which were reported to campus security contacts or local police agencies.

<i>Criminal Offenses</i>	Calendar Year								
	2015			2016			2017		
	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	2
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	2
Arson	0	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>									
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	4

<i>Hate Crimes: On Campus</i>	2015							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: On Campus</i>	2016							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: On Campus</i>	2017							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: Non Campus</i>	2015							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: Non Campus</i>	2016							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: Non Campus</i>	2017							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: Public Property</i>	2015							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: Public Property</i>	2016							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0



<i>Hate Crimes: Public Property</i>	2017							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Type of Violations</i>	Calendar Year								
	2015			2016			2017		
	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property
<b>Liquor Law Violations:</b>									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
<b>Drug Abuse Violations:</b>									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
<b>Weapons: carrying, possessing, etc.</b>									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

Statistics in accordance with the Violence Against Women Reauthorization Act of 2013:

<i>Type of Violence</i>	Calendar Year								
	2015			2016			2017		
	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

	Calendar Year		
	2015	2016	2017
Unfounded Crimes	0	1	0