

HEALTH AND SAFETY PLAN

FLORIDA VOCATIONAL INSTITUTE - MIAMI FLORIDA VOCATIONAL INSTITUTE - MIRAMAR

Last Review Date: July 1, 2020

The following plan is concerned with the security of the faculty and students at FVI. Every student and employee must be familiar with these procedures and policies.

1. **Security and Access:** Florida Vocational Institute-Miami is located on the 2nd floor of two story retail mall space and office building called the Mall of the Americas. The MOA facility has security personnel. The area “MOA” is a very low crime area. The parking lot and the mall area is very well lit. Evening students are issued a key card to gain access after 7pm when the administrative office close.
- 1a. Florida Vocational Institute-Miramar is located on the ground floor at 3520 Enterprise Avenue, Miramar Florida. Miramar is in Broward County and has its own police force. Other emergency services are provided by The Broward County Sherriff’s Department. This is a low crime area and the school has security cameras. The Commerce Park is patrolled by the Miramar Police Department.
2. **Local Law Enforcement:** For the Miami facility, law enforcement is provided by the Miami-Dade County Police Department. For the Miramar facility, law enforcement is provided by the Miramar Police Department and the Broward County Sherriff’s Department. For both locations, emergency services are reached by dialing 911.
3. **Reporting procedures:** Anyone witnessing a crime or incident should immediately contact the closest school administrator or faculty person. In the absence of faculty or administrators, the incident should be immediately reported to the local police by dialing 911. Do not hesitate to call in an emergency of any kind.
4. **Intervention:** It is the responsibility of the police to intervene and provide help to all victims, but you also have a responsibility to intervene without jeopardizing your safety. The best way is to make a lot of noise and summon help.
5. **Educational Programs:** Periodically, speakers are invited to address employees and students regarding domestic violence, Sexual Assault and general security practices. Normally, this is done using the local police department or other government agencies. Very specialized private agencies and advocates may be utilized as well, like the Rape Crisis Center.
6. **Off Campus Incidents:** A Branch facility is located in Miramar Florida at 3520 Enterprise Avenue.

7. **Crime Statistics:** On or before every October 1st a copy of the Campus Crime Statistic report will be distributed or made available to every enrolled student and employee.
8. **Enforcement:** All Florida Vocational Institute locations have a zero-tolerance policy regarding any form of unlawful possession, use or distribution of alcohol, drugs or other contraband. All weapons are prohibited on campus except by law enforcement personnel. Any person, on the school premises will be prosecuted to the full extent of the law for any violation of local, state or federal drug laws and/or weapons violations
9. **Drug and Alcohol Abuse programs** are offered through Miami-Dade and Broward County agencies and private rehabilitation services. Because these agencies change from time to time, a list may be obtained from the Campus President. Strict confidentiality will be maintained. On site intervention occurs when the staff or faculty believes or is certain that there is a substance abuse problem. At this time, the student will be required to seek the appropriate help or leave the school until there is positive intervention.
10. **Sexual Assault: FVI distributed sexual assault domestic abuse material periodically. The program material includes awareness training and information on direct assistance to victims of abuse.**
 - a. **Educational Activity:** The school promotes awareness through formal educational programs which include lectures provided by the local police department on awareness and prevention, lectures by the Miami-Dade County and Broward County Domestic Abuse Agency, and lectures by members of the RAPE crisis center. These activities occur at different times during the year. In addition, the school provides written information on domestic abuse and sexual assault.
 - b. **Reporting Procedures:** Any student who is assaulted on school premises is to immediately seek assistance from the closest school official, faculty member or police officer. All personnel are required to report to police authorities, contacts with victims. There are no exceptions; the police authorities must be notified. All personnel are required to render assistance to the victim. Care must be taken to preserve any physical evidence. Do not permit the victim to bath, wash or remove clothing. Do not administer any alcohol, over-the counter medication other than water. At all times remain with the victim.
 - c. **Reports:** On-Site will be completed by the Campus Vice President. Police reports will normally be completed by the investigating agency. No information is to be released to anyone but the victim and the police or authorized representatives of FVI.

- d. **Counseling:** No formal counseling is available on campus other than for academic matters. All victims are referred to outside agencies for the appropriate counseling and ongoing support activity.
- e. **Disciplinary Actions:** Any act, which constitutes sexual assault and / or domestic violence, will result in immediate action by school officials.

Those accused and arrested for such acts will be immediately suspended from the school and barred from all school activity, entry on to the premises. This action is in the best interest of the student body. The school will not conduct hearings and will base its procedures on the official arrest record. Any student vindicated of such crime(s) will be reinstated at the semester level that the suspension occurred.

Accusations brought by a student against another student will result in a hearing before the Campus Vice President and other selected school officials. At this time, the accused may introduce any documentation that would refute the accusations of the alleged victim. The alleged victim may also introduce any documentation that supports the accusations. The panel will render a decision the same day of the hearing. The decision of the panel in no way will deny the accused the right to due process under the law.

- f. **Sanctions:** Any student convicted of a crime which involves sexual assault or domestic assault will be terminated from the school. Any student, who the hearing board finds factually at fault, will be terminated from the school. It is understood that these acts are criminal in nature and of the most serious offenses against the person. The school will maintain a zero-tolerance policy for convictions as well as hearing panel recommendations for dismissal. In situations where the accused is exonerated by the hearing panel or a court of law, the school may still impose sanctions to protect alleged victims. These sanctions can take the form of restricted contact with alleged victims while on campus, schedule changes for the accused and temporary suspensions that would permit the alleged victim to graduate without further contact with the accused. None of these sanctions preclude the right to due process by either the accused or the alleged victim.
- g. **Ethnic Intimidation:** Under no circumstances will the school tolerate any conduct which negatively reflects on the culture or race of any employee or student. Any ethnic intimidation is a violation of Federal Law and may be punishable by imprisonment.
- h. **Right to Appeal:** The actions of the school do not preclude the right to due process by the accused and alleged victim. In every case, the full remedy of civil law is available and so are those processes under the

criminal code of the state and federal government. Any action by the school-hearing panel can be appealed to the president of the corporation who has the right to overturn any decision made by the school-hearing panel. The school president shall render a decision within 10 days of the appeal request submitted by the accused or alleged victim.

The appeal shall take the form of a letter and shall express the grounds for which the appellant is requesting the review. The letter shall be mailed by registered mail return receipt requested and must be postmarked no later than 10 working days after the decision of the school hearing panel.

11. Active Shooter and/or Intruder Procedures

From time to time, the campuses will hold Active Shooter drills. Local Law enforcement, the Broward Sheriff and Metro Dade police are kept informed as to when the drills occur. These Drills follow the recommendations of the Department of Homeland Security.

12. Keeping Yourself Safe:

- a. Personnel safety begins with you. Following a few simple rules can help keep you safe.
- b. When walking around the campus area, parking area and eating establishments be aware of who is around you. Do not walk in dark or secluded areas or walkways. Walk in pairs or groups.
- c. Do not carry large amounts of cash, and do not show your cash in public places. Keep your cash hidden. Use small bills to pay for meals.
- d. Keep your car in good running condition. Always lock your car and remove all packages and any valuables. Park in lighted areas.
- e. Do not leave books or personal property unattended in the classroom, student lounge or library.

EMERGENCY ACCIDENT PROCEDURES

If an individual is injured on the school premises or some other health emergency occurs involving student or school personnel, the following emergency procedures must be followed:

1. Never move the injured person.
2. Immediately notify a staff person or faculty member.
3. Call 911 for professional emergency help.
4. Try to keep the person comfortable, and reassure the injured person that help is on the way.
5. Do not touch or give any medication to the injured person
6. Vital signs may be obtained by using one of the Allied Health faculty members. They can relay this information by phone to the emergency personnel who are enroute.
7. CPR should be administered if required. CPR should only be administered by a person certified in CPR.
8. Render any assistance requested by emergency personnel.
9. Reporting a Crime or Incident
 - a. If you witness a crime in progress make as much noise as you can, call for help loudly or call 911 using your cell phone, but do not put yourself in danger.
 - b. Immediately call the police and then notify a school official or faculty member.
 - c. The school will notify any person noted on the students or employee's "Emergency Notification" form.
 - d. If you are trained, render first aid if necessary.
 - e. Provide all assistance to the emergency medical personnel, law enforcement, fire personnel and security officers.
 - f. Do not witness a crime and fail to act.
 - g. Remember, stay safe, stay calm, get help and render help. Memorized as much as you are able about the incident and people involved.

ACTIVE SHOOTER RESPONSE

In the event the word goes out to the campus and our educational community that there is an “ACTIVE SHOOTER” on campus, the following procedures will be followed by staff and students:

- a. If able, anyone with any knowledge of an active shooter on campus, must call 911 and report the activity.
- b. All staff and faculty will immediately barricade in place:
 - (1) Lock all doors from the inside
 - (2) Barricade all doors with desks, chairs or any other available item.
 - (3) Do not open the doors until the police arrive and identify themselves. Follow their orders.
- c. If the room is breached by the shooter, you must take immediate action to protect yourself and neutralize the shooter. That means, you must attack the shooter and neutralize that person to the point that the shooter is no longer a threat.
- d. Remember, RUN, HIDE, FIGHT

EVACUATION OPTION

When an active shooter is identified on campus, evacuation can only be attempted when there is certainty that staff and students will not evacuate towards the shooter.

If possible, and without exposing yourself or others to the shooter, try and evacuate the facility. Run to a predetermined location that is defined in the school’s evacuation plan. If law enforcement is on campus and outside, follow the orders of those personnel.

Remember, your room evacuation plan shows the route to each door and emergency exit. Look at it and try and determine the best way out that will avoid the shooter. Don’t run towards the gun fire

HURRICANE PROCEDURES

In all instances of imminent hurricane impact (Watch-48 Hours Prior to Impact)) we will follow the Miami Mall of the America's and Metro Dade shutdown orders. The school will shut down and not reopen until the Mall of the Americas is given the all clear.

For the Miramar location, we will shut down once we know that impact is imminent, that is 48 hours away. This gives us time to secure the building and windows.

We will use the emergency notification system to inform students that the school is closed and when it is open. Each student and staff member will receive text messages regarding closing and reopening.

No student or staff member should feel obligated to come to work or school, if you feel it is to dangerous to be on the roads. Use your own judgement.

A Hurricane Watch is issued 48 hours before impact or landfall. A Hurricane Warning is issued 24 hours before impact or landfall in your area.

Hurricanes and torrential down pours can and will obstruct roadways. Get off the roads as soon as possible. Do not try and drive through flooded areas. Do not walk in water anywhere near downed electrical wires.

If you are in an evacuation area, follow the instructions of the local authorities.

ACTIVE SHOOTER DRILLS

EMERGENCY NOTIFICATION SYSTEM TEST

FIRE DRILLS

From time to time the school will conduct an Active Shooter Drill at which time the Emergency Notification System will be tested. Students will be notified that the test will take place within a certain date range, but no specific time will be provided.

Fire drills will be conducted without prior notice. All personnel will follow the published evacuation procedures posted on bulletin boards.

FIRE DRILL PROCEDURES

In the event the fire alarm is sounded, the following evacuation procedures are to be followed:

FAMILARIZE YOURSELF WITH THE LOCATIONI OF ALL EXITS

- **Follow the lead of your instructor to the nearest exit.**
- **Do not run, but walk fast to the nearest exit**
- **Help those who might need help**
- **If there is heavy smoke, drop to the floor and follow a wall to the nearest exit.**
- **After leaving the building, gather in the rear parking area behind the building, so that we can account for everyone.**
- **Do not enter the building until the all clear is given by a staff member**