

# Safety and Security Report

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2023



## CAMPUS SAFETY AND SECURITY REPORT

The University is required by Federal Law (The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092(f), known as the "Clery Act") to publish an Annual Security Report.

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects Atlantis University's crime statistics for the period between 1/1/2015 and 12/31/2022.

### NOTE:

1. In complying with the crime statistical reporting requirements, Atlantis University provides a map to current and prospective students, faculty, and employees, that depict its campus.
2. Atlantis University does not have non-campus building or property, and public property areas.
3. Statistics are disclosed separately for each of the four general categories; this means that when an incident meets definition in more than one of these four categories, it must be reported in each appropriate category.
4. Distributing the Annual Security Report:
  - a. Who gets the annual security report?  
The Institution distributes the report to all currently enrolled students (including those attending less than full-time and those not enrolled in Title IV programs or course) also prospective students upon request and all employees **by October 1 each year.**

**The following criminal offenses, published each year - no later than October 1 of each year include any crime statistics that occurred on campus during the previous three calendar year periods 1/1/2019 and 12/31/2022.**

Updated as of 09/21/2023

## ANNUAL SECURITY REPORT

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

**Criminal Homicide—Manslaughter by Negligence** - The killing of another person through gross negligence.

**Criminal Homicide—Murder and No Negligent Manslaughter** - The willful (no negligent) killing of one human being by another.

**Rape Definitions of:** The penetration, no matter how slight, of the vxxxx or axxx with any body part or object, or oral penetration by a sxx organ of another person, without the consent of the victim.

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

**Aggravated Assault Definitions of:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary Definitions of:** 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 felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred. Detailed Reference Information for Hate Crimes

### **Definitions**

1. Hate crime: A criminal offense committed against a person or property which is motivated in whole or in part by the offender's bias.
2. Bias: A preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity.

### **Categories of Bias**

**Under Clery, hate crimes based on the following categories of bias must be reported:**

1. Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g. Asian, black, white).
2. Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
3. Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g. Catholics, Jews, Protestants, atheists).
4. Sexual orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g. gays, lesbians, heterosexuals).
5. Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

6. Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

7. National Origin: A preformed negative opinion or attitude toward a person or group of people based upon their country of origin.

8. Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. A transgender person may express their gender identity through gender characteristics, such as clothing, hair, voice, mannerisms, or behaviors that do not conform to the gender-based expectations of society. A transgender person does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non- conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

**Contact Information:**

Office Responsible to provide a copy of the Campus Security information	Atlantis University - Director of Operations
Who to contact to report an incident at the Institution	Atlantis University - Director of Operations



## VIOLENCE AGAINST WOMEN

### Violence Against Women – Definitions of:

Acts of sexual violence are serious problems on college and university campuses. Atlantis University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, sexual assault, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. **“Domestic violence”** means a “felony or misdemeanor crime of violence committed by—
  - A current or former spouse or intimate partner of the victim,
  - A person with whom the victim shares a child in common,
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
  - Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction”
  
2. **“Dating violence”** means “violence committed by a person –
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship;
    - The type of the relationship; and
    - The frequency of interactions between the people involved in the relationship.”
  
3. **“Sexual Assault”** means any unwanted and nonconsensual sexual contact that involved either sexual battery or rape; where “sexual battery” is defined as any unwanted and nonconsensual sexual contact that involves forced touching of a sexual nature, not involving penetration. This could include forced kissing, touching, grabbing, or fondling of sexual body parts. And “Rape” is defined as any unwanted and nonconsensual sexual contact that involves a penetrative act, including oral sex, anal sex, sexual intercourse, or sexual penetration with a finger or object. Sexual battery and rape are mutually exclusive categories (e.g., a victim or a sexual victimization incident would be counted as one or the other, not both). In all instances, the definition of “consent and nonconsensual”, in reference to sexual activity, refers to sexual contact that the person did not want to happen = unwanted sexual contact.

- a. “**Consent**” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Florida Statutes § 794.011.
4. “**Stalking**” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
- Fear for his or her safety or the safety of others; or
  - Suffer substantial emotional distress.

**If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:**

**CONTACT INFORMATION:**

Local law enforcement has full authority to take any actions on our campus it deems reasonable.	
Who to contact to report an incident at the Institution?	Director of Operations Financial Aid Director / Title IX Coordinator Compliance Director
Local Law enforcement agency to report an incident that occurred off campus	Call 911
List agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim and might need assistance.	Call 911

Atlantis University has a zero tolerance policy regarding sexual assaults. The FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense 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. Any student or employee engaging in a sexual assault will be immediately removed from campus. The incident will also be reported to law enforcement. For sexual assaults that occur on campus or involve one of our students report a sexual assault (which can be done confidentially) call 911 immediately. After 911 contact the school director and report the crime. It is important to always preserve evidence for the proof of a criminal offense.

The Institution does not have campus law enforcement but does have on-campus staff trained on issues related to dating violence, domestic violence, sexual assault, and stalking. Local law enforcement has full authority to take any actions on our campus facilities if it deems it reasonable. The Police Department offers sexual assault education and information programs upon request. A victim of sexual assault should immediately go to a hospital for medical evaluation and or mental health counseling. Upon a report of sexual assault, Atlantis University will obtain a written statement from the accused and accuser, and the local authorities on whether the offense occurred on-campus or off-campus. The institution will provide written explanation to the victim on how to proceed – including his/her rights and options.

## Procedures for Disciplinary Proceedings

The Clery Act requires the following crimes to be reported only if an arrest or a referral for disciplinary action is made.

1. Weapons Violations
2. Drug Abuse Violations
3. Liquor Law Violations

A referral for disciplinary action means the referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Campus security authorities do not report arrests. Since arrests are made only by the police, they are already known to the police. Campus security authorities report referrals for disciplinary action, unless these referrals come from the Police and Public Safety Department

In all instances, Atlantis University is committed to providing a prompt, fair, and impartial process from the initial investigation to the final result for an institutional disciplinary proceeding. Disciplinary proceedings are in place for both students and employees. All proceedings, steps, and decision making processes will conform to all relevant statutes, regulations, personnel policies, and regulations and collective bargaining agreements. All disciplinary proceedings will be conducted in a manner that:

1. Are conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
2. Is consistent with the University policies and transparent to the accuser and the accused
3. Should include timely notice of meetings at which the accuser or accused, or both, may be present
4. Provide the same opportunity to both the accused and accuser and/or their representative to be present during any disciplinary proceeding, including the opportunity to be represented by the advisor of their choice.
5. Provides timely and equal access to the accuser, the accused and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings
6. Timely inform in writing to both the accuser and accused of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.



7. Impose sanctions following a final determination of an institutional proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses. Information concerning registered sex offenders can be found at the Florida Department of Law Enforcement. In addition, recent postings are printed from the agency and placed on Atlantis University's bulletin boards located at the University's Rec Centers and Library.

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### **Standards of Evidence**

The standard of evidence used during an institutional disciplinary hearing will be a "preponderance of the evidence" standard. This definition is the same as is used in most civil courts, and is not the standard of beyond a reasonable doubt. The preponderance of the evidence means that the offense "more likely than not" occurred—i.e., greater than 50% likelihood.

## Sanctions

The district may impose sanctions following a final determination of an institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault, and stalking. Possible sanctions include:

### For students:

- reprimand
- loss of privileges
- restitution
- removal from class
- administrative hold
- suspension
- expulsion

### For employees:

- suspension without pay
- demotion to a lower class in which qualified
- reduction of pay step within class, and/or
- dismissal

### Where or How to File a Disciplinary Complaint?

Disciplinary complaints may be filed by following the University's Grievance Procedures posted on the University premises, and made available to all via the University Catalog posted on the AU website at:

[https://atlantisuniversity.edu/wp-content/uploads/2022/09/2022-Catalog-Visit.FV\\_REV9\\_14.22.pdf](https://atlantisuniversity.edu/wp-content/uploads/2022/09/2022-Catalog-Visit.FV_REV9_14.22.pdf)

Grievance Procedures are also available in the institutional Policies for Financial Aid. Atlantis University will give guidance and provide the student with information and direction for pursuing a resolution. Students may address issues with the University's Compliance Officer: Ms. Carol Palacios, at [carol.palacios@atlantisuniversity.edu](mailto:carol.palacios@atlantisuniversity.edu), or via phone at (305) 377 8817 ext. 1017.

### **Sexual Violence – Risk Reduction Tips**

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

### **Be an Engaged Bystander**

- The only person responsible for committing sexual assault is a perpetrator, but all of us have the ability to look out for each other's safety. Whether it's giving someone a safe ride home or directly confronting a person who is engaging in inappropriate behavior, each of us can make a difference in ending sexual misconduct on campus and in our communities.
- Atlantis University encourages all members of the campus community to be engaged bystanders—persons who intervene in a positive way before, during, or after a situation or event in which they see or hear behaviors that promote sexual misconduct in any of its forms. A bystander is a person who is present when an event takes place but isn't directly involved. Bystanders might be present when sexual assault or abuse occurs—or they could witness the circumstances that led up to these crimes.

Through positive bystander intervention you can make a difference in other people's lives.

## GENERAL INFORMATION ON CAMPUS SECURITY

1. Atlantis University employs campus security personnel and encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are encouraged to report any crime or emergency to their institutional official promptly, can be assisted by institutional officials to contact law enforcement authorities, or can choose to decline to notify local authorities. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her professor or University official who in turn will contact the nearest supervisor or authority to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's Office of Compliance and Financial Aid Department, who contact the appropriate Police Department Districts for statistics and the institution's "Daily Incident Log", and then records those statistics.

If/When a member of the University community (student, faculty, staff) has an order of protection, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, that is known by the institution; the institution will maintain appropriate measures to accommodate the victim, maintain confidentiality to protect him/her, and implement measures to avoid contact between the victim and the offender.

3. Only students, employees and other parties having business with this institution should be on institutional property. Visitors must sign in at the entrance and identify their purpose of visit, the person to be visited, and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 6:00pm. When the school closes for the night, the school's official or supervisor will inspect the school to see that it is empty and then set the alarms and then lock down campus facilities. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:

- a) The Institution does not have campus law enforcement. Campus officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resource, and after all other possibilities have been explored. Local law enforcement has full authority to take any actions on our campus it deems reasonable.
- b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional officials shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used; as undue risk should not be taken.
- c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Information on Risk Reduction:

- a) Atlantis University offers regularly scheduled crime awareness and prevention programs during orientation and before the start of an academic program (at the beginning of every term). In addition, these programs and information are repeated on a semester basis, at least three (3) times a year (Winter, Summer, and Fall Semesters), and when the student confirms registration from one semester to another at the moment of completing their Financial Aid for the following semester. Students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - i. Be aware of your surroundings (if you see something, say something)
  - ii. Do not leave personal property in classrooms
  - iii. Report to your institutional officials, any suspicious persons.
  - iv. Always try to walk in groups outside the school premises.
  - v. If you are waiting for a ride, wait within sight of other people



- b) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - c) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
  - d) Atlantis University offers regularly scheduled informational sessions on crime prevention and awareness, in addition to programs to prevent dating violence, domestic violence, sexual assault, and stalking. These sessions are conducted during orientation, upon the student's enrollment, throughout the academic year (at the beginning of every Semester/Term), and as per request when informational sessions and relevant documentation are disseminated and where all the institution's policies and regulations are properly disclosed to prospective and active students, faculty and staff. Information is also available on request at the institution's website.
  - e) Information regarding any crimes committed on campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and will be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. All incidents are recorded in the Institutions "Daily Incident Log" located on campus at the Office of the President. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or it would endanger the confidentiality of the victim.
  7. This institution does not permit the sale, possession or consumption of alcoholic beverages on University property and adheres to and enforces all state underage-drinking laws.
  8. The institution does not permit the possession, use or sale of illegal drugs by its employees, faculty, and students and adheres to and enforces all State and Federal drug laws. The violations of these policies by students, faculty or employees may result in expulsion, termination and/or arrest.
  9. Information concerning drug and alcohol abuse education program is posted on campus and is distributed at least annually to students and staff.

10. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. Atlantis University has zero tolerance of such assault; the violation of this policy by students, faculty, or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
11. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
12. In the event a sex offense should occur on campus, the victim should take the following steps:
  - Report the offense to the University Executive Director.
  - Preserve any evidence as may be necessary to the proof of the criminal offense.
  - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
  - Request a change in the academic situation if necessary.
13. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
14. These records are available upon request through the administrative offices.
15. Information for crime victims about disciplinary proceedings. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.
16. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders. Link: <http://www.city-data.com/soz/soz-78613.html>

17. Support Services – Atlantis University is committed to helping students achieve their academic and professional goals. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance. In addition, as indicated above, the institution has programs to prevent dating violence, domestic violence, sexual assault, and stalking. Provisions exist as follows:

- The institution will provide **written notification to refer students and employees** to existing counseling, health, mental health, victim advocacy, legal assistance, family services, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community, and will provide academic advising on how to request changes to academic situation if needed;
- The institution will provide **written notification to victims about options for**, available assistance in, and how to request changes to living, transportation, and working situations or protective measures. The institution will make such accommodations available or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

## **Institution's Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking - Available Services for Victims**

### **Emergency**

Students, faculty and employees should refer to the designated Campus Security Individual or agency when reporting or seeking help on a criminal incident. All phones have a label to indicate the security official and his/her extension so that the victim can easily contact him/her.

### **Informational and Educational Materials**

The University provides helpful tips about safety and crime prevention, including tips for safety in campus facilities, and suggestions for steps to take if students/employees are victims of a crime. The information is available online at <https://www.atlantisuniversity.edu/campus-safety-security-report/>

The University's Compliance and FA Offices prepare and disseminate a variety of informational brochures and educational flyers providing general guidance for safety and crime prevention, including "street common sense" and identity theft. Those brochures are available at the University's boards, academic and administrative staff offices, and students' common areas: libraries, computer labs, restrooms, and lounges areas.

### **Group Meetings / New Student Orientation / Semester Orientation/ Registration**

Members of the University are available to meet with students, and meet regularly with student groups to discuss safety issues. Security meetings are conducted throughout the year to ensure awareness of services available to all (students/faculty/staff/employees).

The University conducts New Student Orientation at every start where new students (and employees) are provided with all information pertaining to safety and security – including a review of the Campus Safety and Security Report, with opportunity to discuss available resources.

Moreover, students complete a registration process once per semester, during such process, currently attending students are given an updated review of safety measures, services, resources, and are provided a copy of the most updated Campus Safety and Security Report. These meetings provide information on crime prevention, our various security programs, and resources available to all members of the University community. Expectations for student behavior under the University Catalog are clearly defined and discussed during these sessions.

## **Transportation**

AU Safe Walk: AU Safe Walk provides walking escorts to students and employees all nights from 8:00pm to 10:30pm (which is the latest the University facilities are open). Security escorts are trained and authorized to communicate directly with AU officers. Service is extended during study periods and final examinations, or if/when the student/employee requests it starts prior to 8:00pm. AU Safe Walk will also provide vehicular or pedestrian escorts to the garages, lots, and between campus facilities, during night hours upon request. Escorts are subject to availability by calling the University's designated Campus Security individual – Director of Operations: Andy Palacios Ext 1004 and/or Director of FA: Ingrid Ayala Ext: 1005.

## **Stalking Prevention**

The University provides services addressing domestic and dating violence issues, including obtaining restraining orders, safety planning, and criminal prosecution. These actions are intended to increase the University community's knowledge and to prevent violence and promote safety, including bystander intervention awareness intended to prevent dating violence, domestic violence, sexual assault, and stalking. Please refer to section on bystander intervention for additional information.



OFFENSE	On-Campus Property			Non-Campus Property			Public Property		
	Reported to AU	Reported to AU	Total	Reported to AU	Reported to AU	Total	Reported to AU	Reported to AU	Total
<b>Murder/Non-negligent Manslaughter</b>	0	0		0	0	0	0	0	0
<b>Manslaughter by Negligent</b>	0	0	0	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Arrest/Citation</b>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violation/ Disciplinary Referral</b>	0	0	0	0	0	0	0	0	0
<b>Drug Law Arrest/Citation</b>	0	0	0	0	0	0	0	0	0
<b>Drug Law Violation/ Disciplinary Referral</b>	0	0	0	0	0	0	0	0	0
<b>Weapon Law Arrest</b>	0	0	0	0	0	0	0	0	0
<b>Weapon Law Violation for Disciplinary Referral</b>	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0

### **Building Security Assessment**

To ensure that the physical environment is as safe as possible, constant security assessments of University facilities are conducted through the day and night. Specific recommendations are made based on exhaustive criteria to increase the overall physical security of Atlantis University facilities. To request a facility security assessment, contact the Director of Operations – Andy Palacios, Ext 1004 and/or Director of FA – Doreen Gill Ext: 1005

## EMERGENCY PROCEDURES

Students and employees should refer to the designated AU Campus Security Individual or agency when reporting or seeking help on a criminal incident as follow:

Who to contact to report an incident at the Institution	Director of Operations Ext 1004
Local Law enforcement agency to report an incident that occurred off campus	Call 911
List agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim and might need assistance.	Call 911

## GENERAL EMERGENCY PROCEDURES

### Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the Atlantis University Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Faculty and Instructors, and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as it is reasonably possible, the Administration should be notified of the threat. To notify Administration or the University Officials, students/faculty/staff may use the Emergency Contact button, or emergency phones, or dial the extensions – 1004 Director of Operations, 1005 FA Director, 1017 Compliance Officer.

### Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

## **PERSONAL RESPONSIBILITY FOR SAFETY**

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

### **Individual Responsibility**

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at the University, no matter how slight, or any accident that causes damage to property shall be reported immediately to the University President. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the University, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on University property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by State and Federal law. Their use and possession are prohibited on University property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

### **Accident Investigation and Reporting**

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred. Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

### **Firearms**

Firearms, ammunition, explosives or other weapons are prohibited on University property. Exceptions to this policy are limited to the following instances:

- Law enforcement agencies in performance of their normal duties may carry firearms on School property

### **Good Housekeeping**

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.



## FIRE PREVENTION AND SECURITY

### Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on University property.

No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists.

If a fire should occur, contact your supervisor/instructor or the University President.

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUISHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical(Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

### Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100-degree F

## **SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT**

### **Rule**

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

### **Responsibility**

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

### **First Aid**

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

## **SEVERE WEATHER**

### **Tornado**

If (in the judgment of the University President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the University President or Executive in charge, the threat of danger has past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

### **Flooding**

Because of the elevation of the School, Atlantis University is not likely to flood. However, during periods of flooding, the University President or Executive in charge will remain in contact with appropriate authorities and will ensure students and employees are informed and advised of local conditions.

### **Closing the School as the Result of Severe Weather**

Only the University President or the Executive in charge has the authority to close the University. When this action is taken, the President will ensure notification is released to the University Community – students, faculty, staff, and the general public. In addition, it will be posted on the University website, Online Platform, Social media channels, so that information about University Closings is broadcasted.

### **Self-Determination Policy**

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

## **EVACUATION PROCEDURES**

### **Emergency Evacuation**

During an emergency evacuation, each faculty is responsible for the safe and orderly evacuation of his/her class. Faculty members not in class but in attendance or at office hours should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

## **TIMELY WARNINGS AND CRITICAL INCIDENTS**

Atlantis University provides timely warnings (called “AU Alerts”) to the University community when a significant criminal incident occurs within Atlantis University and represents a serious or continuing threat. Decisions to disseminate a warning will be decided on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the University community. The purpose of the warning is to aid in the prevention of similar crimes by alerting the community about the incident and providing information on the actions people can take to diminish their chances of being victimized.

The type of information presented in the warning will vary depending on the circumstances of the crime and will be distributed as soon as pertinent information is available so that the warning is a preventive tool, not solely a description of the incident. If there is certain information that could compromise law enforcement efforts, it may be withheld from the timely warning notice.

Cases involving sexual assault are reported immediately after the incident occurred, in which case there is no ability to distribute a “timely” warning notice to the community. Thus, whether to issue a Timely Warning Notice based on a reported sex offense will be determined on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by Atlantis University.

Timely Warning Notices will be issued to students and employees in a manner that is timely, that withholds the names of the victims as confidential, and in a manner that aids in the prevention of future similar crimes.

Timely Warning Notices are distributed to the Atlantis University community via blast email and are published at the University’s Annual Security website section and other conspicuous locations indicating the date of the publication with frequent updates as necessary.



## CRITICAL INCIDENT RESPONSE PLAN

### OBJECTIVES

1. To coordinate the University's response to critical incidents while paying special attention to the safety and security needs of members of the Atlantis University community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

### DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves Atlantis University student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal University operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

## STUDENT ASSISTANCE SERVICES

### Personal Counseling Referrals

The Student Services Coordinator and Academic Advisors will act as the referral agent(s) for students seeking assistance for emotional or personal counseling services.

## PROCEDURES FOR ATLANTIS UNIVERSITY

**Step 1 ATLANTIS UNIVERSITY** - The President or University Director is notified of a critical incident involving an ATLANTIS UNIVERSITY student or employee at 305-377-8817 ext. 1017 during the day, after hours or holidays. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

**Step 2 ATLANTIS UNIVERSITY** – The President or University Director gathers information concerning the critical incident and responds accordingly. In the event that scheduled classes need to be cancelled or altered in some manner the Director will ensure faculty members are contacted and students are informed of the closure. In addition, such information will be posted on the University's website [www.atlantisuniversity.edu](http://www.atlantisuniversity.edu).

Any media contact, press releases, email or website assistance must be coordinated through the University President, or the University Official assigned by the President.

**Step 3 ATLANTIS UNIVERSITY** – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – ATLANTIS UNIVERSITY will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.

The President or Director in charge goes to the scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the President or Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **Step 3B** – President or Director in charge initiates family contacts.

**Step 4 Atlantis University** – Once the issue/situation is under control, the President or Director in charge meets with other school officials and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the school officials will be scheduled.

**Step 5 Atlantis University** – The President and school officials will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President.

## EMERGENCY COMMUNICATION

### Atlantis University Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Office of the President. The President will assign the Center Head of the Crisis Center when a situation arises. The Center Head is responsible for gathering any documents and/or gear necessary.

#### MEMBERS OF ATLANTIS UNIVERSITY CRITICAL INCIDENT RESPONSE TEAM

CRITICAL INCIDENT RESPONSE TEAM			
President	Omar Palacios	305-377-8817	Ext. 1017
Director of Operations	Andy Palacios	305-377-8817	Ext. 1004
Director of Admissions	Juan Cruz-Torres	305-377-8817	Ext. 1001

#### Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
<b>Hospitals:</b>	<b>Phone number:</b>
Baptist Hospital	<a href="tel:7865961960">(786) 596-1960</a>
Jackson Memorial Hospital	<a href="tel:3055851111">(305) 585-1111</a>
<b>Clinics:</b>	<b>Phone numbers:</b>
Baptist Urgent Care	<a href="tel:7865963890">(786) 596-3890</a>
MD Now Urgent Care	<a href="tel:3057521803">(305) 752-1803</a>

## EMERGENCY MANAGEMENT FRAMEWORK

### Emergency Communication Guidelines

In the event of an emergency that directly affects ATLANTIS UNIVERSITY all students and employees will be notified by telephone, e-mail, social media channels, institutional text messaging systems, and the University website.

### EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

#### FIRES:

- **Examples: Buildings, Grounds, Automobiles**

1. Call the appropriate University official at the location.
2. Clearly identify the location of the incident.
  - a. Building name
  - b. Physical location on campus
  - c. Room or area where fire is located
3. Evacuate the area.
  - a. Check the evacuation signs posted in hallway and
  - b. Follow to the Exit
  - c. Gather in Parking lot
4. Call the Fire Department
  - a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

#### SEVERE WEATHER: (i.e., Tornado)

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
  - When a tornado **WARNING** is received by way of siren or public broadcast:
    - ATLANTIS UNIVERSITY faculty and staff will ensure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
    - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
    - Protect yourself by:
      - Lying face down
      - Drawing your knees up under you
      - Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF ALL AU CAMPUSES

**POWER OUTAGE:**

- If an electric power outage occurs, the following procedures need to be taken:
  - Emergency flashlights will come on in each room.
  - Open doors and window coverings to take advantage of natural lighting.
  - Help those in need of assistance.
  - Carry flashlight to the Exits.

**CRIMINAL DISTURBANCE:**

- **EXAMPLES:**
    - Robbery
    - Assault (verbal or physical)
    - Theft in progress
    - Hostage situation
    - Gang activity
    - Weapon on campus
1. Do not resist or attempt to retaliate unless your life depends on self-defense.
  2. Call local law enforcement (911)
  3. Report any criminal disturbance to the University President immediately.

**BOMB THREATS:**

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the University President or Director of Operations.
5. The University President or Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

**DISRUPTIVE BEHAVIOR:**

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the University President or Director of Operations.
  - Examples of disruptive behavior:
    - Throwing rocks in windows
    - Blocking chairs and tables in classrooms
    - Writing on walls and defacing the University property
    - Verbal abuse of students or employees
    - Disturbing instructors or students
    - Unauthorized protests
    - Make written documentation of incident.

**DRUG/ALCOHOL INTOXICATION:**

- Immediately call the University President or Director of Operations.

**UNUSUAL BEHAVIOR:**

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the University President or Director of Operations.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

**MEDICAL EMERGENCY:**

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
  - Reportable examples include but are not limited to:
    - Medical emergencies
    - Occupational accidents requiring medical treatment other than minor first aid.
    - Accidents caused by property damage or unsafe conditions.
    - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the University President or Director of Operations should be notified of the location of the emergency.
  2. ALWAYS document the incident.

**MINOR FIRST AID:**

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the Ladies Restroom with band aids and supplies for minor injuries.



**EVACUATION PROCEDURES:**

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

**LOCKDOWN PROCEDURES:**

The lockdown process will only be initiated with the approval of the University President or Director of Operations.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

**Lockdown Basics:**

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

**EMERGENCY RESPONSE AND EVACUATION DRILLS**

ATLANTIS UNIVERSITY conducts a test of the emergency response an evacuation procedure at least once a semester. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the Office of the President and includes the date, time and whether the Drill was announced or unannounced.

## REPORTED CRIME STATISTICS

ATLANTIS UNIVERSITY produces a written daily crime log that is available to the public, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f), 34CFR668.46 as part of the Higher Education Act of 1965 ("The Clery Act"). The purpose of the daily log is to maintain and provide information about valid complaints of criminal or significant incidents occurring on campus to any member of the University Community, which might be relevant for their safety and security. Information from the University's Daily Crime Log can be found at the Main and Satellite Campuses. Logs are updated as new information becomes available. The chart below reflects crime statistics for the past Three (3) years:

Location	Incident Type	2020-2021	2021-2022	2022-2023
Atlantis University – Main Campus (AU University Park) 1011 Sunnybrook Road Miami – Florida 33136	<b>VAWA OFFENCES</b>	0	0	0
	<b>Domestic Violence</b>	0	0	0
	<b>Dating Violence</b>	0	0	0
	<b>Stalking</b>	0	0	0
	Murder/Non-Negligent Manslaughter	0	0	0
	Manslaughter/by Negligence	0	0	0
	Rape	0	0	0
	Fondling	0	0	0
	Statutory Rape	0	0	0
	Robbery	0	0	0
	Aggravated Assault	0	0	0
	Burglary	0	0	0
	Grand Larceny	0	0	0
	Motor Vehicle Theft	0	0	0
	Arson	0	0	0
	Incest	0	0	0
	Trespassing	0	0	0
	Vandalism	0	0	0
	Weapon	0	0	0

## **ALCOHOL AND OTHER DRUG POLICIES**

### **Atlantis University**

Biennial Review of AU Alcohol and Other Drug Programs 2023-2024.

The Drug Free Schools and Campus Regulations (34 CFR Part 86) of the Drug Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Atlantis University to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by AU students and employees, both on its premises and as a part of any of its activities.

### **At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:**

Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;

A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and

A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

### **The law further requires that the institution conduct a biennial review of its program with the following objectives:**

Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and

To ensure that the sanctions developed are enforced consistently.

### **The biennial review must also include a determination as to:**

The number of drug- and alcohol related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials;

The number and types of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Atlantis University acknowledges its legal obligation to conduct a biennial review of compliance with the Drug Free Schools and Communities Act and authorized an

administrative review to be conducted to determine if the institute fulfills the requirements of the previously mentioned Federal regulations. The President and the Administration, is responsible for conducting the review and reporting on the findings. The purpose of this report is to comply as best as possible, using data collected over the past two years, and to give evidence of the procedures in place for subsequent biennial reports.

The intention of this document is to meet the legal requirement of conducting a biennial review and also to summarize the programs and activities related to alcohol and drug prevention on the Atlantis University campus during the 2022-2023 and 2021-2022 academic years.

**The following information was examined for the biennial review:**

Alcohol and drug policies at similar institutions.

Alcohol and drug information provided students.

Student Handbook policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply

Employee Handbook policies related to drug and alcohol use by the Atlantis University employees and the sanctions imposed for failure to comply

Atlantis University on/off campus expectations related to student behavior

Various resources available to students and employees regarding drug and alcohol abuse

Incident reports in the Office related to any possible infractions of the drug and alcohol policy presented to students

Local, State and Federal Mandates

**Compliance with Drug Free Schools and Communities Act:**

Atlantis University strives to remain in compliance with the requirements of the Drug Free Schools and Communities Act. The institute has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of the University activities. AU has a written policy on alcohol and illegal drugs distributed to students during orientation, through access to the online Catalog/Student Handbook. The Employee Manual also contains the Drug and Alcohol Abuse Prevention Policy. The materials are located on our website contain the following:

Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on school property or as a part of its activities;

A description of the health risks associated with the use of illicit drugs and abuse of alcohol;

A description of counseling or treatment programs.

A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

The federally mandated policy about alcohol and other drugs will be discussed in more detail with students during orientation. In addition, the alcohol and drug policy will be presented to all employees with the distribution of the Employee Handbook.

### **Alcohol and Drug Free Campus Workplace Policy:**

Atlantis University is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The University recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions.

The University also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the Institute ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social, personal responsibility. Compliance with this policy is considered a condition of employment and attendance at AU and monitored by the Administration. All employees and students have been notified of this policy by print publication and on our website.

## **INCIDENTS REPORTS FOR STAFF**

<b>Year</b>	<b>Incidents in Workplace</b>	<b>Outcome</b>
2022-2023	0 Incidents	Not Applicable
2021-2022	0 Incidents	Not Applicable

### **Student Life Summary:**

All Atlantis University students are responsible for complying with Florida State laws and policies of AU. These guidelines establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages.
- Alcoholic beverages may not be available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
- Personal possession and consumption of alcoholic beverages is not permitted at social events attended by students, on the Institute's grounds.

### **Campus Summary:**

Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol while on campus; or exhibiting disruptive behavior caused by alcohol consumption.

Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the Student Handbook/university Catalog and can include:

- Warning and/or probationary period (Disciplinary)
- Contact with parent/guardian
- Referral to an alcohol education program
- Counseling services
- Suspension from AU
- Termination from AU
- Possible arrest, imprisonment, or fine according to state alcohol laws

Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) is prohibited unless the student has a valid prescription for the use of the controlled substance. Furthermore, intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) on any area of the AU campus is prohibited. This includes the presence of empty or full alcoholic beverage containers.

### **Drug Abuse**

Definition: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs, the relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).



**Classify as drug violations**

1. All drugs, without exception that are illegal under local or state law where the institution is located. Campuses in different states may have different laws.
2. All illegally obtained prescription drugs.

**Liquor Law**

Definition: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages not including driving under the influence and drunkenness.

**Classify as liquor law violations**

1. The manufacture, sale, transporting, furnishing, possessing, etc. of intoxicating liquor
2. Maintaining unlawful drinking places
3. Bootlegging
4. Operating a still
5. Furnishing liquor to a minor or an intemperate person
6. Underage possession
7. Using a vehicle for illegal transportation of liquor
8. Drinking on a train or public conveyance
9. Attempts to commit any of the above

**Do not classify as drug violations**

1. Drunkenness
2. Driving under the influence

## Criteria for Counting Referrals for Disciplinary Action

### Criteria for Counting Disciplinary Referrals

The disciplinary process at an institution can be called disciplinary action, mediation, judicial process, or some other term. The referral can, but does not have to, originate with the police. A disciplinary action can be initiated in an informal as well as a formal manner. It can include an interview or an initial review of names submitted to an official.

#### Enforcement:

The primary sources on campus that enforce the alcohol and drug policies are the employees. The Administration of the University handles interventions and/or sanctions. It is the primary responsibility of the Review Committee which will recommend any necessary sanctions. For 2022-2023 and 2021-2022 no referrals were made to the Disciplinary Review Committee for Drugs and/or Alcohol violations.

Atlantis University had no first offenses that were reported to Campus Security for drug and alcohol.

## CAMPUS INCIDENT REPORTS

Year	Number Of Offenses	Outcomes
2022-2023	0 Incidents	Not Applicable
2021-2022	0 Incidents	Not Applicable

#### Intervention:

Atlantis University has several options available for students and staff members who need to address alcohol and other drug abuse issues. The Institute works with local community health organizations to provide counseling for students and staff members.

#### Drug Free Workplace Policy:

In compliance with the drug free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Atlantis University and published in the Employee

#### Handbook and AU Catalog each year:

1. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited by AU on any property owned, leased, or controlled by AU or during any activity conducted, sponsored, authorized by, or on behalf of Atlantis University. A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802).
2. Atlantis University has and shall maintain a drug free awareness program to inform employees concerning the following:

- a. The dangers of drug abuse in the workplace
- b. Maintenance of a drug -free workplace
- c. Drug counseling and rehabilitation programs
- d. Possible penalties for drug abuse and rehabilitation violations.

**Health Risks and Effects:**

Alcohol and drug usage causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol and drugs can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long term consumption of large quantities of alcohol and drugs, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

**Resources for Assistance:**

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources on campus and in the community for assistance. Questions should be directed to Administration.

**Description of Applicable Legal Sanctions Under Federal, State or Local Law for Unlawful Possession or Distribution of Illicit Drugs and Alcohol**

The information on the following pages summarizes selected provisions of Federal, State, and local laws that provide criminal and civil penalties for unlawful possession or distribution of drugs and alcohol.

**Federal Penalties and Sanctions for Illegal Possession of Controlled Substances:**

21 U.S.C. § 844(a)

First Conviction: Up to 1-year imprisonment and fine of at least \$1,000 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fine of at least \$2,500.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fine of at least \$5,000.

21 U.S.C. § 853(a) and 881(a)

Forfeiture of tangible and intangible personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. Forfeiture of vehicles, boats, aircraft, or any other conveyance

used, or intended for us, to transport or in any manner to facilitate the transportation, sale, receipt, possession, or concealment of controlled substances.

21 U.S.C. § 844(a)

Civil fine of up to \$10,000 for each violation of 21 U.S.C. § 844 involving controlled substances listed in 21 U.S.C. § 841(b)(1)(A).

21 U.S.C. § 862

Denial of Federal benefits, such as financial aid grants, contracts, student loans, and professional and commercial licenses, for individuals convicted of distributing controlled substances (drug trafficking). The denial can last up to 5 years for the first conviction and up to 10 years for the second conviction. Those who have three or more convictions will be permanently ineligible for all Federal benefits.

18 U.S.C. § 922(g)

Ineligible to receive or possess a firearm or ammunition.

**Miscellaneous**

Authority to revoke certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., is vested with the officials of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

The United States Drug Enforcement Administration publishes information that summarizes trafficking penalties under Federal law for various types of drugs; it is available at: <http://www.dea.gov/druginfo/ftp3.shtml>.

**SOME OTHER RESOURCES INCLUDE:****National**

- Alcoholics Anonymous -<http://www.aa.org>
- Al-Anon – <http://www.nycalanon.org>
- Narcotics Anonymous – <http://www.na.org>
- Focus on Recovery Helpline (alcohol/drugs) – 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- National Alliance for the Mentally Ill – 1-800-950-6264
- Department of Health and Human Services Drug and Alcohol Treatment Referral
- Routing Service – 1-800- 662-4357

**Local - Miami Community**

- <https://www.therecoveryvillage.com>
- <https://www.transitionsrecovery.com>
- [www.sunrisedetox-fl.com/Addiction-Help](http://www.sunrisedetox-fl.com/Addiction-Help)
- <https://drugabuse.com › usa › drug-abuse › Miami-FL>
- <https://harborvillageflorida.com › contact-us>
- <https://adaptivecenter.net/>