

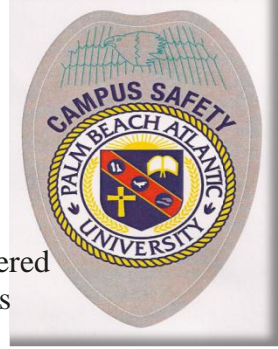
**Palm Beach Atlantic University
Department of Campus Safety
2011
Annual Safety, Security & Fire Report**



PBA Department of Campus Safety
SERVE ~ PROTECT ~ EDUCATE

Mission Statement

The mission of the Palm Beach Atlantic University Department of Campus Safety is to provide quality service with emphasis on integrity and professionalism; to work in collaboration with the campus community to protect and enhance a secure learning-centered environment; and, to promote individual responsibility and respect for community values through continual campus safety education.



Information provided herein is part of Palm Beach Atlantic University's commitment to safety and security to ensure compliance with the Federal Student Right-to-Know and Crime Awareness and Campus Security Act of 1990.

Emergency Contact Information:

All emergencies should be immediately reported to the local 911 operating system as follows:

From PBA Administrative Offices/Non-Residential Facilities: **9-911**

From PBA Residential Facilities: **911**

From Non-PBA Phone Network Facilities/Off Campus: **911**

Emergency Situations Should Also Be Reported to the PBA Department of Campus Safety:

On Campus: **32500**

Off Campus: **561-803-2500**

West Palm Beach Police Department

Non-Emergency Number: **561- 822-1900**

Director's Note

From the Office of Terry L. Wheeler, Director

Palm Beach Atlantic University Department of Campus Safety

Dear students, faculty, staff and PBA community members:

At Palm Beach Atlantic University, it is our goal to make provisions for a safe and secure learning environment. The Department of Campus Safety partners with all university departments to enhance the well being of our University family. The most effective means of achieving this goal is through a collaborative endeavor that also includes students, faculty, staff and community alike.

This Annual Safety, Security & Fire Report represents one means of communication toward reaching this goal. In compliance with "The Crime Awareness and Campus Security Act of 1990" (Section 485 (f) of the Higher Education Act), the University provides information relating to crime statistics, safety, security and fire policies and procedures. This information is available upon request to all prospective and registered students, as well as current employees.

The Campus Safety Department schedules instructional classes for the officers with the local fire and police departments relating to fire safety, campus security, and CPR/AED. The officers are graduates of the Security Officer Training Course of the State of Florida and each possesses a Class —D security license. Officers are assigned to the campus patrol 24 hours a day 365 days a year.

The University is committed to providing a safe environment for the campus community and provides many programs and initiatives to assist in enhancing campus safety as follows:

- Partnership with buildings and grounds to ensure adequate and enhanced lighting around campus buildings and grounds;
- Controlled and/or restricted access to residence halls and other campus buildings 24-hours-a-day- everyday;
- Safety Escort services;
- Security awareness, education and crime prevention programs and campaigns;
- 22 Emergency telephones/call-boxes located strategically throughout the campus;
- A University Campus Safety Department with 24-hour-a-day patrol of campus facilities and grounds, 365 days of the year.

The University is blessed in that it has not historically experienced a significant number of serious crimes. However, we cannot become complacent and maintain an attitude that encourages all students and employees remain alert to the possibilities of crime. By doing this, the University will be better equipped to prevent future incidents and increase safety and security awareness.

The need for specific security-related policies and procedures and adherence to good security practices for the campus community is vitally important. I encourage you to read the information in this document so that you will have an accurate and realistic understanding of how you can partner with us in taking responsibility not only for your own safety, but for those in our campus community.

We are pleased to have you on campus for the academic year and pledge to work with you in making your educational and work experience a positive and enjoyable one.

Sincerely,

Palm Beach Atlantic University

Department of Campus Safety

Terry L. Wheeler, Director

Office: 561-803-2500

Fax: 561-803- 2697

Email: Terry_Wheeler@pba.edu

Statement of Interagency Cooperation

The PBA Department of Campus Safety works closely with the West Palm Beach Police Department, the West Palm Beach Fire Department, and the City and County Emergency Management Departments for support. In addition to sharing critical information, the Department of Campus Safety has immediate contact with 911 services through the West Palm Beach Police Department.

Safety, Crime & Fire Prevention

The PBA Department of Campus Safety is committed to providing information regarding campus safety, security, and crime and fire prevention. This information may be disseminated and/or communicated as follows (but is not limited to):

- During the course of the academic year, security issues are discussed at resident hall meetings and other student training meetings,
- Security information is printed annually in the Campus Safety Annual Report,
- Information is addressed periodically in the Beacon, student newspaper, as well as through other campus community announcements,
- Information can also be obtained through the Department of Campus Safety website: <http://www.pba.edu/studentlife/safetyandsecurity>
- The PBA Department of Campus Safety will facilitate (as per Departmental discretion) various safety awareness campaigns based on the specific needs of the University.

Reporting Crime, Suspicious Activity & Emergencies

All students, employees, and guests are encouraged to promptly report incidents of crime, suspicious activity and emergencies as noted below:

Immediate emergency assistance:

- From PBA Administrative Offices/Non-Residential Facilities: **9-911**
- From PBA Residential Facilities: **911**
- From Non-PBA Phone Network Facilities/Off Campus: **911**

Emergency Situations Should Also Be Reported to the PBA Department of Campus Safety:

- On Campus: **2500**
- Off Campus: **561-803-2500**

West Palm Beach Police Department

Non-Emergency Number: **561-822-1900**

Contact Campus Safety or the Police Department if:

- You observe a crime that is occurring or notice evidence that a crime has occurred,
- You observe a suspicious vehicle or person loitering, or repeatedly through a specific area,
- You see someone suspicious entering your residence hall, your neighbor's room or home, or entering an office or lab with no apparent legitimate business.

Calling 911 From A Mobile Phone

From most places on campus, a 911 call from your mobile phone will go directly to the City of West Palm Beach or Palm Beach County 911 Center.

The Campus Safety Department is located in Borbe' Hall, adjacent to Sachs Hall on Okeechobee Blvd.

Emergency Call Boxes

Twenty-two (22) Emergency "Blue Light" call boxes are located at strategic locations throughout the PBA campus. Once the service button on an emergency call box has been activated, the person requesting assistance via the call box will be immediately dispatched to the Campus Safety Office. (Please note Campus Safety Officer are available for service 365 days per year, 7 days per week, 24-hours per day).

Off Campus Crime Reporting

The University relies on the local law enforcement agencies to receive information regarding incidents involving students. The Department of Campus Safety will actively investigate any information it receives concerning or involving a member of the campus community. If the University is notified of a situation in which a campus community member is the victim of a crime, the Department may issue a Campus Safety Alert detailing the incident; and, providing information so that the campus and affiliated community members' awareness of the subject crime activity may be alerted with hope of prevention of increased crime activity.

When off campus, members of the PBAU community are encouraged to report all crimes and public safety related incidents to the local police agency in a timely manner. In cases of emergency, immediately call 911.

Campus Safety & Security

Timely & Emergency Warning Notices

In the event a situation arises either on or near campus, that, in the judgment of the Director of Campus Safety (or his designee) or other Senior University Official(s), constitutes an ongoing or continuing threat to the campus community, a campus-wide "timely warning" or "emergency warning" notice will be issued. The warning may be issued with use of any or all of the following communication options:

- Communication through University telephone messaging,
- Voice and/or text messaging through University and private mobile phone equipment,
- University wide e-mail system to all students, faculty and staff,
- University wide "pop-up" messaging for all University computers logged on to the University network system,
- Publication in the student newspaper, Beacon

Anyone with information believed to warrant a timely or emergency warning should report the circumstances to the Department of Campus Safety, by phone (561-803-2500) or in person. Contact may also be established through direct communication to any faculty or staff, who will immediately contact the Department of Campus Safety.

In any emergency, it is always appropriate to contact local emergency services at 9-1-1.

The Department of Campus Safety is committed to a continual partnership with University administrators, departmental leaders and community emergency response agencies, to ensure that adequate policies, training programs, and resources are in place to prevent violence and crime on University property, as well as provision of timely warnings regarding same.

Timely Warnings/Safety Alerts Policy

To help prevent crimes or serious incidents, Timely Warnings/Safety Alerts are issued by the Department of Campus Safety when it is determined that, after the report of a serious crime, there is a continuing threat to the University community. Timely Warnings/Safety Alerts include basic information about the alleged crime, posting and expiration dates, and recommended safety prevention measures. Information about methods to report crime is noted, along with basic contact information for the Department of Campus Safety.

Access To Campus Facilities

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The University encourages an open environment with limited constraints to ensure the reasonable protection of all members of the campus community. Except for residence halls, most campus facilities are open during weekday business hours. Individuals who wish to access University buildings or property during non-business hours or for special events should contact the appropriate department administrator, Conference and Event Services, or the Department of Campus Safety. Some University buildings may be closed during scheduled or special events.

Special Permissions – Building Access

Arrangements to open buildings for special programs that are scheduled through the University should be made with the University Development Department utilizing the university e-mail. Upon request, faculty and staff will be given access to their offices. Any student wishing to utilize University facilities after hours must have written (e-mail is acceptable) approval from a faculty/staff member from the specific area. Campus Safety **will not** grant access to any individual not listed on the authorized access list.

Inner-campus residence halls are locked and accessible only to authorized persons. For personal safety and for the protection of personal belongings, residents should keep the doors to their rooms locked at all times. Residence hall exterior doors should **never** be propped or left open, as this dramatically increases the opportunity for unauthorized access to the building.

Security Considerations - Maintenance of Campus Facilities

Palm Beach Atlantic University is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Campus Safety Officers continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. Department members conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate a work order, which is acted upon by representative(s) of the National Plant Services maintenance office, usually within 24 hours or the next business day.

We encourage community members to report any deficiency in lighting to the Facilities Management Department at 561-803-2200.

The Department of Campus Safety works in conjunction with the Facilities Management Department to identify inoperative locking mechanisms and make timely repairs. We encourage campus community members to promptly report any locking mechanism deficiency to the Campus Safety Department at 561-803-2500.

The Department of Campus Safety will respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions may also include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

Student Concerns Committee

PBA has in place, a Student Concern Committee that meets regularly to address student needs. One of the goals of the committee is to provide a safety net for students to ensure their academic and interpersonal success. Anyone in the PBA community may identify students to this committee who may be experiencing problems or encountering obstacles, setbacks or challenges

to their success and retention at PBA. Sometimes there is a crisis or a situation discovered by concerned others that is brought to the attention of the University. In such circumstances, the Dean of Students (or the Vice President of Student Development's designee, hereafter —the Dean of Students), in consultation with the Student Concern Committee (SCC), will determine what, if any, role the University may need to take to assure the health and safety of a student or the University community.

The SCC is typically composed of the Director for the Student Success Center, the University Counselor, the Disability Services Coordinator, a representative from the Health Center, a representative of Residence Life, and a faculty member. Depending on the emergency or concern, the Dean of Students may appoint other advisors to the committee. Additional information can be found in the Navigator at <https://my.pba.edu/ICS/icsfs/Navigator>.

Workplace / Campus Violence

Palm Beach Atlantic University will not tolerate violence or threats on campus or in connection with any University events. Individuals who violate this policy statement may be subject to disciplinary action up to and possibly including employment termination or expulsion. Individuals who intentionally bring false charges against another will also be subject to disciplinary action up to and possibly including employment termination or expulsion.

Weapons On Campus

Unless given special permissions from the PBA Department of Campus Safety, all weapons are prohibited on any and all PBA campuses. Except for sworn police officers or other law enforcement officials, it is illegal to bring or possess ANY firearm on any Florida school, college, or university campus. Firearm restrictions include, but not limited to any air soft gun, air gun, including pellet and BB guns that utilize air, CO2, or spring pressure to propel a projectile, or any toy gun which strongly resembles a real gun. In addition to firearms, large knives, swords, dirks, daggers and ice picks are prohibited, as well as slingshots, and explosives of any kind (including fireworks).

Individuals who possess a Florida state-issued or -recognized license to carry concealed weapons or concealed firearms (commonly known as a Concealed Weapon or Firearm License) are not exempt; Florida state law explicitly states that a Concealed Carry Weapons Permit does not allow for weapons to be carried on any school property, public or private.

If any person is seen carrying or concealing a weapon on any facilities owned, operated or controlled by Palm Beach Atlantic University, information regarding same should immediately be reported to the Department of Campus Safety and/or 911.

If any person is in possession of a weapon on campus, he or she must immediately remove it from campus. The PBA Department of Campus Safety reserves the right to confiscate any device that is or could be deemed dangerous or hazardous to self or others.

The PBA Department of Campus Safety does not store weapons for convenience, but will attempt to facilitate the temporary safekeeping of weapons until permanent storage/placement arrangements can be made.

Emergency Response & Evacuation

Emergency Preparedness

Palm Beach Atlantic University is proactive in being prepared for emergency situations. This program has facilitated the development of a collaborative University community that is ready and willing to support and protect the campus.

- Through the National Incident Management System (NIMS), PBA has developed techniques that support requirements in emergency operations with a focus on Incident Command Systems and Unified Command.
- Partnerships have been developed with all local emergency service agencies.
- PBA is an active member of the International Association Campus Law Enforcement Administrators (IACLEA).
- The PBA Alert Notification System has been implemented to allow authorized officials of PBA to send news and instructions simultaneously to individuals through, cell phones, text messaging, and e-mail within moments of a reported critical incident.

In the event of a significant emergency or dangerous situation on campus that involves an immediate threat to the health and safety of the campus population, the PBA Department of Campus Safety will initiate, without delay, an emergency warning notice. The warning may be issued with use of any or all of the following communication options:

- Communication through University telephone messaging
- Voice and/or text messaging through University and private mobile phone equipment
- University wide e-mail system to all students, faculty and staff
- University wide “pop-up” messaging for all University computers logged on to the University network system
- Taking into account the safety of the community, the notification will be sent to all parties in the PBA campus alert system unless issuance of the notification will, in the judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The content of the message will vary depending on the situation. Information about campus emergencies can be obtained at mypba.edu.

Emergency Communications

After an emergency, such as a severe weather event, local telephone lines may have reduced capacity. It is not recommended to attempt to make phone calls immediately after an emergency unless it is to report a life safety situation. This practice will allow lines to remain open for emergency services and communications.

Fire Alarm Policy

Upon activation of the fire alarm system, all persons shall evacuate their residence hall, lab, classroom, office, or any other building or structure, and meet at the predetermined emergency assembly point (as per campus fire safety drills and instruction). For large outdoor venues, attendees should proceed towards the nearest exit and follow any verbal directions provided by safety personnel or event management, when applicable. When evacuating, people should remain vigilant for dangerous or criminal activity that may have preceded the evacuation notice.

Victims of Crime

The Department of Campus Safety and the University will treat all victims with respect, state rights and legal options clearly, and cooperate fully with them in exercising those rights. The victim of a crime has the right to have the offense investigated by criminal and civil authorities. Victims of sexual assault have the right to full and prompt cooperation and assistance in obtaining evidence that is necessary for proof of criminal sexual assault, including a medical examination.

The University provides counseling services through the Counseling Services Department / Student Success. A professional code of ethics is observed.

Sexual Assault

PBA Staff Handbook provides the following University Policy:

Sexual Abuse

Palm Beach Atlantic University will not tolerate and will seek to eradicate any behavior by its employees or volunteers, which constitutes Sexual Abuse. "Sexual Abuse" means any actual, attempted, or alleged criminal sexual conduct of a person by another person, or persons acting in concert, regardless if criminal charges or proceedings are brought, which causes physical and/or mental injuries. Sexual Abuse also means actual, attempted or alleged criminal: sexual molestation, sexual assault, sexual exploitation, or sexual injury, as defined by the state of Florida. Sexual Abuse does not include "Sexual Harassment".

Reporting Procedures and Designated Sexual Abuse Counselor:

It is the express policy of the University to encourage victims of sexual abuse, and their parents or guardians in the case of minors, to come forward with such claims. The University has designated a Sexual Abuse Counselor who shall remain accountable for the implementation and monitoring of this policy. The identity of the Designated Sexual Abuse Counselor shall remain on file with the University. In order to conduct an immediate investigation, any incident of sexual abuse must be reported as quickly as possible in confidence, as follows:

1. Employees and Volunteers

Employees and Volunteers are required to report any known or suspected incidents of sexual abuse according to applicable state law. They must also report to their direct supervisor, the designated Sexual Abuse Counselor and the Office of Human Resources. If the report is made to the supervisor, that individual shall notify the designated Sexual Abuse Counselor. If the person to whom an employee or volunteer is directed to report is the offending person, the report should be made to the next higher level of administration or supervisor.

2. Students

Each year, parents and/or legal guardians of students shall be advised of the contents of this Sexual Abuse Policy and Procedures and be instructed to report any incident of known or suspected sexual abuse to the Designated Sexual Abuse Counselor or a representative of the Office of Human Resources, unless that individual is the offending person. If the complaint is made to a representative of the Office of Human Resources, that individual shall follow state law reporting requirements and immediately notify the designated Sexual Abuse Counselor.

Investigation and Confidentiality:

All formal complaints will be given a full, impartial and timely investigation. During such

investigation, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

Discipline:

Any employee or volunteer who is determined, after an investigation, to have engaged in sexual abuse in violation of this policy will be subject to disciplinary action up to and including termination. False accusations regarding sexual abuse will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including termination, with regard to employees or volunteers. The University will discipline any individual who retaliates against any person who reports alleged sexual abuse or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding, or a hearing relating to a sexual abuse complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Incident Reporting and Follow-Up:

Any case of known or suspected sexual abuse must be reported immediately and in compliance with the state law reporting requirements and to the designated Sexual Abuse Counselor, a police officer or the State Attorney's Office. In the event that the designated Sexual Abuse Counselor is the first notified of an incident of known or suspected sexual abuse, the designated Sexual Abuse Counselor shall immediately notify the student's parent or legal guardian, and the appropriate legal authorities as required by state or local law, unless the parent or legal guardian is the alleged abuser. The designated Sexual Abuse Counselor shall prepare a Sexual Abuse Incident Report and immediately follow-up to investigate the incident and to ascertain the condition of the student. The designated Sexual Abuse Counselor is encouraged to communicate any questions or concerns about any incident with legal counsel. Any employee or volunteer involved in a reported incident of sexual abuse may be immediately relieved of responsibilities that involve interaction with students or may be suspended, as determined by the University. Reinstatement of employees or volunteers involved in a reported incident of sexual abuse shall occur only after all allegations of sexual abuse have been cleared by the University.

Maintenance of Records and Documents:

The designated Sexual Abuse Coordinator shall maintain all records and documentation required by law or otherwise required by this and other related policies of the organization including all documents related to procedures for hiring-screening, employee/volunteer code of conduct, training, sign-in/sign-out, pick-up and release procedures, incident reporting follow-up, and disciplinary action. (PBA Staff Handbook 2011)

Sexual assault, including child abuse, molestation, or neglect will not be tolerated at Palm Beach Atlantic University. All students, faculty, staff and visitors are subject to this policy statement. Violators may be subject to discipline including, but not limited to termination, expulsion, or other appropriate institutional sanctions. Prosecution by the criminal and/or civil justice system may also occur. PBA affiliates (students, faculty, staff, & visitors) suspected and/or accused of sexual assault may be subject to disciplinary proceedings as per University policy. The University urges any individual who has been sexually assaulted to report the incident to the Department of Campus Safety or other trusted University official. Reporting is encouraged, even if the victim opts not to pursue legal prosecution, that the University can make resources available to the reporting victim to assist in the healing process.

Definition of Sexual Assault

Sexual assault is the commission of an unwanted sexual act, whether by an acquaintance or by a stranger, that occurs without indication of consent by both individuals, or that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. A person is legally incapable of giving consent if less than 18 years of age; if intoxicated by drugs and/or alcohol; if developmentally disabled; or if temporarily or permanently mentally or physically unable to give consent.

Anyone can be the target of sexual assault regardless of age, gender, race, ethnicity, sexual orientation, sexual history or social class. There is no stereotypical victim or rapist; and, incidents of rape and attempted rape often occur between acquaintances. The U.S. Department of Justice and local crime statistics report that acquaintances (people who know each other in some way) account for sixty-seven percent of rapes nationwide, and ninety percent on college campuses. These studies further conclude that a woman has between a twenty and twenty-five percent chance of being sexually assaulted during her college years

If You Have Been Sexually Assaulted

From a University perspective, the first priority is to ensure the victim's safety. Those who may have experienced sexual assault are encouraged not to be afraid to seek medical attention and/or contact the Department of Campus Safety, or other trusted University official, for the provision of resources, professional assistance and guidance.

If you have been sexually assaulted, immediate consideration should be given to the following:

- Seek medical attention immediately.
- With the intent of preserving evidence, and not disturbing the crime scene, victims should not shower, should not change clothes, or disturb the scene of the attack, but should go to the emergency room of a hospital. It is suggested that a friend accompany the victim to the hospital, if possible.

Reporting Sexual Assault to the Police

Although it is not required and is left entirely to the discretion of the victim, the Department of Campus Safety encourages reporting sexual assault to the police. Reporting a sexual assault to the police may seem intimidating, but there is no need to be afraid. Police officers are specially trained to handle such situations with sensitivity and compassion, and victims can feel free to bring a friend or advocate to accompany a police interview regarding the assault. Properly reporting assault crimes can assist the victim in regaining a sense of personal power and control over the situation.

Protecting Yourself Against Sexual Assault

Although we cannot guarantee that you will never be a victim, there are steps that can be taken to minimize those chances. The following are suggestions to incorporate into daily routines:

On the Street

- Do not walk alone unless it is absolutely necessary
- Be aware of what is happening in your surroundings. Know where you are and where you are going
- If you walk regularly, vary your route. Do not be predictable! Walk away from bushes, alleys and dark entryways. Stay in well-lighted areas

- Take precaution to prevent being surprised. Attackers rely on the element of surprise. Do not wear headphones when walking alone
- Trust your instincts. If you think you are being followed, walk toward a busy, lighted area. Scream loudly to attract attention and tell someone to call the police
- If someone bothers you from a car, turn and walk in the opposite direction. If possible, get a license plate number. When you are in a safe place, notify the Department of Campus Safety

Jogging in Parks and Streets

- When possible, run with a friend or in a group
- Try to avoid running alone during the evening hours

In Your Vehicle

- Always have keys in your hand as you approach your vehicle. Avoid having to look through bags or purses to find keys
- Always maintain focus and attention on surroundings. Be aware of what is happening around you
- Always look inside your vehicle in the back seat, and on the floor before you get into it
- Upon entry to your vehicle, immediately lock doors. Keep the car doors locked and your windows up when driving
- Always have plenty of gasoline in your car

Preparing for Vehicular Emergencies

- Know how to change a flat tire. Make certain that the spare tire is in good condition and that the proper auto safety equipment is in your car
- If your car breaks down at night, turn on your emergency flashers. Remain in your car with the doors locked and the windows closed until the police arrive
- If another motorist stops to assist you, roll the window down slightly, and ask him or her to call the police or a towing service.
- Always carry your mobile phone or enough money to make an emergency call.

Stalking

Stalking is defined as any person who willfully, maliciously and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety or the safety of his immediate family, friends or acquaintances. Stalking is a behavior or series of behaviors that alarm, annoy, or torment a person. These actions or series of actions by the perpetrator make the victim feel fearful, anxious, stressed and targeted. In most cases, the majority of the stalkers know their victim in some capacity before the stalking begins. Stalking situations usually involve one or more of the following behavioral elements:

- Perpetrator frequently observes or follows the victim
- Perpetrator gathers information about the victim and/or his personal life
- Perpetrator initiates non-threatening calls, email or other forms of communication
- Perpetrator initiates threatening calls, email or other forms of communication
- Perpetrator initiates some form of vandalism against the victim or victim acquaintances
- Perpetrator initiates physical or verbal attack(s) against victim.

Anyone who feels he or she may be a victim of stalking should immediately contact local law enforcement or the PBA Department of Campus Safety.

Sex Offender Registry

For information on registered sexual offenders, visit the Florida Department of Law Enforcement Sexual Offenders and Predators website at <http://offender.fdle.state.fl.us/offender/homepage.do>.

Missing Persons Policy

If any individual becomes concerned that someone might be missing, notice of same should immediately be given to the Department of Campus Safety. Upon receipt of same, the Department of Campus Safety will collaborate with the West Palm Beach Police Department to conduct a missing person investigation.

There is a misconception that friends, loved ones and colleagues cannot be reported missing until they have been missing for at least twenty-four hours. **This is not true.** A report of a missing person can be made at any time a person is believed to be missing. Anyone can file a missing persons report (friend, relative, coworker, etc...). If a person has not returned home, failed to appear for work, class, or for an appointment as anticipated, or if there is belief that something suspicious has occurred, or if there is concern regarding possible foul play regarding the subject person's absence, the situation should immediately be reported to the Department of Campus Safety.

Federal law mandates that the University provide students with an option of specifying person(s) with whom contact should be made in the event he or she has been determined by the police to be a missing person. During the enrollment process, an option will be given to students by which they may specify this person as the missing persons contact. Federal law also requires the University to inform students that an emergency contact will be notified within twenty-four hours of the person being reported missing. For non-emancipated minors, a custodial parent or guardian will be notified in addition to any other listed missing persons/emergency contact(s).

In addition to the minimum notifications that will be made under federal law, PBA may make additional notifications as necessary as provided by FERPA to resolve a safety emergency. This could include notifying parents or guardians even when they have not been specifically listed by a student as a missing persons or emergency contact.

Drug & Alcohol - Free Campus & Workplace

Alcohol and Drug Use

The unlawful manufacture, sale, distribution, promotion, possession, or use of drugs and the abuse of alcohol are prohibited in and on Palm Beach Atlantic University of University-owned or -controlled property and as a part of any activity. The enforcement of federal, state, and local laws pertaining to underage drinking; possession, use, and sale of drugs; and any other criminal occurrences, including false identification cases, is handled in conjunction with local law enforcement agencies. The alcohol policy can be found in its entirety in the Navigator Handbook, which is accessible through the Dean of Students website at www.pba.edu.

Campus Crime Statistics

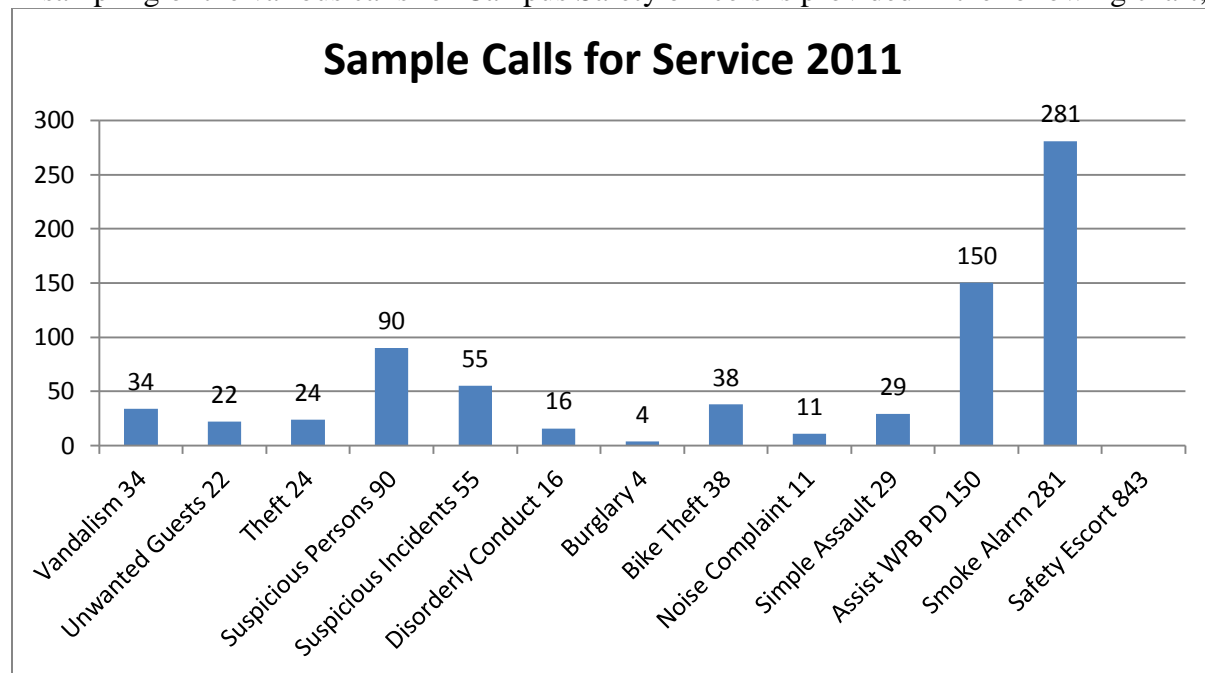
In 1990, the federal government, through the U.S. Department of Education, passed the Student Right-to-Know and Campus Security Act. This act requires colleges and universities to provide information to students and to employees regarding campus crime statistics. These statistics are

compiled per the calendar year, January 1 through December 31. This information is provided so that current students, prospective students, and employees are aware of their environment as it relates to campus safety and security. Statistics regarding occurrences of campus crime, as reported to the Department of Campus Safety, are provided at the Department of Campus Safety Web site and in the Campus Safety Office.

Palm Beach Atlantic University Campus Safety Officers responded to 19, 013 calls for service during 2011. Campus Safety officers devote much of their time to pro-active patrol, interacting with the campus community, and being a visible resource 24 hours each day.

Officers also conduct regular patrols of the Rinker Athletic Complex and the Fern Street Theatre, both located off the main PBA Campus. Conducting these patrols provides officers opportunities to interact with neighbors of the campus.

A sampling of the various calls for Campus Safety officers is provided in the following chart;



Clery Act Compliance

The Jeanne Clery Act requires all higher education institutions participating in federal financial aid programs to keep and disclose information about crime on and near their campuses.

The Clery Act Compliance is designed to facilitate the following:

- Review and approve Clery Act compliance policies and procedures
- Review and evaluate University compliance to policy and procedures
- Review annual crime statistics collection and reporting process
- Be empowered with accurate information regarding:
- Annual report and daily log requirements
- Crime classification definitions
- How to address a program review and use Department of Education resources
- Support the University effort to identify, inform, and train campus security authorities

Annual Disclosure Requirements

The annual crime and fire statistics are prepared by a careful search of all incident reports taken by the Department of Campus Safety; and, all crime information requested and received from local law enforcement.

All crime activity should be reported to the Department Campus Safety. The annual report may be found on the PBA web site, pba.edu, or a paper copy may be received by contacting the Department of Campus Safety at 561-803-2500. The annual crime and fire report information is collected by the Campus Safety staff under the direction of the Director of Campus Safety. Information is reviewed by the Clery Act Compliance Committee comprising the Executive Vice-President, the Dean of Students, the Director of Campus Safety and/or his designees.

Daily Crime & Fire Reports

The Department of Campus Safety maintains Daily Crime and Fire Report logs that record, by the date the incident was reported, all crimes, fire activity and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department's patrol jurisdiction.

The Daily Crime and Fire reports are available for public inspection at the Department of Campus Safety office located in the Borbe' Hall building. The log reports include the nature, date, time, and general location of each incident reported to the Department, as well as the disposition of the complaint, if this information is known at the time the log is created.

Crime & Fire Statistics Definitions

Geographical Classifications

On Campus: Statistics referencing crime and/or fire activity in the immediate vicinity of the main campus grounds including academic and research areas; dormitories; athletic fields and buildings, arenas, apartment complexes, chapels, churches and parking lots.

Non Campus: Statistics referencing crime and/or fire activity occurring in buildings, grounds or property not on the University's main campus, but are owned or controlled by Palm Beach Atlantic University.

Public Property: Statistics referencing crime and/or fire activity on public streets, sidewalks and parking facilities that may be contiguous, but are deemed not to be a part of campus grounds.

Crime Categories

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 of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: 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. (Motor vehicle theft classifications are all cases where motor vehicles 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 Crime Violations: In addition to the crime categories as noted above, a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury that is motivated by the offender's bias based on one or more of the following categories: race, religion, ethnicity, gender, sexual orientation, disability.

The statistics provided were valid at publication but may not reflect current trends.

1. The most current statistics were obtained from West Palm Beach Police records.
2. Discipline Case statistics were obtained from the Dean of Students, and the Office of Student Accountability.
3. All on-campus categories are inclusive of all student residence category statistics if applicable.



Palm Beach Atlantic University 2011

Clery Act Crime Statistics Reporting

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIMES STATISTICS ACT (formerly the Campus Security Act)

CATEGORY	VENUE	YEAR		
CRIMINAL HOMICIDE: Murder and Non-Negligent Manslaughter		2009	2010	2011
	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
Negligent Manslaughter		2009	2010	2011
	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
SEX OFFENSES: Forcible		2009	2010	2011
	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	1	0	0
Non-forcible		2009	2010	2011
	• On Campus***	0	1	1
	• In dormitories or other residential facilities	0	0	1
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
ROBBERY		2009	2010	2011
	• On Campus***	0	0	1
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
AGGRAVATED ASSAULT		2009	2010	2011
	• On Campus***	0	1	3
	• In dormitories or other residential facilities	0	0	1
	• In or on a non-campus building or property	0	1	0
	• On public property	0	1	1
BURGLARY		2009	2010	2011
	• On Campus***	15	4	3
	• In dormitories or other residential facilities	0	0	2
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
ARSON		2009	2010	2011
	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0

MOTOR VEHICLE THEFT		2009	2010	2011
	• On Campus***	1	3	2
	• In dormitories or other residential facilities	0	0	1
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	1
Liquor law violations	ARREST FOR:	2009	2010	2011
	• On Campus***	0	1	0
	• In dormitories or other residential facilities	0	1	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
Drug-related violations		2009	2010	2011
	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
Weapons possession		2009	2010	2011
	• On Campus***	0	0	0
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
Liquor Law violations	DISCIPLINARY REFERRALS:	2009	2010	2011
	• On Campus***	42	18	27
	• In dormitories or other residential facilities	38	18	26
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	1
Drug-related violations		2009	2010	2011
	• On Campus***	1	1	4
	• In dormitories or other residential facilities	0	1	3
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	2
Weapons possession		2009	2010	2011
	• On Campus***	2	1	0
	• In dormitories or other residential facilities	2	1	0
	• In or on a non-campus building or property	0	0	0
	• On public property	0	0	0
<u>Fire Laws</u> Includes Fires, Fire Alarms, Fire Drills and Smoke Detectors		2009	2010	2011
	• On Campus***	87	92	77
	• In dormitories or other residential facilities	85	69	61
	• In or on a non-campus building or property	0	4	0
	• On public property	0	0	0

The Following are not required for the Cleary Act; however, PBA Campus Safety keeps records of these offenses to better eradicate crime on our campus

Theft/Larceny		2009	2010	2011
	• On Campus***	43	46	23
	• In dormitories or other residential facilities	8	26	29
	• In or on a non-campus building or property	3	1	0
	• On public property	1	0	0
Breaking and Entering (Auto)		2009	2010	2011
	• On Campus***	3	0	1
	• In dormitories or other residential facilities	0	0	0
	• In or on a non-campus building or property	1	0	0
	• On public property	0	0	0
Vandalism		2009	2010	2011
	• On Campus***	11	10	1
	• In dormitories or other residential facilities	2	4	1
	• In or on a non-campus building or property	1	0	0
	• On public property	0	0	0

*** This category includes all on-campus incidents, including those listed in the category below, "In dormitories or other residential facilities." Therefore, the two categories are not cumulative, but duplicative.

NOTE: No hate crimes reported in fiscal years 1997 through 2011.



Annual Fire Safety Report

Campus Fire Safety Right-to-Know

This guide is published annually in compliance with the Campus Fire Safety Right-to-Know—part of the Higher Education Act (34 CFR 668.49).

2011 Fire Statistics

The 2011 statistics as reported to the Department of Campus Safety. The statistics were valid at publication, but may not reflect current trends.

Definitions:

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

False alarm: The fire alarm system was intentionally activated when no fire or danger existed, or the system malfunctioned.

Unwanted alarm: The fire alarm system was activated as it was designed to do, though the ultimate cause of the alarm was false; for example, dust entering a smoke detector.

Injuries: Number of persons injured that required treatment at a medical facility.

Fires Reported 2011

Residence Hall	Number of Fires	Number of Fatalities	Number of Injuries	Property Damage Value	Cause of Fire	Fire Drills Completed
Baxter	2	0	0	\$250	Pipe repair torch Alley adjacent - coals	2
Oceanview	0	0	0	0		2
Lakeview	1	0	0	0	Electric stove element	2
Towers	0	0	0	0		2
Johnson	0	0	0	0		2
Weyenberg	0	0	0	0		2
Rinker	0	0	0	0		2
Samaritan Gardens	1	0	0	0	Tree in parking lot	2
Mango Apts.	0	0	0	0		2

Fire Detection / Suppression Systems

Residence Hall	Fire Detection System	Sprinkler System	Fire Extinguishers	Redundant Monitoring
Baxter	Yes	Yes	Yes	Yes
Oceanview	Yes	Yes	Yes	Yes
Lakeview	Yes	No	Yes	Yes
Towers	Yes	No	Yes	Yes
Johnson	Yes	Yes	Yes	Yes
Weyenberg	Yes	Yes	Yes	Yes
Rinker	Yes	Yes	Yes	Yes
Samaritan Gardens	Yes	No	Yes	Yes
Mango Apts.	Yes	No	Yes	No

FIRE PREVENTION & SAFETY

Smoke Detectors & Sprinkler Systems

Campus residence halls have been equipped with smoke detectors, sprinkler systems, and an integrated Fire Alarm Control Panel system. Resident Directors and Resident Assistants are trained to call 911 and the University Department of Campus Safety in the event of alarm activation.

Fire Drills

The PBA Department of Campus Safety, in collaboration with the Dean of Students, and the Director of Residence Life, conducts fire drills (evacuations) from each residence hall during the academic year. The University requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms and required evacuations may face disciplinary action. Since false alarms may lower the evacuation responses, the University will analyze the cause or causes of false alarms and work to reduce their occurrence. By reducing the number of false alarms, we hope to maintain diligence in responding. The Department of Campus Safety also partners with the Residence Life staff as well as other departments within the university, to provide training in the use of fire extinguisher use, as well as building evacuation procedures.

Smoke-Free Environment

Palm Beach Atlantic University prohibits smoking on campus properties, including but not limited to classrooms, offices, enclosed buildings and facilities, walkways, in University owned vehicles, during indoor and outdoor athletic events and on campus grounds.

Fire Log

The University's Police Department maintains a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on campus student housing facility. This log includes the nature, date, time, and general location of each fire.

Fire Safety Systems, Training, Drills, and Emergency Evacuation

Palm Beach Atlantic University has long recognized the need to prepare for and respond to emergency incidents that pose a threat to the health and safety of the university community.

While an "emergency" by its very definition is an unforeseen event, it also usually requires immediate action. Developing an evacuation plan that addresses identifying exits, encourages advance identification of possible areas of refuge, designates assembly points (where all evacuees will meet once they have evacuated the building), and provides additional assistance to individuals with disabilities gives everyone a plan of action that shortens their response time and enables them to help themselves and others.

Fire Alarm Evacuation

Upon hearing a fire alarm, always evacuate immediately.

Do not assume the alarm is a false alarm. Immediately evacuate the building.

Never call the Campus Safety Department to ask if the alarm is "real." The Campus Safety Department will announce dates for testing in advance; these tests will be short, unless otherwise noted. It is not necessary to evacuate during announced tests.

When evacuation occurs, no one is permitted to return to the buildings until told to do so by a competent authority such as firefighters, Campus Safety officers, or police officers. Never assume that when alarms cease it is permissible to return to the buildings.

During evacuations, do not use elevators; always use stairs. Do not run and try to remain calm.

Upon evacuation, close all doors to confine the fire and reduce the oxygen that would fuel the fire. As you evacuate, verbally warn all occupants to evacuate the building.

Call boxes located in various parts of campus can be used, or you can dial the 24 hour number for Campus Safety as follows (561) 803-2500 or 9-1-1.

There is never a “normal” or “classic” scenario in any emergency situation, and fires are no exception. Always try to remain calm, report the fire, and alert others about the situation.

If a fire extinguisher is available and the fire appears containable, follow the instructions on the extinguisher and discharge it into the fire. Typically, however, use a fire extinguisher only after reporting the fire or activating a pull station, and only when this action does not expose the user to danger.

Reporting a Fire Emergency

It is vital that all employees familiarize themselves with the fire pull station closest to their work area(s). Students should also be familiar with fire pull stations around campus in the event of an emergency. The most effective way to report a fire is to activate the pull station. This action will transmit a message to West Palm Beach Fire 9-1-1 and Campus Safety, who will dispatch fire service to the building while simultaneously monitoring the situation.

If an individual observes a fire but is not near or cannot locate a pull station, he or she should call 9-1-1 to report the fire.

There is never a “normal” or “classic” scenario in any emergency situation, and fires are no exception. Always try to remain calm, report the fire, and alert others about the situation. If a fire extinguisher is available and the fire appears containable, follow the instructions on the extinguisher and discharge it into the fire. Typically, however, use an extinguisher only after reporting the fire to 911 and/or Public Safety, or activating a pull station, and only when this action does not expose the user to danger.

General Evacuation Guidelines

All individuals at Palm Beach Atlantic University should prepare for emergencies ahead of time. Prior planning and practicing of emergency evacuation routes are important in ensuring a safe evacuation. An evacuation plan must start with this basic premise: Everyone must try to evacuate to the nearest, safe exit. At least two emergency passageways should be identified in each building. Each passageway must either lead to an exit or safely lead to an area of escape.

Campus Evacuation Areas

All faculty, staff and students must evacuate the building by the closest exit during an evacuation and move at least 500 feet from the building. This area should be pre-designated and be far enough away to not interfere with emergency responders and equipment. Campus Safety personnel will attempt to ensure that no person re-enters the building until told to do so by

competent authority such as a fire official, senior administrator, Director of Campus Safety, or police officer. All are expected to comply with these procedures.

Be Prepared For a Fire / Evacuation

- Your building should have an evacuation plan. Learn it and practice it during all fire drills.
- If you hear an alarm, leave immediately. Close doors behind you as you go, but do not lock your office. Emergency personnel may need to access the area you are vacating.
- If you live on campus and have a disability and may need assistance during an evacuation, make sure you are included in the escape planning for your housing by registering in advance with Residential Life.
- Learn the location of all building exits. You may have to find your way out in the dark or in smoke.
- If you are in an area with smoke alarms, do not disable them or remove batteries.
- Do not hang anything from fire sprinkler pipes or nozzles.
- Keep a flashlight handy.

Escape Tips

- If you have to escape through smoke, get low and go under the smoke to your exit.
- Before opening a door, feel the door. If it is hot, use your second way out if you have one.
- Use the stairs – never use an elevator during a fire.
- If you are trapped, call 911 and tell them where you are. Seal your door with rags and signal from your window. If you are able, open windows slightly at the top and bottom, but close them if smoke rushes in from any direction.
- If you have a disability, alert others of the type of assistance you need to leave the building. If you are an employee or a student who resides on campus, you can confidentially register in advance with the Public Safety Department if you think you may need assistance.

Training and Education

At the time of a fire, you should know what is necessary and what role, if any, you have in carrying out the evacuation. These guidelines are intended to inform you know what is expected of you during a fire to assure your safety.

Training includes the following elements:

- What to do if you discover a fire
- Recognition of alarm
- How to recognize fire exits
- Evacuation routes
- Assisting employees and students with disabilities
- Measures to contain fire (e.g., closing office doors, windows, etc. in immediate vicinity)
- Return to building after the "all-clear" signal from emergency officials responding to incident, Campus Safety or police.

Residential Life Staff provides instructions for all residential students.

Fire Equipment Training

Certain employees, listed below, are expected to know how to use the fire prevention equipment as part of their job:

- All Campus Safety personnel
- All non-office Facilities Management staff and supervisors
- All Residential Life personnel

Training may be offered to individuals beyond this list, including students. The Campus Safety Director will provide or arrange for training for each employee who is required to know how to use fire prevention equipment. You should not use fire prevention equipment without appropriate training. Training includes:

- Types of fire prevention equipment
- For Public Safety personnel, interpretation of the fire panel
- Location of fire prevention equipment
- How to use fire prevention equipment
- Limitations of fire prevention equipment

Fire Protection Equipment

Fire protection equipment in use at Palm Beach Atlantic University includes campus pull stations and an adequate number of portable fire extinguishers and sprinkler systems to protect from the various types of fire hazards. The location of these pull stations are clearly visible in each building. This equipment must be monitored on a regular basis to make sure it continues to function properly.

The various systems and equipment are detailed below:

Fire Extinguishers

Fire extinguishers are placed on the Palm Beach Atlantic University property for safety purposes. Fire extinguishers on campus are inspected annually by a licensed fire protection vendor. Campus Safety personnel are trained in the use of fire extinguishers, as are some additional University employees.

Smoke Detectors

Battery operated smoke detectors on campus are located in areas where no smoke detectors are hard wired to the fire panel. Facilities Management will change the batteries and test all battery operated smoke detectors twice per year.

Fire Sprinkler System

The following areas of campus have a sprinkler system:

- Baxter Residence Hall
- Warren Library
- Sachs Hall
- Oceanview Residence Hall
- Lakeview Residence Hall
- Towers Residence Hall
- Johnson Hall
- Weyenberg Hall
- Rinker Hall
- Lassiter Student Center
- Fresh Food Company
- DeSantis Chapel
- Fern Street Theatre

The Campus Safety Department will arrange for the automatic fire sprinkler system to be maintained, and to be inspected at least annually. A main drain flow test is performed on each system annually. The inspector's test valve will be opened at least every two years to assure that the sprinkler system operates properly.

Crisis on Campus- Active Shooter or Other Potential Violent Event

Palm Beach Atlantic University uses an “all-hazard” approach to campus emergency planning. All-hazard planning means that basic concepts can be applied and used to guide an individual’s response to many types of critical life-safety emergencies, whether accidental, natural, or man-made. Common sense, situational awareness, and personal decisions are key elements to an individual’s unique practical application of the all-hazard concept. The all-hazard concept is intended to help community members respond to critical life-safety emergencies or emergency notifications where sheltering in place is the recommended or common sense response.

Secure your area: If indoors, lock or barricade doors and windows, close blinds, and turn off the lights. If the door cannot be locked, use furniture or a wedge, such as a book or chair, to barricade or jam the door closed. If outdoors, get to a securable location. This may mean moving to a safe building, going to your car and leaving campus, or staying hidden and out of sight.

Take cover: hide: stay out of sight: If you’re in a locked or secured room, make sure you can’t be seen from outside. Consider hiding under a desk, behind furniture, or in a closet. If you are outside, stay out of sight, especially if the threat is immediately around you. Use hedges, buildings, or cars to conceal yourself.

Advise others immediately so that they can take steps to protect themselves, and await further information: Shout at people near you to take cover. If you’re in class, advise your professor immediately. Get as many people informed as you can so they can take protective measures. While one aspect does involve securing doors, it is more discretionary and involves a locking process that takes into account common sense, situational awareness, and the availability of a securable area.

On a college campus, this all-hazard approach is a much more adaptable, versatile, and dynamic response than a traditional lockdown and can assist community members with their personal safety regardless of their location on campus.

Course of Action

In case of an incident and if directly involved, and in a safe area, please attempt do the following:

- Call 9-1-1 or 803-2500
- What to Report:
 - Your specific location, in particular the building name and the office or room number you are in.
 - The number of people at your specific location
 - The number of injured persons and what types of injuries have been suffered
 - Provide as much of the following information as is known;
 - Assailant(s) location
 - Number of suspects
 - Race
 - Gender

- Clothing description
- Physical features
- Type of weapon(s)
- Backpack type or other bags being carried
- Shooter's identity if known
- Type of incident
- Any additional information you feel is important
- Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until otherwise notified.
- Dependent upon the specific threat, assist members in seeking shelter or in evacuating the building.

Shelter-In-Place

If unable to evacuate the following is a best practice guideline:

- Lock or barricaded yourself and anyone with you in the room you are in at the time of the threatening activity.
- Close blinds or curtains and then stay away from the windows.
- Call 9-1-1 or 803-2500
- DO NOT Stay in an open area!
- DO NOT Sound the Fire Alarm! This could signal an evacuation putting people in harm's way.
- Turn off all lights and audio equipment. **Turn cell phones to silent or off.**
- Try to stay calm and quiet.

If caught in an open area:

- You may attempt to hide but ensure it is inconspicuous.
- If you are directly confronted by the assailant follow their directions.
- If you think you can safely make it out of the building by running; then do so.



Campus Map - 2011: Palm Beach Atlantic University

