

CAMBRIDGE COLLEGE OF HEALTHCARE & TECHNOLOGY

2016 Annual Safety
& Security Report

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An institutional report in compliance with the Campus Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

ANNUAL DISCLOSURE OF CRIME STATISTICS

The Clery Act requires all institutions of higher education to publish an annual report of security policies and crime statistics. Information contained in this report was also solicited from the local city police forces for the purpose of identifying crimes that occurred on city streets and property adjacent to Cambridge College. This report is made available to all current students and employees; for a printed copy, visit the campus library. The report is also accessible via the website and distributed at new student orientation. The report is due by October 1st of each year and must contain certain crime statistics for the most recent three year reporting period. In addition to this report Cambridge College reports its crime statistics to the Department of Education, which posts the information to their web site at: <http://nces.ed.gov/collegenavigator/?q=Cambridge+institute&s=FL&id=454865#crime>.

A crime is reported when it is brought to the attention of a campus security authority or the local police by a victim, witness, other third party, or even the offender. Disclosure of crime reports must occur regardless of whether any of the individuals involved in either the crime itself, or in the reporting of the crime are associated with the College. Alleged criminal incidents will be reported even if no investigation by the police or campus security authority occurs that could result in a finding of guilt or responsibility.

CAMPUS SECURITY AUTHORITIES

The U.S. Department of Education (34 C.F.R., §668.46, also defines “campus security authorities” as someone with “significant responsibility for student and campus activities”. Cambridge College further defines the following as “campus security authorities”:

South Florida Campus

Cambridge College of Healthcare & Technology
Dominique Werner, Interim Campus Director
5150 Linton Boulevard, Suite 340
Delray Beach, FL 33484
(561) 381-4990

Atlanta Campus

Cambridge College of Healthcare & Technology
Nicole Warren, Campus Director
5669 Peachtree Dunwoody Road, Suite 100
Atlanta, GA 30342
(404) 255-4500

Orlando Area Campus

Cambridge Institute of Health & Technology
Dr. Vincente Quinones, Campus Director
460 Altamonte Drive, 3rd Floor
Altamonte Springs, FL 32701
(407) 265-8383

REPORTING A CRIME

In the event of an actual crime or emergency in progress, get to a safe place and call 911 immediately. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the Office of Campus Safety in a timely manner. Any suspicious activity or person(s) seen in the parking lots, person(s) loitering around vehicles, and person(s) inside the building should be reported. Do not hesitate to request maximum and immediate help by calling 911 especially if a crime or emergency is in progress. Campus Personnel will assist students that request help in notifying authorities.

CONFIDENTIAL REPORTING PROCEDURES

If you are a victim of a crime and do not want to pursue action within the College or criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Security Authority can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of the campus community. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics of the institution.

CRIME DEFINITIONS

The following are reportable crimes and their definitions. The definitions are taken from the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook* (UCR).

- *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, suicide, accidental deaths, and justifiable homicides are excluded.
- *Negligent Manslaughter*: the killing of another person through gross negligence.
- *Sex Offenses–Forcible*: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- *Forcible Rape*: is the carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- *Forcible Sodomy*: is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- *Sexual Assault With An Object*: is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
- *Forcible Fondling*: is the touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Sex Offenses Non-Forcible*: unlawful, non-forcible sexual intercourse (limited to incest and statutory rape).
- *Incest*: is the non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape*: is the non-forcible sexual intercourse with a person who is under the statutory age of consent.
- *Robbery*: the taking or attempting to take anything of 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 is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that the injury resulted 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 the 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.

Along with the above listed crimes it is a requirement to report arrests and campus disciplinary referrals for the following offenses:

1. *Liquor Law Violations*: the violation of laws or ordinances prohibiting the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a 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.)

2. *Drug Abuse Violations*: violations of state and local laws relating to the unlawful possession, sale, use, 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).
3. *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 minor; alien possessing weapons and all attempts of the aforementioned.

DRUG FREE CAMPUS AND WORKPLACE POLICY

Cambridge College of Healthcare & Technology is committed to providing a drug-free campus and workplace environment. As an institution of higher education, the College recognizes the need to establish a drug and alcohol awareness program to educate faculty, staff and students about the dangers of drug and alcohol abuse. This policy is established as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

DRUG FREE AWARENESS PROGRAM

All employees and students are informed that the college has established a Drug Free Awareness Program informing students and employees via institutional catalog and posted flyers on campus about:

- Our policy of maintaining a drug-free school;
- Any available drug counseling, rehabilitation, and student assistance programs; and
- The penalties that may be imposed upon students for drug above violations occurring on College property, as defined above.
- Available referral to drug counseling and rehabilitation for employees can be obtained through United Way and students may contact the United Way for counseling and rehabilitation at 211 or www.211.org.

POSSESSION, SALE AND/OR CONSUMPTION OF NON-PRESCRIPTION AND ILLEGAL DRUGS

No student may be in illegal possession of, deliver, dispense, distribute, administer, manufacture or wholesale any controlled substance, including marijuana, narcotics, hallucinogens, and other chemical analog or drug-related paraphernalia prohibited by State or Federal Drug Laws. (Federal law requires that students be informed that Federal and State laws prohibit possession and/or use of illicit drugs. Cambridge College complies with Federal and State laws regarding illicit drugs. The College reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs. Investigation may include but is not limited to classroom and/or vehicle inspection, canine drug scan or drug screening in cases of strong suspicion of drug use. (Refusal to submit to these measures at time of request may be viewed as strong evidence, which may result in suspension.)

Cambridge has a “Zero-Tolerance” policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol on School property, or as part of any School activity. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary actions. Consequences for inappropriate behavior can be severe, up to and including dismissal from the college. If any individual is apprehended for violating any alcohol or other drug related law while at a college location or activity, the college will fully cooperate with federal and state law enforcement agencies. The college abides by federal Drug-Free Workplace and Drug-Free Schools and Communities Act regulations regardless of individual state legalization.

STATE STATUTES

The State Statutes that govern sale and consumption of alcoholic beverages for both Florida and Georgia are listed in Appendix IV.

DESCRIPTION OF HEALTH RISKS

Drugs and/or alcohol use contribute to:

- 65% of all suicides
- 70% of all drowning deaths
- 83% of all fire deaths
- 50% of all motor vehicle accidents
- 70% of all homicides

The following are descriptions of dangerous drugs:

Alcohol is a potentially addictive drug of significant physical and psychological consequence. Alcohol is a central nervous system depressant that affects all neurological functions. At relatively low levels it affects one's judgment and decision-making, and at higher levels it impairs the functioning of one's vital organs and can result in a coma or death. Alcohol is an irritant to the gastrointestinal tract and moderate overindulgence ordinarily results in nausea, vomiting, and diarrhea. In addition to these significant physical consequences, there are a number of less obvious consequences to alcohol use. For example, the effects of alcohol on sleep have been well documented. Consuming several drinks before bedtime has been found to decrease the amount of REM (rapid eye movement) or dreaming sleep. The consequences of being deprived of REM sleep are impaired concentration and memory, as well as anxiety, tiredness, and irritability. Additionally, research has demonstrated that alcohol tends to decrease fear and increase the likelihood that an individual will accept risks. This lack of inhibition and judgment is a major contributor to the extraordinarily high percentage of serious accidents and accidental deaths related to alcohol use. Prolonged and excessive use of alcohol usually causes progressively more serious erosion of the gastrointestinal tract lining ranging from gastritis to ulcers and hemorrhage. Damage to the pancreas is frequent among those who have used alcohol. Interestingly, while 10% of the adult population is estimated to be addicted to beverage alcohol, (i.e., they are alcoholics), this 10% of the population comprises 35% of those hospital in-patients who receive major surgery in any given year. Alcoholism is the third major killer in the United States, second to heart disease and cancer, and acute alcohol intoxication is the second leading cause of death by poisoning.

Marijuana (Cannabis) (nicotina glauca) is an illegal drug that impairs memory, perception, judgment, and hand-eye coordination skills. The tar content in cannabis smoke is at least 50% higher than that of tobacco and thus smokers run the added risk of lung cancer, chronic bronchitis, and other lung diseases. Recently, the medical community has diagnosed the existence of an AA motivational syndrome that affects moderate to chronic users and includes symptoms of loss of energy, motivation, effectiveness, concentration, ability to carry out long-term plans, and performance in school and work.

LSD (Lysergic Acid Diethylamide) is a semi-synthetic drug regarded as a hallucinogenic. Short-term effects of this drug are generally felt within an hour of consumption and may last from two to 12 hours.

Physiologically the user experiences increased blood pressure, rise in body temperature, dilated pupils, rapid heartbeat, muscular weakness, trembling, nausea, chills, numbness, loss of interest in food, and hyperventilation. Fine motor skills and coordination are usually impaired, as are perception, thought, mood, and psychological processes. Long-term effects may include flashbacks, weeks and even months after taking the drug, mental illness, prolonged depression, anxiety, psychological dependence, and suicidal thoughts.

PCP (Phencyclidine Hydrochloride) is a white crystalline powder that was originally used as a local anesthetic, but due to extreme side effects, was discontinued in 1967. In humans, PCP is a difficult drug to classify in that reactions may vary from stupor to euphoria and resemble the effects of a stimulant, depressant, anesthetic, or hallucinogen. Short-term effects include hyperventilation, increase in blood pressure and pulse rate, flushing and profuse sweating, general numbness of the extremities, and muscular incoordination. At higher doses it causes nausea, vomiting, blurred vision, loss of balance, and disorientation. It produces profound alteration of sensation, mood and consciousness, and can cause psychotic states in many ways indistinguishable from schizophrenia. Large doses have been known to cause convulsions, permanent brain damage, and coma.

Psilocybin is a hallucinogenic drug occurring naturally in about 20 species of Mexican mushrooms and is also produced synthetically. It is a white powder made of fine crystals and distributed in tablet, capsule, or liquid form. Shortly after taking psilocybin, a user may experience increased blood pressure, rapid heartbeat, and an increase in body temperature, dry mouth, dilated pupils, and some degree of agitation or excitement. This is followed by a decrease in the ability to concentrate or stay in touch with reality. (Hallucinations, as well as altered perceptions of time and space, may occur.) The effects are usually shorter lasting than those of LSD, yet the dangers are very similar.

Cocaine is a naturally occurring stimulant drug which is extracted from the leaves of the cocoa plant. Cocaine is sold as a white translucent crystalline powder frequently cut to about half its strength by a variety of other ingredients including sugars and cleaning powders. It is one of the most powerfully addictive drugs in use today. Short-term effects of cocaine include constricted peripheral blood vessels, dilated pupils, increased heart rate and blood pressure. It also causes appetite suppression, pain indifference, possible vomiting, visual, auditory, and tactile hallucinations, and occasionally paranoia. Long-term effects include nasal congestion, collapse of nasal septum, restlessness, irritability, anxiety, and depression. Overdoses or chronic use may result in toxicity which includes symptoms of seizures followed by respiratory arrest, coma, cardiac arrest, and/or death.

Cocaine Free-Base or Crack is the result of converting street cocaine to a pure base by removing the hydrochloric salt in many of the "cutting" agents. The end result is not water soluble, and therefore, must be smoked. It is much more dangerous than cocaine because it reaches the brain in seconds, and the intensified dose results in a sudden and intense physical reaction. This response lasts a few minutes and is followed by deep depression, loss of appetite, difficulty in sleeping, feeling revulsion for self, and worries and obsessions about getting more crack. Consequently, users often increase the dose and frequency of use resulting in severe addiction that includes physical debilitation and financial ruin. Physiologically, seizures followed by respiratory arrest and coma or cardiac arrest and death may accompany long-term use.

Amphetamines are central nervous system stimulants that were once used medically to treat a variety of symptoms including depression and obesity. They may be taken orally, sniffed, or injected into the veins. Short-term effects disappear within a few hours and include reduction of appetite, increased breathing and heart rate, raised blood pressure, dilation of pupils, dry mouth, fever, sweating, headache, blurred vision and dizziness. Higher doses may cause flushing, rapid and irregular heartbeat, tremor, loss of coordination, and collapse. Death has occurred from ruptured blood vessels in the brain, heart failure, and very high fever. Psychological effects include increased alertness, postponement of fatigue, a false feeling of well-being, restlessness, excitability, and a feeling of power. Long-term effects include drug dependence and the risk of drug induced psychosis. Withdrawal includes extreme fatigue, irritability, strong hunger, and deep depression that may lead to suicide.

DRUG AND ALCOHOL COUNSELING

More information about alcohol and drugs and the risks they pose to health is available from the Campus Director at each campus. Outside counseling services and support groups are available. See page 78 of our catalog for a list of resources. Hyperlinks are provided for easy access. On most sites you can enter your Zip Code for centers closest to you.

PARENT NOTIFICATION FOR DRUG AND ALCOHOL VIOLATIONS

In accordance with the Higher Education Amendments of 1998 to the Family Educational Rights and Privacy Act (FERPA) of 1974, Cambridge College has the right to notify the parent or legal guardian of a student who is under the age of 21 when the student has been found guilty through disciplinary channels of violating any Cambridge College rule regarding alcohol or illegal drugs. Cambridge College also reserves the right to notify parents at any time regarding matters of student discipline.

VIOLENCE AGAINST WOMEN ACT (VAWA)

PURPOSE AND SUMMARY

Cambridge College is committed to creating and maintaining a community where all individuals who participate in College programs and activities can work and learn together in an atmosphere free of harassment, exploitation or intimidation.

The College prohibits sexual harassment and sexual violence. Such behavior violates both law and the College's policy. The College will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, discipline behavior that constitutes sexual harassment and/or sexual violence, or otherwise violates the 2013 reauthorization of the Violence Against Women Act (hereinafter referred to as "VAWA Policy").

SCOPE OF POLICY

The VAWA Policy applies to all Cambridge employees and students.

PROHIBITED ACTS AND DEFINITIONS

In compliance with the Violence Against Women Act (VAWA), the VAWA Policy prohibits sexual harassment, domestic violence, dating violence, sexual assault, stalking and other acts that as defined below:

- **Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). The College will respond to reports of any such conduct in accordance with the VAWA or other applicable Policy. Sexual harassment may include incidents between any members of the College community, including faculty, staff or other employees, students or third parties such as, but not limited to: vendors, contractors, and visitors. Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.
- **Sexual Violence** is defined as physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.
- **Domestic Violence** is defined as any felony or misdemeanor crime committed by a current or former spouse of the victim; person the victim has a child with; an individual who lives, or has lived, with the victim as a spouse, or a person similarly situated to a spouse; and any other person committing an act "against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence** is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- **Sexual Assault** occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication).
- **Forcible Sexual Offense** is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- **Non-Forcible Sexual Offense** is defined as unlawful, non-forcible sexual intercourse. There are two types of Non-forcible Sex Offenses:
 - **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Consent is informed** is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of freewill. Consent is *revocable*. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute

consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment. For purposes of the Policy, the age of consent is the age consistent with Florida and Georgia Law.

- ***Incapacitation*** is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.
- ***Stalking*** is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

CONSENSUAL RELATIONSHIPS

The VAWA Policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the Cambridge community are subject to other Cambridge policies outlined in the Employee and/or Student Handbooks. While a consensual romantic relationship between members of the College community may begin or continue for some time without issue, as relationships change they may evolve into situations that lead to charges of sexual harassment or sexual violence.

GENDER IDENTITY, GENDER EXPRESSION, OR SEXUAL ORIENTATION DISCRIMINATION

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation also is prohibited by Cambridge, as part of its Nondiscrimination Policy, if it denies or limits a person's ability to participate in or benefit from College educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, the College may take into account acts of discrimination based on gender, gender identity, gender expression, sex- or gender-stereotyping or sexual orientation.

REPORTING SEXUAL HARASSMENT OR SEXUAL VIOLENCE

Any member of the Cambridge community may report conduct that may constitute a violation of VAWA, including sexual harassment or sexual violence, to any supervisor, manager, or the Title IX Officer. An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedures as

outlined in the Employee and/or Student Handbooks. Such complaint or grievance may be filed either instead of or may be filed either instead of, or in addition to, making a report of sexual harassment to the Title IX Officer. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing. If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to any manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Officer or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. Prompt reporting will better enable Cambridge to respond, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede Cambridge's ability to conduct an investigation and/or to take appropriate remedial actions.

An individual who has made a report of sexual harassment or sexual violence also may file a separate complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow the VAWA Policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed within EEOC time limits for filing a charge. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to the VAWA Policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is the latter.

RESPONSE TO REPORTS OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE

The College will provide a written explanation of available rights and options, including procedures to follow, when the College receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus or in connection with any College program.

The Campus Director will issue a written statement of the findings of the investigation within fourteen (14) days of the completion of the investigation. The Findings Statement will be sent to the Complainant and Respondent via certified return receipt through the U.S. Postal System.

The Findings Statement will include a determination as to whether or not discrimination or harassment took place and any appropriate remedy or disciplinary actions up to and including termination of employment or expulsion from the College. Disciplinary actions shall be determined on a case-by-case basis. Discipline decisions that affect a student or students shall be made in accordance with the terms of the Student Code of Conduct found in the College's Catalog.

Upon a finding of sexual harassment or sexual violence, College may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Both the complainant and the alleged perpetrator will be notified, in writing, about the outcome of the complaint and any appeal.

RETALIATION

The VAWA Policy prohibits retaliation against a person who reports sexual harassment, sexual violence or other types of harassment, or someone who assists another person with a VAWA complaint, or a person who participates in any manner in an investigation or resolution of a complain under the VAWA Policy. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

BYSTANDER INTERVENTION

Cambridge supports safe and positive options that may be carried out by an individual(s) to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

PRIVACY

Cambridge College shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and College policies. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the College community. While such information is considered confidential, College policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals.

An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether the Cambridge concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

REQUESTS FOR CONFIDENTIALITY

Confidential resources, outside/third party counseling sources are available for individuals who may be interested in bringing a report of sexual harassment or sexual violence with a safe place to discuss their concerns.

Individuals who consult with confidential resources shall be advised that their discussions in these settings are not considered reports of sexual harassment or sexual violence and that without additional

action by the individual, the discussions will not result in any action by the College to resolve their concerns.

An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the College's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the College will comply with requests for confidentiality to the extent possible.

EMPLOYEE DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY

Cambridge reserves the right to determine on case-by-case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any College employee.

Disciplinary action resulting from a determination that a violation of the VAWA policy occurred, may include but are not limited to: unpaid suspension from work, altered work schedule, training or education specific to the offense, and termination of employment without the opportunity to re-apply for future employment. Cambridge, and at its sole discretion, may also combine various disciplinary actions it deems appropriate for the violation finding.

The final decision for any disciplinary action taken will be made at the sole discretion of the College's responsible officers and communicated by the Title IX Coordinator. This decision may not be appealed.

STUDENT DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY

The College reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any Cambridge student.

Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: suspension from school, altered class schedule, training or education specific to the offense, community service requirements at a location determined by the school, and withdrawal from the school without the opportunity to re-enroll. Cambridge College, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding. The final decision for any disciplinary action taken will be made at the sole discretion of the College's responsible officers and communicated by the Title IX Coordinator. This decision may not be appealed.

ADDITIONAL ENFORCEMENT INFORMATION

The Federal Equal Employment Opportunity Commission (EEOC) investigates complaints of unlawful harassment, including sexual violence, in employment. The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful harassment and sexual violence by students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC or OCR.

RESPONSIBLE TITLE IX OFFICERS

Title IX Administrators:

Atlanta: Nicole Warren, Campus Director
Delray Beach: Dominique Werner, Interim Campus Director, Corporate Registrar
Altamonte Springs: Vicente Quinones, Campus Director

DELRAY OFFICE LOCATION 5150 Linton Boulevard, Suite 340
Delray Beach, FL 33484
Phone: (561) 381-4990

ATLANTA OFFICE LOCATION 5669 Peachtree Dunwoody Road, Suite 100
Atlanta, GA 30342
Phone: (404) 255-4500

ALTAMONTE SPRINGS LOCATION 460 East Altamonte Drive
Altamonte Springs, FL 32701

(407)265-8383

CAMBRIDGE COLLEGE SEX OFFENSE PREVENTION

Cambridge College is dedicated to the prevention of sexual assault, and promotes the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. For additional resources please visit the website listed below to learn what is considered abuse, what to do if one finds themselves in an abusive relationship and how to create a personalized safety plan.

<http://www.loveisrespect.org/>

Please see the Appendix I for local area resources.

SEX OFFENDER REGISTRIES

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Cambridge College Office of Campus Security is providing the following links: **<http://offender.fdle.state.fl.us/offender/homepage.do> and www.nsopr.gov.**

The "Campus Sex Crimes Prevention Act" requires sex offenders who are enrolled in or work at institutions of higher education to register with the state's sex offender registration program. In turn, the state is obligated to notify the school's law enforcement unit as soon as possible.

TIMELY WARNINGS

Information on criminal incidents and other campus emergencies that occur, either on or off campus, that, in the judgment of the Cambridge College Office of Campus Safety constitutes an ongoing or continuing threat to the campus community, a campus wide “timely warning” will be issued. The information included in the warning may include but is not limited to the type of incident, the location of the incident, the date and time of the incident, and how the campus community should respond. Distribution will be made through email and written notifications placed strategically throughout campus. The warning will only be issued after it is determined that it will not compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

POSSESSION OF FIREARMS, FIREWORKS, EXPLOSIVES OR WEAPONS

Cambridge College conforms to Florida and Georgia statutes which address the possession of weapons on or within 1,000 feet of a school. Violation of this policy will result in appropriate action, including, but not limited to expulsion, dismissal, and/or criminal prosecution, if a student or visitor to campus engages in any of the following:

Using, possessing, distributing manufacturing, maintaining, transporting or receiving, within any location on College property or at any College sponsored event, any of the following weapons as defined below:

- Firearm or weapon whether operable or inoperable is defined as any object of like character, including but not limited to paintball guns, BB/pellet guns, potato guns, air soft guns or any device which propels a projectile of any kind;
- Knife having a blade of two or more inches;
- Straight edge razor or razor blade;
- Spring stick;
- Bat, club, or other bludgeon type weapon;
- Nun Chaka, nun chuck, nunchaku, or shuriken;
- Throwing star or oriental dart;
- Stun gun or Taser;
- Any destructive device, detonator, explosive, incendiary, over-pressure device or any explosive materials.
- The possession of a valid firearms permit or a valid license to carry a concealed weapon, does not exempt students from the provisions of this policy.

PERSONAL SAFETY

IN THE EVENT OF SUSPICIOUS/CRIMINAL ACTIVITY, GET TO A SAFE PLACE AND PROMPTLY CALL 911.

Personal safety and property security at Cambridge College is everyone’s responsibility. The Campus Director urges all members of the campus community to participate in making the campus as safe as possible. If members of the community develop good security habits, they can assist the College in safeguarding personal and College property.

SECURITY TIPS IF YOU SENSE A THREAT

- Assess the situation and then take action.
- Move away from the potential threat. You will have to decide how immediate the threat is and how drastic your action should be.
- Join any group of people nearby. Cross the street and increase your pace to move away from danger.
- Go to a well-lighted public place and call the police immediately.
- If you believe a threat is imminent and you see people nearby to help, yell, scream or make a commotion to attract attention in any way you can.
- If you see someone else in trouble, immediately call the police.
- After you have avoided a potential threat of crime, notify the police and campus security.

SITUATIONS THAT COULD INDICATE A POTENTIAL THREAT

- Unusual noises, such as gunshots, screaming and anything suggestive of foul play, danger, or illegal activity. In such situations, immediately call 911.
- Open or broken doors/windows, which could signify a possible burglary in progress or scene of a completed crime.
- Person(s) sitting in parked vehicles for an extended period.
- A vehicle driving slowly in the parking lot at night with its lights out.

WALKING ALONE ON CAMPUS

- Walk purposefully, briskly, and keep moving.
- Never work alone in an office or classroom on campus at night.
- Avoid traveling the same route every day.
- Have keys ready when approaching a locked door.
- If dropped off by a taxi or automobile, ask the driver to wait until safely inside.
- Stay in well-lighted areas as much as possible.
- Arrange a buddy system with someone you know.
- Stay alert to surroundings and trust personal instincts.
- When in danger, attract attention any way you can.

SAFETY IN YOUR CAR

- Have your car key ready when approaching a vehicle and check to make sure no one is hiding inside.
- Park in well-lit, designated parking areas.
- Keep all valuables out of sight in the trunk of the vehicle.
- Always lock the car.

NETWORK USAGE POLICIES

The network is to be used in accordance with the mission of Cambridge College as a tool to enhance education and is not available for unrestricted use for other purposes. The following policies address the proper use of Cambridge College's network. These policies are a supplement to the Cambridge College Technology Systems Usage Policy. These policies are subject to change.

Unauthorized networking equipment (such as routers and wireless access points, etc.) is prohibited from use on the network. Network services and wiring may not be modified or extended beyond their intended use. This policy applies to all College network infrastructure and services.

Users may not manually assign an IP address to any network device. Doing so may disrupt connectivity for other users.

Users of the Cambridge College network may not provide access to resources on the local network to anyone outside of the College community for any purpose unless accomplished by means approved by Information Technology Services (ITS).

Computer names, computer descriptions, and messages broadcast across the network should not be defamatory, lewd, or obscene.

Federal law prohibits the transmission (sharing) of copyrighted materials without express written permission from the copyright holder. Copyrighted works (including but not limited to original writings, software, movies and music) may not be shared on the local network without written permission of the copyright holder. Per Title 17 and Title 18 of US Code, penalties may include up to \$150,000 in civil liability and up to five years in prison for a first offense.

Cambridge prohibits the installation of peer-to-peer software such as but not limited to *KaZaA*, *Napster*, *Gnutella*, *FreeNet*, *WinMX*, *Morpheus*, and *AOL Messenger-AIM*, *MSN Messenger*, *ICQ*, on any computing device connected to the College network. Cambridge College reserves the right to restrict access to any service detrimental to the College's technology resources. Attempts to bypass these restrictions will be considered a violation of this policy.

Cambridge College does not allow network users to run unauthorized SMTP, DHCP, or directory services on any networks. Defective, malfunctioning, compromised or misconfigured equipment on the network will be disabled without prior notification.

Unauthorized registration of a domain to a Cambridge IP address is prohibited. This includes but is not limited to direct DNS resolution and DNS aliasing. Unauthorized hardware and/or software used to detect and/or exploit network vulnerabilities are forbidden on Cambridge College networks. Forgery or other misrepresentation of one's identity via electronic or any other form of communication is prohibited regardless of intent.

Violation of these policies will result in penalties up to and including expulsion.

DISCLAIMER: From time-to-time this Technology Systems Usage Policy and related policies may be revised. The latest official copy of this policy is available from the Information Technology Services Director.

EMERGENCY ACTION PLAN (EAP)

EMERGENCY PERSONNEL:

Designated Responsible Officials are as follows:

DELRAY BEACH: Dominique Werner, Interim Campus Director, Corporate Registrar

ATLANTA: Nicole Warren, Campus Director

ALTAMONTE SPRINGS: Dr. Vicente Quinones, Campus Director

EVACUATION ROUTES

Evacuation route maps have been posted in all classrooms, common areas, and outside of each stairwell. All campus personnel and students should be familiar with the evacuation routes and assembly points. The following information is posted on each evacuation map:

- ❖ Emergency Exits
- ❖ Primary and secondary evacuation routes
- ❖ Location of fire extinguishers
- ❖ Fire Alarm pull stations
- ❖ Assembly points

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- ❖ Medical
- ❖ Fire
- ❖ Severe Weather
- ❖ Bomb Threat
- ❖ Suspicious Individual(s)

MEDICAL EMERGENCY

Call 911 and provide the following information:

- Nature of medical emergency;
- Location of the emergency (address, building, floor, room number etc.);
- Your name and phone number from where you are calling. (Do not move victim unless absolutely necessary.)

Call one of the following personnel trained in CPR and First Aid to provide assistance prior to the arrival of emergency personnel:

- Dr. Emry Somnarian (Delray); Phone: (561) 381-4990 Ext. 223
- Jennifer Norton (Altamonte); Phone: (407) 265-8383
- Rikitta Jackson (Atlanta); Phone: (404) 255-4500 Ext. 103

FIRE EMERGENCY

IF FIRE IS DISCOVERED:

- Activate the nearest fire alarm pull station
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify everyone about the fire emergency by overhead paging system or cell phones.

FIGHT THE FIRE ONLY IF:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and you have read the instructions located on the extinguisher.

UPON BEING NOTIFIED ABOUT A FIRE EMERGENCY, OCCUPANTS MUST:

- Leave the building using the designated escape routes.
- Assemble in the designated area (in the furthest point of the parking lot)
- Remain outside until the competent authority announces that it is safe to reenter.

DESIGNATED OFFICIAL EMERGENCY COORDINATOR/SUPERVISORS MUST:

- Provide the Fire Department personnel with the necessary information about the facility.
- Assist all physically-challenged employees and/or students in emergency evacuation.
- Ensure that all employees have evacuated the area/floor.

BOMB THREAT PROCEDURES

Pretend difficulty hearing and keep caller talking – If caller seems agreeable to further conversation, ask questions like:

- When will it go off?
- Where is it located?
- What kind of package is it in?
- How do you know so much about the bomb?
- What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death. Try to attract attention of someone nearby you and write a note advising of the threat and to call 911 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to the following checklist. Notify your supervisor immediately.

TELEPHONE BOMB THREAT CHECKLIST

BE CALM, COURTEOUS; LISTEN; DO NOT INTERRUPT THE CALLER.

Operator Name: _____ Time: _____ Date: _____

Caller's Identity: Male: _____ Female: _____ Approximate Age: _____

Origin of Call: Local: _____ Long Dist. _____ Cell: _____

CHECK AS MANY AS APPLICABLE

Voice Characteristics:

Loud _____
Soft _____
Fast _____
High Pitch _____
Deep _____
Raspy _____
Pleasant _____
Intoxicated _____

Speech Pattern:

Slow _____
Distinct _____
Stutter _____
Slurred _____
Other _____

Language

Clear _____
Good _____
Jumbled _____
Fair _____
Poor _____
Nasal _____
Foul _____

Accent:

Local _____
Not Local _____
Foreign _____

Manner:

Calm _____
Angry _____
Rational _____
Emotional _____
Righteous _____
Irrational _____
Coherent _____
Incoherent _____
Laughing _____

Background Noises:

Factory _____
Trains _____
Machines _____
Music _____
Animals _____
Quiet _____
Office _____
Voices _____
Street _____
Airplanes _____
Traffic _____
Party _____

SEVERE WEATHER & NATURAL DISASTERS

HURRICANE

Hurricanes are powerful and dangerous storms, and proper precautions and preparation should be taken. Here are some things you can do at the beginning of the season, to help make your home and family "hurricane resistant". To do list:

- Prepare your survival kit with enough supplies to last you, your family, and pets for at least three days.
- As you purchase items on the list, check them off until your kit is complete. Next to the list, write down where the kit and any separate items are stored. Even if you plan to evacuate, you need to have these supplies with you.
- Update your homeowners insurance; make sure you are covered for wind and flood damage. If you rent, purchase renter's insurance. Know your deductibles, they may be higher than you think!
- Find out the elevation of your home and how the surrounding area would flood in a hurricane.
- Videotape or take a written inventory of all your belongings.
- Keep your yard free of debris. Cut down any dead tree limbs. Remove weak, damaged or diseased trees.
- If you do not have pre-installed shutters, measure all windows and doors for plywood covers. Pre-cut the plywood and install anchors.
- Purchase a kit to brace your garage door, especially if your home was built before 1993.
- Drive through your designated hurricane evacuation route. Consider alternative routes as you go.
- Locate the nearest public shelters. Not all shelters will be opened during a hurricane. Be aware of several alternatives.
- Purchase a battery operated weather radio with the tone alert.
- Make sure your street address is clearly marked on your home.

BEFORE, DURING AND AFTER THE STORM

When a Hurricane Watch is issued: A hurricane watch means that hurricane conditions are possible within the next 36 hours.

- Clear your yard of potential flying debris, including lawn furniture, toys, trash cans, etc.
- Prepare your swimming pool, by lowering the water level by one foot, to accommodate heavy rain.
- Board up windows and other openings of your home with at least 5/8" thick plywood.
- Gas up your car and check the tires and fluids.
- Get extra cash. Banks and ATM's will not function if power is lost.
- Anchor small boats or move them to a safe place.
- Locate utility cut-off valves. If you are evacuating, turn them off.
- Store plenty of water.
- Turn your refrigerator to the coldest settings. Freeze plastic soda bottles with water.

When a Hurricane Warning is issued: A hurricane warning means hurricane conditions are expected in less than 24 hours.

- Shutter and brace windows and doors immediately.
- Secure boats.
- Gather important documents, including insurance papers, phone numbers and ID.
- If you are ordered to evacuate, do so quickly.

If You Stay Home:

- Designate a safe room in your home. It should be an interior room with no windows on the lowest level. Often a bathroom or large closet will be the best place to stay.
- Make sure you have your supply kit stocked ready and stored in your designated safe area.
- Keep your family in one location.
- Turn off your water at the main valve leading into your home. If public water or wells become contaminated, the water in your pipes and water heater will still be safe to drink.

If You Evacuate:

- Take all of your family's important documents with you.
- Take your hurricane survival kit with you.
- Notify friends and relatives of your plans.
- Turn off your utilities and seal your home as tightly as possible.
- Leave as quickly as possible.
- If you are headed for a shelter, make sure it is open before leaving your home.

DURING THE STORM

- Stay indoors at all time and away from windows, even if they are shuttered.
- Listen to your local media source for the latest information on the storm.
- If the eye of the hurricane passes right over you, it will become relatively calm. Stay inside! The other half of the storm will return at any minute. Do not go out until the "all clear" is given.

AFTER THE STORM

- Stay informed by listening to your local media source or your NOAA Weather Radio. Begin to move about very carefully and survey your situation. More people are killed and injured during the clean up after a hurricane than during the storm itself.
- If you have evacuated, do not attempt to return home until officials announce that it is safe.
- Do not eat any food in damaged containers or in containers that have come in contact with flood waters.
- Do not use public water for cooking or drinking until you are notified it is safe.
- Avoid traveling if at all possible. Roads may be damaged, washed out, or littered with debris.
- If phones are working, use them only for emergencies.
- Do not stay in structures that are severely damaged or in danger of collapsing.
- Notify your insurance agent. Things will go more smoothly if you have documentation, pictures and/or video to support your claims.

SCHOOL CLOSURE DUE TO WEATHER EMERGENCY

In the event of a weather emergency such as a hurricane, Cambridge will constantly evaluate the storm's progress. When evaluating whether to close, Cambridge will typically follow the actions taken by the local School District. In the event of a closing, students and staff will be notified via the website, area news stations and the Student Portal Alert System.

SUSPICIOUS PERSON

If you see a suspicious person on campus, contact the campus security officer and in extreme cases call 911. Report as much information as possible including:

- What the person(s) is/are doing
- The location
- Physical and clothing description of those involved
- Vehicle description and license plate number, if appropriate
- Direction of travel when last seen, etc.

Assist Safety Officer or Police when they arrive by providing all information that may be of use.

If there is gunfire or an explosion, you should take cover immediately using all available concealment. If you are in an office, lock the door and take cover in an area where you will not be visible. Avoid all communications until it is safe to do so. After the disturbance, seek emergency first aid if necessary.

DO NOT:

- Approach the suspicious person;
- Allow them access into a locked or secured area;
- Block their access to an exit.

OTHER EMERGENCIES

Other emergencies will be designated as a potential health or safety risk by the Campus Security Authorities will be handled based on the emergency. The Campus Security Authorities will determine such a situation exists by accessing the potential immediate risk to students, faculty and staff of the college. If notification of the students is required and there is no situation where notification would, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency, a list of names for that location will be pulled via the Campus Management Software and an email will be sent to all student's email account, created for them upon their first term of enrollment by someone on the Campus Security Team.

ANNUAL EMERGENCY RESPONSE TEST

The emergency response and evacuation procedures will be tested annually. On even years the testing will be conducted during spring term and on odd years the testing will be completed during fall term so that the majority of students might benefit from the testing and information distribution. Tests may be announced or unannounced based on the test done for that year. Publication of the emergency plan will be posted via an email within a month of the test procedure. The test will be documented and evaluated after the test by the Campus Security Authorities.

NOTIFICATION

In the event that a situation arises, either on or off the Cambridge campus, that, in the judgment of the Campus Security Authorities, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning may be issued through several forms of communication, such as: The Student Portal System Alert, an email to students, and a Text Message for those students that have opted in.

Text Messages will only be used in emergency situations not for testing purposes. Emails and alerts on the Portal System will be used in testing.

Anyone with information warranting a timely warning should report the circumstances to Campus Security or their Instructor.

Sample emergency email:

Dear << Student >>,

There is currently a situation that exists at the <<Location>> Campus.

For your safety please follow the following procedure outlined in the Jeanne Clery Act:

<<Procedure for specific emergency>>

The full emergency document can be found at <<website>>.

Thank you,

<< Campus Security Authority>>

<<Title>>

Sample emergency system test email:

Dear << Student >>,

We are currently conducting a test of the emergency plan at Cambridge College.

Had this been an actual emergency this email would contain the procedure for you to follow depending on the emergency situation present at the College.

The full emergency document can be found at <<website>>.

Thank you,

<< Campus Security Authority >>

<<Title>>

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially-assigned personnel to remain at the work areas to perform critical operations.

Assignments during the event of immediate closure of building:

Campus	WorkArea	Name	Job Title	Description of Assignment
All	IT/Facilities	Adrian Rorie	Controller/IT	Secure offsite data backup and confirm the lock down of all campuses.
Delray Beach	IT/Facilities	Dominique Werner	Interim Campus Director/ Corporate Registrar	Powering down all unnecessary equipment, moving all free outdoor items to a secure location, cover all computers, copiers, scanners, and printers with plastic and lock all doors within the campus upon confirmation that all employees/students have vacated the area.
Orlando	Facilities	Vicente Quinones	Campus Director/Academic Dean	Powering down all unnecessary equipment, moving all free outdoor items to a secure location, cover all computers, copiers, scanners, and printers with plastic and lock all doors within the campus upon confirmation that all employees/students have vacated the area.
Atlanta	Facilities	Nicole Warren	Campus Director	Powering down unnecessary equipment, moving all free outdoor items to a secure location, cover all computers, copiers, scanners, and printers with plastic and lock all doors within the campus upon confirmation that all employees/students have vacated the area.

APPENDIX I –
COMMUNITY RESOURCES FOR VICTIMS OF VIOLENCE IN
COMPLIANCE WITH THE 2013 REAUTHORIZATION OF THE
VIOLENCE AGAINST WOMEN ACT

UNITED WAY 2-1-1

<http://www.referweb.net/211CommunityResources/>

United Way helps people assess their needs and links them directly to the resources that will help. This hotline can be used in any area.

ADDITIONAL RESOURCES BY COUNTY:

Palm Beach County (FL)

Aid to Victims of Domestic Abuse (AVDA);

P.O. Box 6161

Delray Beach, FL 33482

Phone: (561) 265-3797 24-Hour Hotline: (800) 355-8547

Website: www.actabuse.com

Florida Coalition Against Domestic Violence

Phone: 800-500-1119

Website: www.fcadv.org/centers/local-centers

A 24-hour, toll-free domestic violence hotline that links callers to the nearest domestic violence center. Provides translation services, legal assistance and assistance to immigrant victims of domestic violence.

Florida Council Against Sexual Violence

<http://www.fcasv.org/>

Fulton & Gwinnett County (GA)

Partnership Against Domestic Violence

24-Hour Crisis Hotline (404) 873-1766

The mission of Partnership Against Domestic Violence (PADV) is to end the crime of intimate partner violence and empower its survivors. It hopes to achieve this mission by:

- offering safety and shelter for battered women and their children;
- restoring power, self-sufficiency, and control to domestic violence survivors; and
- educating the public on the dynamics of domestic violence.

For more than 40 years, PADV, the largest nonprofit domestic violence organization in Georgia, has provided professional, compassionate, and empowering support to battered women and their children in metro Atlanta. PADV began as an all-volunteer agency in 1975 and incorporated in 1977. Today the agency has 39 full- and part-time staff at its administrative office and two 24-hour emergency safe houses in Fulton and Gwinnett counties.

Women's Resource Center to End Domestic Violence

24 hour hotline – (404) 688-9436

P.O. Box 171

Decatur, GA 30071

Our mission is to create a society in which domestic violence no longer exists. We strive to meet the immediate and long-term needs of the diverse community of battered women and their children with programs that promote safety, compassion, connection, advocacy, and prevention.

Tel. (813) 621-7233 *Domestic violence support groups, counseling, and case management*

Seminole County (FL)

SafeHouse of Seminole

P.O. Box 471279

Lake Monroe, FL 32747-1279

Hotline – (407) 330-3933

SafeHouse is dedicated to ending the cycle of domestic violence in Seminole County, Florida.

Florida Department of Children & Families

400 West Robinson Street, Suite 1129

Orlando, FL 32801

Hotline – (800) 962-2873

Phone - (407) 317-7000

www.myflfamilies.com

State of Florida Domestic Violence Information

www.dcf.state.fl.us/domesticviolence/

APPENDIX II – CRIME STATISTICS

The following statistical information is provided by local law enforcement agencies and individuals at Cambridge College with significant responsibility for student and campus activities. These individuals include, for example, the Safety Officer, Program Managers, Student Services, and other personnel who have been instructed to contact the security department or visit the Campus Library for a printed copy.

CAMBRIDGE COLLEGE – DELRAY CAMPUS					
2015 Annual Security Report					
OFFENSE	Year	On Campus	Non-Campus Property	Public Property	Total
Murder/ Non-Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Rape	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Fondling	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Incest	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Statutory Rape	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Robbery	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Burglary	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arson	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Domestic Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Dating Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Stalking	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Illegal Weapon Possession Arrests	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Illegal Weapon Possession Disciplinary Referrals	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug Law Arrests	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug Law Violation Disciplinary Referrals	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Liquor Law Arrests	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Liquor Law Violation Disciplinary Referrals	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

CAMBRIDGE COLLEGE – ALTAMONTE CAMPUS

2015 Annual Security Report

OFFENSE	Year	On Campus	Non-Campus Property	Public Property	Total
Murder/ Non-Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Rape	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Fondling	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Incest	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Statutory Rape	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Robbery	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Burglary	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arson	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Domestic Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Dating Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Stalking	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Illegal Weapon Possession Arrests	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Illegal Weapon Possession Disciplinary Referrals	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug Law Arrests	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug Law Violation Disciplinary Referrals	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Liquor Law Arrests	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Liquor Law Violation Disciplinary Referrals	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

CAMBRIDGE COLLEGE – ATLANTA CAMPUS

2015 Annual Security Report

OFFENSE	Year	On Campus	Non-Campus Property	Public Property	Total
Murder/ Non-Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Rape	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Fondling	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Incest	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Statutory Rape	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Robbery	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Burglary	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arson	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Domestic Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Dating Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Stalking	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Illegal Weapon Possession Arrests	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Illegal Weapon Possession Disciplinary Referrals	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug Law Arrests	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug Law Violation Disciplinary Referrals	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Liquor Law Arrests	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Liquor Law Violation Disciplinary Referrals	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Appendix III -- Geography

Cambridge College of Healthcare & Technology reports crime statistics that occur on campus and public property within or immediately adjacent to the campus as per the Jeanne Clery Act. Cambridge does not own or control any non-campus buildings or property that would otherwise require reporting.

The following maps provided by GoogleEarth, show the surrounding areas of the campuses that are included in the Crime Statistics. The geography covered by the campus also includes:

5150 Linton Boulevard – Third Floor

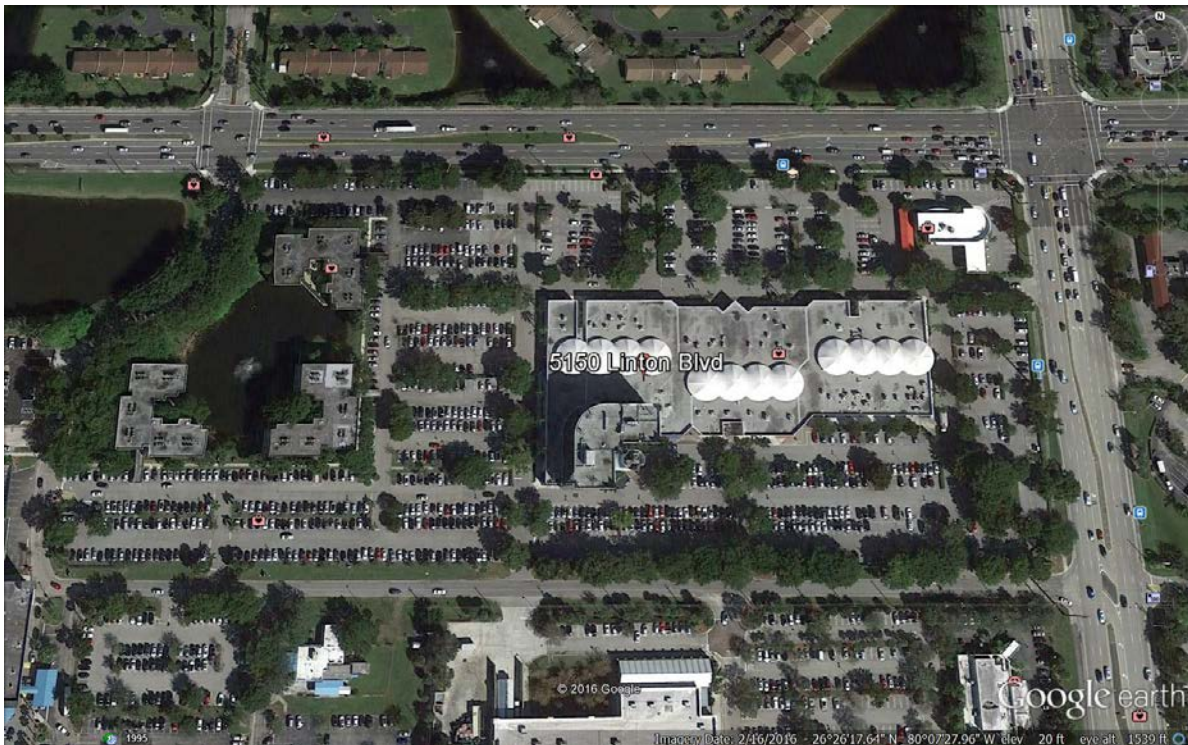
5150 Linton Boulevard – Elevator

5150 Linton Boulevard – First floor lobs

Parking lot surrounding 5150 Linton Boulevard, as well as 5130 Linton Boulevard

Sidewalks surrounding 5150 Linton Boulevard, as well as 5130 Linton Boulevard

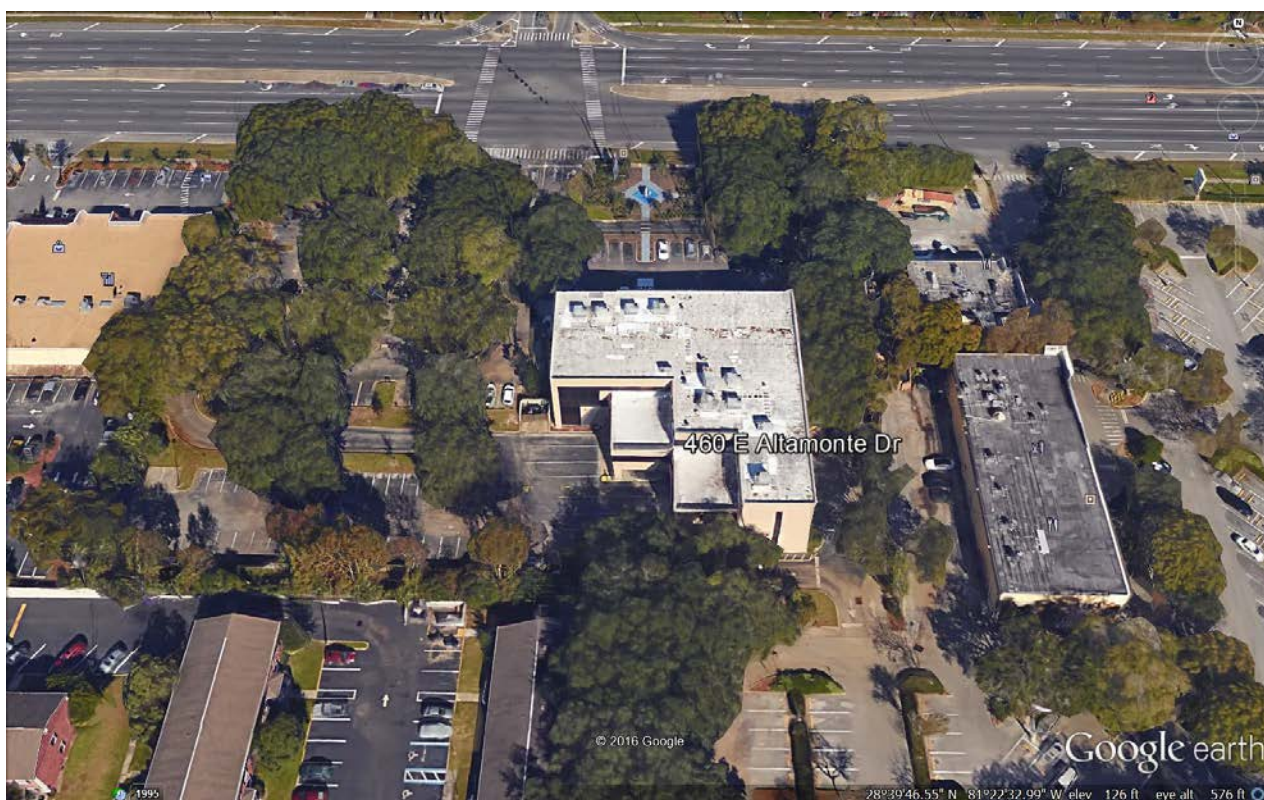
DELRAY CAMPUS AREA



ALTAMONTE SPRINGS CAMPUS AREA

The following map provided by GoogleEarth, show the surrounding areas of the campuses that are included in the Crime Statistics. The geography covered by the campus also includes:

- 460 East Altamonte Drive – Third Floor
- 460 East Altamonte Drive – Elevator
- 460 East Altamonte Drive – First Floor Lobby
- Parking lot surrounding 460 East Altamonte Drive
- Sidewalks surrounding 460 East Altamonte Drive



ATLANTA CAMPUS AREA

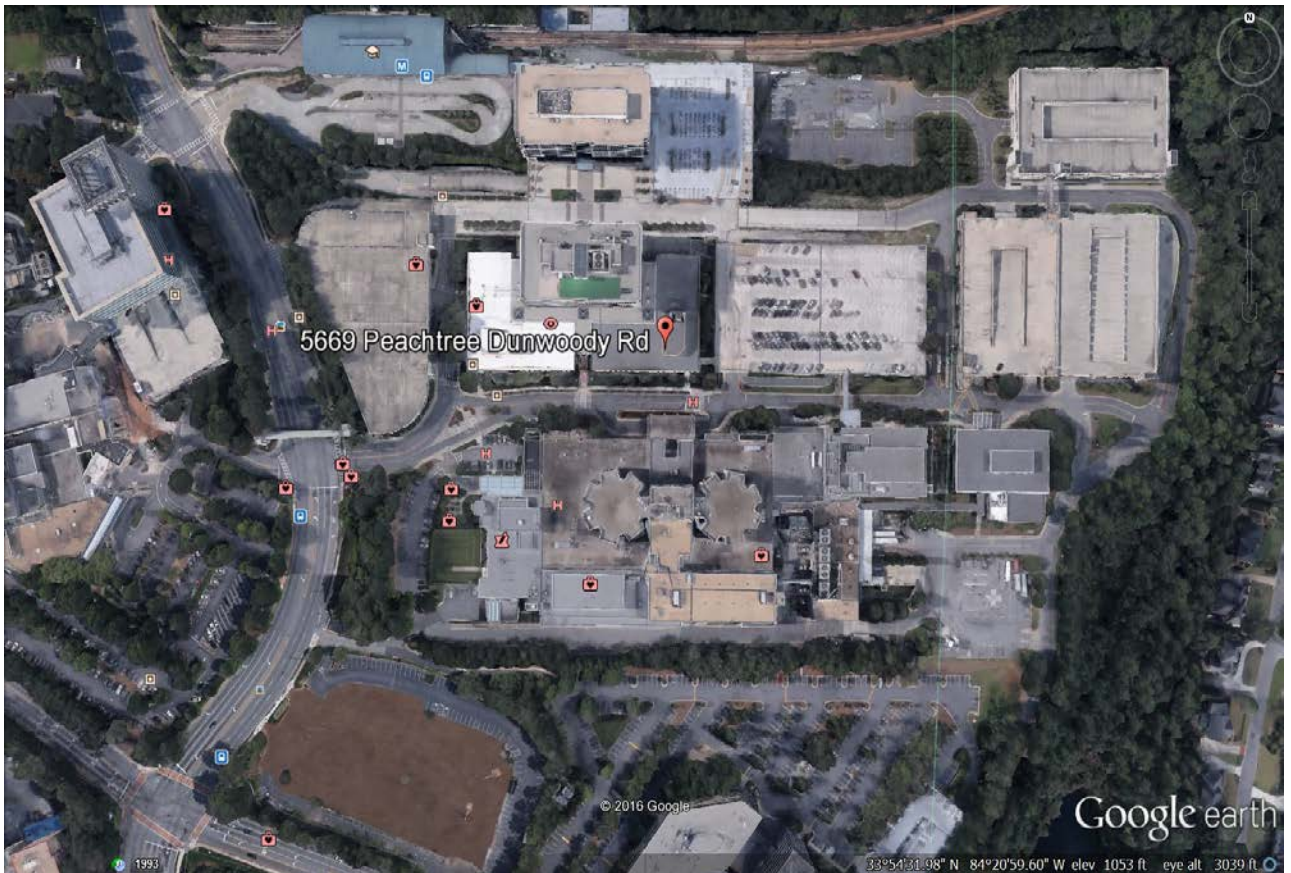
The following map provided by GoogleEarth, show the surrounding areas of the campuses that are included in the Crime Statistics. The geography covered by the campus also includes:

OLD ADDRESS

5673 Peachtree Dunwoody Road – Fourth Floor
5673 Peachtree Dunwoody Road – Elevator
5673 Peachtree Dunwoody Road – First Floor Lobby
5673 Peachtree Dunwoody Road - Parking garage and lot

NEW ADDRESS

5669 Peachtree Dunwoody Road – Atrium Level
5669 Peachtree Dunwoody Road – Elevator
5669 Peachtree Dunwoody Road – First Floor Lobby
5669 Peachtree Dunwoody Road - Parking garage and lot
Marta – Medical Center



Appendix IV – State Statutes (Drug and Alcohol)

FLORIDA STATE STATUES

Title XXXIV

ALCOHOLIC BEVERAGES AND TOBACCO

Chapter 562

BEVERAGE LAW: ENFORCEMENT

CHAPTER 562

BEVERAGE LAW: ENFORCEMENT

- 562.01 Possession of untaxed beverages.
- 562.02 Possession of beverage not permitted to be sold under license.
- 562.025 Possession of beverages as food ingredients.
- 562.03 Storage on licensed premises.
- 562.06 Sale only on licensed premises.
- 562.061 Misrepresentation of beverages sold on licensed premises.
- 562.07 Illegal transportation of beverages.
- 562.11 Selling, giving, or serving alcoholic beverages to person under age 21; providing a proper name; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to person under 21; penalties.
- 562.111 Possession of alcoholic beverages by persons under age 21 prohibited.
- 562.12 Beverages sold with improper license, or without license or registration, or held with intent to sell prohibited.
- 562.121 Operating bottle club without license prohibited.
- 562.13 Employment of minors or certain other persons by certain vendors prohibited; exceptions.
- 562.131 Solicitation for sale of alcoholic beverage prohibited; penalty.
- 562.14 Regulating the time for sale of alcoholic and intoxicating beverages; prohibiting use of licensed premises.
- 562.15 Unlawful possession; unpaid taxes.
- 562.16 Possession of beverages upon which tax is unpaid.
- 562.165 Production of beer or wine for personal or family use; exemption.
- 562.17 Collection of unpaid beverage taxes.
- 562.18 Possession of beverage upon which federal tax unpaid.
- 562.20 Monthly reports by common and other carriers of beverages required.
- 562.23 Conspiracy to violate Beverage Law; penalty.
- 562.24 Administration of oaths by director or authorized employees.

- 562.25 State bonded warehouses.
- 562.26 Delivering beverage on which tax unpaid.
- 562.27 Seizure and forfeiture.
- 562.28 Possession of beverages in fraud of Beverage Law.
- 562.29 Raw materials and personal property; seizure and forfeiture.
- 562.30 Possession of beverage prima facie evidence; exception.
- 562.31 Possession of raw materials prima facie evidence; exception.
- 562.32 Moving or concealing beverage with intent to defraud state of tax; penalty.
- 562.33 Beverage and personal property; seizure and forfeiture.
- 562.34 Containers; seizure and forfeiture.
- 562.35 Conveyance; seizure and forfeiture.
- 562.36 Beverage on conveyance prima facie evidence; proviso.
- 562.38 Report of seizures.
- 562.408 Exercise of police power.
- 562.41 Searches; penalty.
- 562.42 Destruction of forfeited property.
- 562.44 Donation of forfeited beverages or raw materials to state institutions; sale of forfeited beverages.
- 562.45 Penalties for violating Beverage Law; local ordinances; prohibiting regulation of certain activities or business transactions; requiring nondiscriminatory treatment; providing exceptions.
- 562.451 Moonshine whiskey; ownership, possession, or control prohibited; penalties; rule of evidence.
- 562.452 Curb service of intoxicating liquor prohibited.
- 562.453 Curb drinking of intoxicating liquor prohibited.
- 562.454 Vendors to be closed in time of riot.
- 562.455 Adulterating liquor; penalty.
- 562.46 Legal remedies not impaired.
- 562.47 Rules of evidence; Beverage Law.
- 562.48 Minors patronizing, visiting, or loitering in a dance hall.
- 562.50 Habitual drunkards; furnishing intoxicants to, after notice.
- 562.51 Retail alcoholic beverage establishments; rights as private enterprise.
- 562.61 Sale, offer for sale, purchase, or use of alcohol vaporizing devices prohibited.

GEORGIA STATE STATUTES
TITLE 3 – ALCOHOLIC BEVERAGES
CHAPTER 3 – REGULATION OF ALCOHOLIC BEVERAGES GENERALLY
ARTICLE 2 – PROHIBITED ACTS
O.C.G.A. 3-3-23 (2010)

3-3-23. Furnishing to, purchase of, or possession by persons under 21 years of age of alcoholic beverages; use of false identification; proper identification; dispensing, serving, selling, or handling by persons under 21 years of age in the course of employment; seller's actions upon receiving false identification

(a) Except as otherwise authorized by law:

(1) No person knowingly, directly or through another person, shall furnish, cause to be furnished, or permit any person in such person's employ to furnish any alcoholic beverage to any person under 21 years of age;

(2) No person under 21 years of age shall purchase, attempt to purchase, or knowingly possess any alcoholic beverage;

(3) No person under 21 years of age shall misrepresent such person's age in any manner whatever for the purpose of obtaining illegally any alcoholic beverage;

(4) No person knowingly or intentionally shall act as an agent to purchase or acquire any alcoholic beverage for or on behalf of a person under 21 years of age; or

(5) No person under 21 years of age shall misrepresent his or her identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage.

(b) The prohibitions contained in paragraphs (1), (2), and (4) of subsection (a) of this Code section shall not apply with respect to the sale, purchase, or possession of alcoholic beverages for consumption:

(1) For medical purposes pursuant to a prescription of a physician duly authorized to practice medicine in this state; or

(2) At a religious ceremony.

(c) The prohibitions contained in paragraphs (1), (2), and (4) of subsection (a) of this Code section shall not apply with respect to the possession of alcoholic beverages for consumption by a person under 21 years of age when the parent or guardian of the person under 21 years of age gives the alcoholic beverage to the person and when possession is in the home of the parent or guardian and such parent or guardian is present.

(d) The prohibition contained in paragraph (1) of subsection (a) of this Code section shall not apply with respect to sale of alcoholic beverages by a person when such person has been furnished with proper identification showing that the person to whom the alcoholic beverage is sold is 21 years of age or older. For purposes of this subsection, the term "proper identification" means any document issued by a governmental agency containing a description of the person, such person's photograph, or both, and giving such person's date of birth and includes, without being limited to, a passport, military identification card, driver's license, or an identification card authorized under Code Sections 40-5-100 through 40-5-104. "Proper identification" shall not include a birth certificate and shall not include any traffic citation and complaint form.

(e) If such conduct is not otherwise prohibited pursuant to Code Section 3-3-24, nothing contained in this Code section shall be construed to prohibit any person under 21 years of age from:

(1) Dispensing, serving, selling, or handling alcoholic beverages as a part of employment in any licensed establishment;

(2) Being employed in any establishment in which alcoholic beverages are distilled or manufactured; or

(3) Taking orders for and having possession of alcoholic beverages as a part of employment in a licensed establishment.

(f) Testimony by any person under 21 years of age, when given in an administrative or judicial proceeding against another person for violation of any provision of this Code section, shall not be used in any administrative or judicial proceedings brought against such testifying person under 21 years of age.

(g) Nothing in this Code section shall be construed to modify, amend, or supersede Chapter 11 of Title 15.

(h) In any case where a reasonable or prudent person could reasonably be in doubt as to whether or not the person to whom an alcoholic beverage is to be sold or otherwise furnished is actually 21 years of age or older, it shall be the duty of the person selling or otherwise furnishing such alcoholic beverage to request to see and to be furnished with proper identification as provided for in subsection (d) of this Code section in order to verify the age of such person; and the failure to make such request and verification

in any case where the person to whom the alcoholic beverage is sold or otherwise furnished is less than 21 years of age may be considered by the trier of fact in determining whether the person selling or otherwise furnishing such alcoholic beverage did so knowingly.

(i) Any retailer or retail consumption dealer, or any person acting on behalf of such retailer or retail consumption dealer, who upon requesting proper identification from a person attempting to purchase alcoholic beverages from such retailer or retail consumption dealer pursuant to subsection (h) of this Code section is tendered a driver's license which indicates that such driver's license is falsified, is not the driver's license of the person presenting it, or that such person is under the age of 21 years, the person to whom said license is tendered shall be authorized to either write down the name, address, and license number or to seize and retain such driver's license and in either event shall immediately thereafter summon a law enforcement officer who shall be authorized to seize the license either at the scene or at such time as the license can be located. The procedures and rules connected with the retention of such license by the officer shall be the same as those provided for the acceptance of a driver's license as bail on arrest for traffic offenses pursuant to Code Section 17-6-11.

APPENDIX V – Drug and Alcohol Counseling Resources

Florida

In Florida, the Substance Abuse and Mental Health (SAMH) Program, within the Florida Department of Children and Families(DCF), is the single state authority on substance abuse and mental health as designated by the federal Substance Abuse and Mental Health Services Administration.

The Florida Department of Health partners with DCF in seeking to prevent and reduce substance abuse and its negative effects on health. Providing this website (www.floridahealth.gov) is one of many ways we hope to educate the public and health care providers.

TREATMENT AND REFERRAL SERVICES

The U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration's (SAMHSA) National Drug and Alcohol Treatment Referral Service provides free and confidential information in English and Spanish for individuals and family members facing substance abuse and mental health issues. 24 hours a day, 7 days a week.

SAMHSA's Toll-Free Treatment Referral Helpline: 1-800-662-HELP (4357)
Online Treatment Facility Locator located on www.floridahealth.gov.

Georgia

RESOURCES FOR ADDICTION & SUBSTANCE ABUSE

The Fulton County Department of Behavioral Health & Developmental Disabilities provides comprehensive services for youth and adults living with addiction and/or substance abuse disorders. Their web page provides a list of both local and national resources. You can enroll in an addiction & substance abuse treatment at the Fulton County Department of Behavioral Health & Developmental Disabilities through the following:

ADULT ADDICTION & SUBSTANCE ABUSE TREATMENT: Services are provided at the Center for Health & Rehabilitation, 265 Boulevard, NE, Atlanta, GA 30312. The main telephone number is (404) 613-3789, and is available Monday thru Friday from 8:30 AM to 5:00 PM.

You also can call our Behavioral Health Access & Information Line at (404) 613-3675 Monday thru Friday from 8:30 AM to 5:00 PM. After hours, please call the Georgia Access & Crisis Line at 1-800-715-4225.

CHILD & ADOLESCENT ADDICTION & SUBSTANCE ABUSE TREATMENT: Services for children and adolescents are provided by the Fulton County Clubhouse for Youth, which is part of our Oak Hill Child, Adolescent & Family Center. For more information, please call (404) 612-4111, or visit our child & adolescent services website at www.oakhillkids.org.

LOCAL RESOURCES: Alcoholics Anonymous - Atlanta, Georgia. www.atlantaaa.org

NATIONAL RESOURCES: Alcoholics Anonymous - www.aa.org

US Substance Abuse & Mental Health Services Administration (SAMHSA) -www.samhsa.org

END OF REPORT #