



L3HARRIS™

Flight Academy

Annual Security and Fire Safety Report:
Campus Policies and Statements

July 2022

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OVERVIEW

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. A 1998 amendment renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act and is in section 485(f) of the HEA.

The Annual Campus Security and Fire Safety report is prepared each year by the Head of Campus Security. Academy campus and housing safety policies and procedures are reviewed annually to ensure they meet or exceed best business practices for the safety and security of all employees, students, and visitors, as well as all applicable regulatory requirements. Updates and/or changes to any policy or procedure are then published in the annual report.

L3HARRIS Flight Academy is located at the Orlando/Sanford International Airport and is governed by safety and security policies and procedures established and enforced by L3HARRIS Flight Academy, the Orlando/Sanford Airport Authority, and the U.S. Department of Homeland Security.

Crime statistics are collected from the Orlando/Sanford Airport Police Department and the City of Sanford Police Department.

CAMPUS SECURITY DEPARTMENT

L3HARRIS Flight Academy Campus Security Officers, as well as other Academy staff members, have the authority to ask persons for identification and to determine whether individuals have lawful business at the Academy. The L3HARRIS Flight Academy Campus Security Department does not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.

The Academy's Campus Security Department maintains a close working relationship with the Orlando/Sanford Airport Police Department and the City of Sanford Police Department. The Airport Police Department occasionally works with other law enforcement agencies including: Seminole County Sheriff's Office, Federal Bureau of Investigation (FBI), Transportation Security Administration (TSA), and Customs and Border Protection (CBP). Meetings are held among representatives of these agencies on both a formal and informal basis.

The Head of Campus Security works closely with all law enforcement investigators when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There are no written memorandums of understanding between L3HARRIS Flight Academy and any law enforcement agency.

All crime victims and witnesses are strongly encouraged to immediately report crime to the L3HARRIS Campus Security Department or to local law enforcement.

Counselling

The Academy does not have on-staff Pastoral Counsellors as defined by an employee of the Academy who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counselling and who is functioning

within the scope of that recognition as a pastoral counsellor. Nor does the Academy have on-staff Professional Counsellors as defined by an employee of the Academy whose official responsibilities include providing psychological counselling to members of the Academy's community and who is functioning within the scope of his or her license or certification. The Academy recommends that any member of the Academy community that is seeking counselling see Student Affairs or Human Resources for the contact information for the professional counselling service being utilized.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

During new student orientation, students participate in a prevention and awareness presentation and are informed of the content and availability of the Academy's Annual Security Report.

Each year, every Academy staff member receives training on specific subjects required to be covered by the Transportation Security Administration (TSA). Included in that training are the following subjects:

- Any new security measures or procedures implemented by the Academy;
- Any security incidents at the Academy and any lessons learned because of such incidents;
- Any new threats posed by or incidents involving general aviation aircraft contained on the TSA web site; and
- Any new TSA guidelines or recommendations concerning the security of general aviation aircraft, airports, or flight training providers.

Due to the secure nature of the airport environment in which the L3HARRIS Flight Academy operates, no additional formal programs covering personal safety and theft prevention are offered outside of the initial security awareness training provided during new student and employee orientation, and annual TSA training for all employees. Informal reminders of safety and security practices are sent periodically through email.

Facilities Access

Access to all Academy facilities and events are limited to currently enrolled students, currently employed flight instructors, and management and staff members. Visitors are required to sign in and obtain a visitor credential at the Academy Welcome Center or Operations Center dispatch desk. All employees and students are required to have identification badges displayed while on Academy premises.

L3HARRIS Flight Academy employs dedicated security officers who patrol the campus and dormitory evenings and overnight seven days a week, in addition to daytime on the weekends. The Academy utilizes CCTV monitoring, access control points, and burglary alarm systems.

ADAM WALSH CHILD PROTECTION AND SAFETY ACT

The Adam Walsh Child Protection and Safety Act is a federal statute that was signed into law by President George W. Bush on July 27, 2006. The Walsh Act organizes sex offenders into three tiers according to the crime committed and mandates those Tier 3 offenders (the most serious tier) update their whereabouts every three months with lifetime registration requirements. Tier 2 offenders must update their whereabouts every six months with 25 years of registration and Tier 1 offenders must update their whereabouts every year with 15 years of registration. Failure to register and update information is a felony under the law. States are required to publicly disclose information of Tier 2 and Tier 3 offenders, at a minimum. It also contains civil commitment provisions for sexually dangerous people.

The Act also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the internet. The national sex offender registry is located at: <https://www.nsopw.gov/> and the Florida sex offender registry is located at: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>.

WEAPONS

Possession or use of firearms, weapons, or ammunition on or in any Academy campus building, housing facility, or property by an employee, student/cadet, vendor, or visitor is strictly prohibited. Prohibited items include, but are not limited to: firearms, BB guns, pellet guns, air soft guns, paint ball guns, stun guns, bow and arrows, swords, switch blades, knives, nun-chucks, sling shots, martial arts or medieval weapons. Also prohibited under this paragraph are toy weapons and/or replicas that mimic the appearance of real weapons, or which could be mistaken for a real weapon. Any employee who violates this policy is subject to disciplinary action, up to and including termination. Any student/cadet who violates this policy is subject to immediate expulsion from the Academy and possible criminal charges.

HOW TO REPORT CRIMINAL OFFENSES

Dial 911 for all emergencies and/or the Orlando/Sanford Airport Control Center at 407-585-4101. Any suspicious activity or person(s) seen inside buildings, in the parking lots, or loitering around vehicles, aircraft, or the dormitory, should be reported to L3HARRIS Flight Academy Campus Security at 407-408-7872 or 407-276-6371.

Prompt reporting to the Campus Security Authority personnel listed below will assure timely warning notices on campus and timely disclosure of crime statistics:

- Richard Hilmer Jr. - Head of Campus Security
- Campus Security Officers
- Shari Riddell - Head of Operations
- Bridget DiRuscia - Manager of Student Affairs
- Student Affairs Staff

If a victim of a crime does not want to pursue action within the Academy system or the criminal justice system, the victim may still want to consider making a confidential report. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the Academy community. With such information, the Academy can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime regarding a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics report for the Academy.

Please refer to the Academy's Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy Handbook regarding confidentiality reporting under Title IX regulations.

DISCIPLINARY PROCEEDINGS DISCLOSURE FOR CRIME AND SEX OFFENSES

L3HARRIS Flight Academy shall disclosure, upon written request, to the alleged victim of a crime the results of a student disciplinary proceeding for any violent crime or non-forcible sex offense (incest or statutory rape). L3HARRIS Flight Academy will disclose results upon written request to a victim's next of kin in cases where the crime resulted in the victim's death.

L3HARRIS Flight Academy will provide both the accused and the accuser with simultaneous written notification of any result of any school disciplinary proceeding that arises from an allegation

of dating violence, domestic violence, sexual assault, or stalking. In these cases, it is not necessary for a victim to make a written request.

OFF-CAMPUS STUDENT ORGANIZATIONS

L3HARRIS Flight Academy does not have any off-campus student organizations. When an Academy student is involved in an off-campus offense, Academy staff may assist with the investigation in cooperation with local, state, or federal law enforcement.

DRUGS AND ALCOHOL

Federal law:

The Drug Enforcement Administration of the U.S. Department of Justice is the federal enforcer of drug laws in the United States. The Controlled Substances Act (CSA), Title II and Title III of the Comprehensive Drug Abuse Prevention and Control Act of 1970, is the legal foundation of the U.S. Government's fight against the abuse of drugs and other substances. This law is a consolidation of numerous laws regulating the manufacture and distribution of narcotics, stimulants, depressants, hallucinogens, anabolic steroids, and chemicals used in the illicit production of controlled substances.

Federal law sanctions the illegal possession of drugs. Sanctions may include imprisonment; civil fines; forfeiture of real and personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm. Federal sentencing guidelines provide for minimum sentences and fines.

Florida Statute 893:

Makes all drug trafficking illegal and considers such activity to constitute a felony. Felony level penalties include substantial terms of imprisonment, civil fines, and civil forfeiture of all real or personal property used in the illegal activity or obtained with the proceeds of the illegal activity.

Florida law also prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Florida law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

Drug and Alcohol Abuse Prevention

Federal regulations require each postsecondary institution, which participates in Federal Student Financial Aid Programs, to certify to the Secretary of Education that it has a program in effect to prevent the use of illicit drugs and the abuse of alcohol by employees and students. It also requires a distribution of drug- and alcohol-related information to employees and students on an annual basis. Please refer to the Academy's Drug and Alcohol Abuse Prevention Program for further information.

NOTIFICATIONS AND WARNINGS

EMERGENCY NOTIFICATIONS

Under the Clery Act, L3HARRIS Flight Academy is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in one of the buildings.

Some other examples of significant emergencies or dangerous situations are:

- Outbreak of meningitis or other serious illness
- Approaching tornado, hurricane, or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder / Active shooter
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill
- Aircraft disaster affecting campus functions

Active Shooter

BEFORE

Be Informed

- Sign up for an active shooter training.
- If you see something, say something to the authorities right away.
- Sign up to receive local emergency alerts and register your contact information with any work-sponsored alert system.
- Be aware of your environment and any possible dangers.

Make a Plan

- Plan with your family and make sure everyone knows what to do if confronted with an active shooter.
- Wherever you go look for the two nearest exits, have an escape path in mind and identify places you could hide if necessary.
- Understand the plans for individuals with disabilities or other access and functional needs.

DURING

RUN and escape if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.

- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 9-1-1 when you are safe and describe the shooter, location, and weapons.

HIDE if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds and turn off lights.
- Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

AFTER

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

Notification to the Academy about an Immediate Threat

The Campus Security Department at the Academy may receive information from various offices, departments, and other on-campus and off-campus sources. If the Head of Campus Security confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Academy, he/she will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Orlando/Sanford Airport Police, City of Sanford Police, Seminole County Sheriff, and/or the City of Sanford Fire Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Orlando/Sanford Airport Police Department, City of Sanford Police Department, Seminole County Sheriff's Office, City of Sanford Fire Department, and/or Seminole County Fire & Rescue; and they typically respond and work together to manage the incident. Depending on the nature of the incident, other local, state, or federal agencies could also be involved in responding to the incident.

All members of the Academy are required to notify the Campus Security Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Campus Security Department has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Orlando/Sanford Airport Police Department has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If that is the case, Federal Law requires that the Academy to immediately notify the campus community, or the appropriate segments of the community, that may be affected by the situation.

Dissemination of Emergency Information

Students are registered with the Academy's dedicated Emergency Notification and Timely Warning system during orientation. Employees are registered with the Corporations Emergency Notification and Timely Warning system during new-hire onboarding. In the event of a serious incident that poses an immediate threat, the Academy has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an immediate threat to the Academy community.

TIMELY WARNINGS

Clery Designated Crimes

Timely warnings must be issued for the following crimes if the crimes are reported to the Academy Campus Security Department or local law enforcement agencies; are considered by the Academy to represent a serious or continuing threat to students and employees; and occur in certain geographic locations as defined by the Clery Act.

These crimes are:

- Criminal Homicide
 - Murder
 - Non-negligent manslaughter
 - Negligent manslaughter
- Sex Offenses
 - Rape
 - Fondling
 - Incest
 - Statutory rape
- Robbery
- Aggravated Assault
- Burglary

- Motor Vehicle Theft
- Arson
- Arrests and referrals for disciplinary actions, including:
 - Arrests for liquor law violations, drug law violations, and illegal weapons possession.
 - Persons not arrested for liquor law violations, drug law violations, and illegal weapons possession; but who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.
- Hate Crimes
 - Any Primary Crime listed above
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
- Dating Violence
- Domestic Violence
- Stalking

Geographic Locations Requiring Timely Warnings

For the purpose of collecting statistics on the crimes listed, Clery geography includes buildings and property that are part of the institution's campus, the institution's non-campus buildings and property, and public property within or immediately adjacent to and accessible from the campus. For the purpose of maintaining the crime log described in the disclosures section, Clery geography includes, in addition to the locations above, areas within the patrol jurisdiction of the campus security department

Geographic Locations Not Requiring Timely Warnings

The Academy is not required to issue timely warnings for Clery designated crimes that occur off campus. However, the Academy recognizes that in certain cases timely warnings, even if not required by the Clery Act, may benefit the Academy population. The following criteria must be met for the Academy to issue a timely warning for an off-campus crime that does not require a timely warning under the Clery Act.

1. The crime is a murder, rape, or other serious and violent assault, and the local municipality requests that the Academy issue a timely warning.
2. The crime occurred in a geographic area regularly frequented by Academy students, and
3. The crime represents a specific and continuous threat to the Academy community.

Types of Timely Warnings

Timely warnings, whether or not required by the Clery Act, will be identified and posted as a Blanket Warnings, Targeted Warnings, or Informational Alerts.

Blanket Warnings are defined as timely warnings for the purpose of alerting the Academy of a crime which affects the entire campus or most of the campus. Blanket Warnings will be disseminated through the Academy Emergency Notification and Timely Warning system.

Targeted Warnings are defined as timely warnings provided to specific employees and/or students who may be affected by the occurrence of a crime. Targeted Warnings will be used when it is determined that an Academy-wide Blanket Warning is not necessary or appropriate. Targeted Warnings will be disseminated through the Academy Emergency Notification and Timely Warning system.

Informational Alerts are defined as communications provided to specific individuals for the purpose of providing those individuals with information deemed necessary to avoid undue concern or anxiety. Informational alerts will be disseminated via Academy email and will result in the entire campus, or a portion of the campus, receiving the alert. Postings in selected buildings may also occur.

When information involving a Clery designated crime is received by any Academy member, that information should be provided to the Academy Campus Security Department. The Head of Campus Security, or his/her designee, will consider whether a Blanket Warning, Targeted Warning, or Informational Alert should be issued and will do so as soon as practical.

Criteria to Determine the Need for Timely Warnings

The following criteria will be used when determining the need for a Blanket Warning, Targeted Warning, or Informational Alert:

- Nature of Crime
- Degree of continuing danger to the Academy*
- Possible risk of compromising law enforcement efforts
- Geographic Locations Requiring Timely Warnings

*Continuing Danger will be determined by one or more of the following factors:

- ✓ The probability that a similar crime will occur,
- ✓ Whether the actor(s) is still at large, and
- ✓ Whether the crime is egregious.

Distribution/Publication of Timely Warnings

All Blanket Warnings, Targeted Warnings, and Informational Alerts will be distributed to the appropriate recipients, as described previously. Academy staff may also post the alerts in areas where the students and staff are most likely to view the alerts.

All warnings and alerts will contain an expiration or “until further notice” statement. If new information exists, a new warning or alert will be released and posted.

Timely Warning Decisions

The following administrators may be a part of the decision process for issuing Warnings or Alerts:

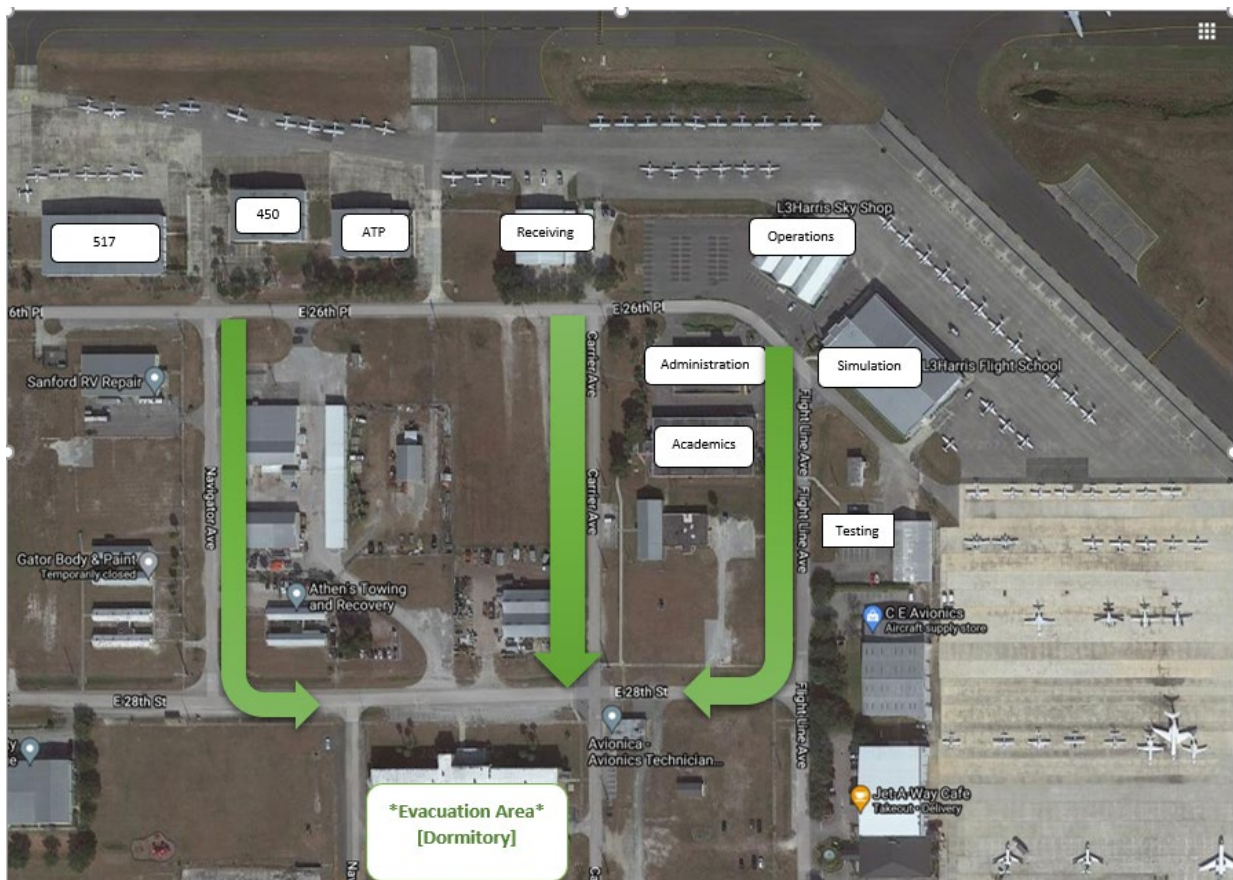
- Head of Campus Security
- HR Business Partner
- Academy Director

EMERGENCY RESPONSE AND EVACUATION

Emergency Response & Evacuation Tests

The Academy will conduct a scheduled (announced or unannounced) emergency response exercise each year. The type of exercise conducted could be a tabletop exercise or field exercise, but at a minimum will include a test of the emergency notification system(s) on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the Academy. An actual emergency or a false alarm shall not serve as a test of the Academy's procedures.

Each test will be documented to include the date the test was held, the time the test started and ended, a description of the exercise (i.e., the test), and whether the test was announced or unannounced.



This section is supplemented by the school's Evacuation Plan published by the EHS office within the Academy Safety department.

VIOLENCE AGAINST WOMEN ACT MISCONDUCT POLICY

The Violence Against Women Act is a comprehensive legislative package designed to improve criminal justice responses to sexual assault, domestic violence, dating violence, and stalking. And to increase the availability of services for victims and survivors.

Sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking, are violations of L3HARRIS Flight Academy's Conduct of Code and its sexual misconduct policy. Several federal laws and regulations, including the Clery Act, the Violence Against Women Act (VAWA), and Title IX regulations mandate how institutions respond to such allegations. Many types of sexual misconduct also constitute violations of Florida law.

Members of the campus community, guests, and visitors have a right to be free from sexual misconduct. All members of the community must conduct themselves in a way that does not infringe upon the rights of others. The Academy's sexual misconduct policy is intended to define expectations for appropriate conduct and outline resolution processes to address conduct that does not meet these expectations. When individuals accused of sexual misconduct are found to be in violation of the policy, the Academy has the right to impose sanctions.

All members of the campus community, guests, and visitors are protected by this policy regardless of their sexual orientation or gender identity. The Academy has jurisdiction over all acts of sexual misconduct involving members of the campus community, no matter where they occur on or off campus.

Sexual Misconduct Violations

The following are the definitions of conduct prohibited by the sexual misconduct policy.

Sexual Assault

"Sexual assault" is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

"Rape" is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

"Fondling" is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

"Incest" is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

"Statutory Rape" is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

"Sexual battery" means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object. However, sexual battery

does not include an act done for a bona fide medical purpose. Rape and sexual assault are called “sexual battery” under Florida Statute § 794.011.

Domestic Violence

The Department of Education defines the term “domestic violence” to mean:

- 1) Felony or misdemeanor crimes of violence committed:
 - (i) By a current or former spouse or intimate partner of the victim;
 - (ii) By a person with whom the victim shares a child in common;
 - (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - (v) By 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 in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Florida Statute § 741.28 defines “domestic violence” as any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Dating Violence

The Department of Education defines the term “dating violence” to mean violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and,
- 2) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:
 - (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - (ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Florida Statute § 784.046 defines “dating violence” as violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

Stalking

The Department of Education defines the “stalking” as:

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - (i) Fear for the person’s safety or the safety of others; or
 - (ii) Suffer substantial emotional distress.
- 2) For the purposes of this definition:
 - (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Florida Statute § 784.048 defines “stalking” as to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.

Consent

Florida Statute §794.011 Sexual Battery defines “consent” as 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.

Consent, to be valid, must be:

- i. Freely and actively given.
- ii. In mutually understandable words or actions.
- iii. Consent to one form of sexual activity can never imply consent to other forms of sexual activity.
- iv. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor.
- v. Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.
- vi. A person shall not knowingly take advantage of another person who is under 18 years of age, mentally defective, under the influence of prescribed medication, alcohol or other chemical drugs, or who is not conscious or awake, and thus is not able to give consent as defined above. Further, a person shall not physically or verbally coerce another person to engage in any form of sexual conduct, to the end that consent as defined above is not given.
- vii. Any attempted acts of sexual misconduct are also violations of this policy.

If You Have Experienced Sexual Misconduct

1. Go to a safe location as soon as you are able.
2. Seek immediate medical attention if you are injured or believe you may have been exposed to an STI/STD or potential pregnancy.
3. Contact any of the following for immediate assistance:
 - a. Richard Hilmer Jr., Head of Campus Security, 407-408-7872
 - b. Campus Security Department: 407-276-6371, [After hours/weekends]
 - c. Bridget DiRuscia, Student Affairs Manager: 407-625-6196
 - d. Shari Riddell, Head of Operations: 407-625-0551

Note that campus officials may contact on-call staff from other departments when their offices are closed, or they are otherwise unavailable to assist immediately.

If you are experiencing an emergency, call local police by dialing **911**. On campus, you may also call the Sanford Airport Police Department's Control Center at 407-585-4101.

1. It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at the local hospital, if possible. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or a wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint.
2. Choose how to proceed. 1) Do nothing until you are ready; 2) Pursue resolution by the Academy; 3) Initiate criminal proceedings; 4) Initiate a civil process against the perpetrator. You may pursue whatever combination of these options are best for you. If you wish to have an incident investigated and resolved by the Academy, students should contact the Manager of Student Affairs. Employees should contact the Human Resources Department. Academy procedures will be explained. Those who wish incidents to be handled criminally should contact the Sanford Airport police or local police where the assault occurred. A campus official is available to accompany students in making such reports, if desired. Contact the Head of Campus Security for more information.

About Confidentiality

To make informed choices, all parties should be aware of confidentiality and privacy issues, as well as institutional mandatory reporting requirements.

CONFIDENTIAL REPORTING

If reporting students wish that details of an incident be kept confidential, they should speak with members of the clergy, chaplains, and/or off-campus rape crisis center staff. In addition, the Academy has designated the Student Affairs Manager as an employee who can be consulted confidentially by students. Local resources such as crisis centers are also confidential and have no duty to report your information to the Academy.

MANDATED REPORTING UNDER TITLE IX

All Academy employees who are not designated above as confidential, are mandated reporters for all the details of which they are aware about an incident. They share this information with the Title IX Coordinator, Richard Hilmer Jr. Giving a mandated reporter notice of an incident constitutes official notice to the institution. Incidents of sexual misconduct will be taken seriously when official notice is given to the institution. Such incidents of sexual misconduct will be investigated and resolved in a prompt and equitable manner under the Academy's resolution procedures.

You may request confidentiality and/or that the Title IX Coordinator provide you with remedies and resources without initiating a formal resolution process. The coordinator will weigh requests for confidentiality against the institutional need to address and remedy discrimination under Title IX. Generally, the Academy will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

In cases where your request for confidentiality is granted, the Academy will offer you available resources, supports, and remedies. You are not obligated to pursue formal resolution to access the resources that are available. If the Academy decides that it is obligated to pursue a formal resolution based on the notice you have given, you are not obligated to participate in the resolution process. However, the ability of the Academy to enforce its policies or provide some remedies may be limited because of your decision not to participate.

INCIDENTS INVOLVING MINORS

Please be aware that institutional duties with respect to minors (those under the age of 18) may require reporting sexual misconduct incidents to state agencies and/or local law enforcement. As a result, confidentiality cannot be guaranteed in sexual misconduct incidents involving minors.

Your Rights

The Academy strives to provide members of the campus community with fair and equitable resolution processes that include both formal and informal options.

REPORTING

- Reporting parties have the right to notify law enforcement of incidents and to receive assistance from campus personnel in doing so.
- Reporting parties may decline to report to law enforcement if they so wish.
- Reporting parties have the right to have their allegations investigated and resolved internally by the Academy.

FAIRNESS

- All members of the campus community have the right to have reported incidents addressed according to the published Academy procedures.

- All parties have equal opportunities to have a support person of their choosing or offered by the school present throughout all resolution proceedings (including intake, interviews, hearings, etc.). This person can be an advisor, advocate, attorney, family member, friend, faculty member, etc.
- All parties have the right to written notice of the outcome of sexual misconduct resolution proceedings.
- Reporting parties and witnesses will receive amnesty for minor infractions (e.g., alcohol and drug violations) that are secondary to incidents of sexual misconduct.
- Reporting parties, their supporters, and witnesses have a right to be free from retaliation.

SUPPORT

- Students have a right to be notified of their ability to access campus counseling and health services.
- Students and employees have a right to be notified of on- and off-campus supportive resources.
- All parties involved in sexual misconduct allegations will receive the information and assistance needed to effectively participate in all proceedings.
- Reporting parties have the right to seek orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts, and may seek the help of Campus Security in requesting and/or enforcing.

Remedies

The Academy may take whatever steps are deemed necessary to appropriately respond to allegations of sexual misconduct, protect students' rights, and keep members of the campus community safe from further harm. Measures include, but are not limited to:

- Issuing interim suspensions pending a hearing.
- Reporting incidents to local police and/or prosecutors.
- Referring to counseling and health services.
- Referring to the Employee Assistance Program.
- Providing education to the community.
- Altering the housing situation of the reporting or responding party.
- Altering work arrangements for employees.
- Providing campus escorts.
- Providing transportation assistance.
- Implementing contact limitations between the parties.
- Offering adjustments to academic deadlines, course schedules, etc.

These measures are available regardless of whether a reporting party seeks formal resolution or makes a crime report.

Risk Reduction

While victim-blaming is never appropriate and the Academy fully recognizes that only those who commit sexual misconduct are responsible for their actions, L3HARRIS Flight Academy provides the suggestions that follow to help individuals reduce their risk of being victimized and their risk of committing acts of sexual misconduct.

REDUCING THE RISK OF VICTIMIZATION

- ✓ Make any limits/boundaries you may have known as early as possible.

- ✓ Clearly and firmly articulate consent or lack of consent.
- ✓ Remove yourself, if possible, from an aggressor's physical presence.
- ✓ Reach out for help, either from someone who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
- ✓ Take affirmative responsibility for your alcohol and/or drug consumption. Alcohol and drugs can increase your vulnerability to sexual victimization.
- ✓ Look out for your friends and ask them to look out for you. Respect them, and ask them to respect you, but be willing to challenge each other about high-risk choices.

REDUCING THE RISK OF BEING ACCUSED OF SEXUAL MISCONDUCT

- ✓ Show your potential partner respect if you are in a position of initiating sexual behavior.
- ✓ If a potential partner says "no," accept it and do not push. If you want a "yes," ask for it, and do not proceed without clear permission.
- ✓ Clearly communicate your intentions to your potential sexual partners and give them a chance to share their intentions and/or boundaries with you.
- ✓ Respect personal boundaries. If you are unsure what is OK in any interaction, ask.
- ✓ Avoid ambiguity. Do not make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you do not have consent.
- ✓ Do not take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way. Others' loss of control does not put you in control.
- ✓ Be on the lookout for mixed messages. That should be a clear indication to stop and talk about what your potential partner wants or does not want to happen. That person may be undecided about how far to go with you, or you may have misread a previous signal.
- ✓ Respect the timeline for sexual behaviors with which others are comfortable, and understand that they are entitled to change their minds.
- ✓ Recognize that even if you do not think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex, physical size, or a position of power or authority you may hold.
- ✓ Do not assume that someone's silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.
- ✓ Understand that consent to one type of sexual behavior does not automatically grant consent to other types of sexual behaviors. If you are unsure, stop and ask.
- ✓ Understand that exerting power and control over another through sex is unacceptable conduct.

Programs

AWARENESS AND PRIMARY PREVENTION

Incoming students are provided with education and training on awareness and prevention of sexual violence, dating violence, domestic violence, stalking, and consent in compliance with the Violence Against Women Act and the Clery Act.

BYSTANDER INTERVENTION

The Academy encourages bystander intervention from all students and staff to ensure that each member of the campus community is invested in creating a safe campus environment for themselves and others.

ONGOING CAMPAIGNS:

Ongoing awareness and prevention campaigns may be provided throughout the school year to students, faculty, and staff.

Resources

Safe House of Seminole County – Hotline: 407.330.3933

Seminole County Sheriff's Office Victim Advocates: 407.665.6650

Harbor House of Central Florida: 407.886.2856

Victim Service Center of Central Florida: 407.497.6701

Florida Domestic Violence Hotline: 1.800.500.1119

Florida Abuse Hotline – Children and Vulnerable Adults: 1.800.962.2873

Statement of Nondiscrimination

The policy of L3HARRIS Flight Academy assumes that no person in the United States shall be discriminated against because of race, religion, age, color, sex, disability, handicap, national origin, marital status, veteran's status, political belief or affiliation, and that equal opportunity and access to facilities shall be available to all.

MISSING RESIDENT STUDENT

Overview

The Higher Education Opportunity Act (HEOA) requires schools that provide on-campus housing to establish a Missing Resident Student Notification policy for students who live in on-campus housing. The policy:

1. Informs each resident student that they have the option to identify an individual that the Academy can contact no later than 24 hours after the time the resident student is determined missing according to the Academy's official notification procedures. This option is made aware to resident students during the new student orientation process.
2. Provides each resident student a way to register confidential contact information in the event the resident student is determined to be missing for more than 24 hours. This contact information is obtained during the new student orientation process and is recorded in the Registration Department.
3. Advises each resident student less than 18 years of age (who is not emancipated) that the Academy must notify a custodial parent or guardian no later than 24 hours after the time the resident student is determined to be missing according to the Academy's official notification procedures. This advisement is made during the new student orientation process.
4. Requires the school to initiate the emergency contact procedures that the resident student designates if the Campus Security Department or law enforcement personnel have been notified and determine that the resident student has been missing for more than 24 hours and has not returned to campus.

Schools must also establish official notification procedures for a missing resident student who resides in on-campus housing that:

1. Includes procedures for official notification of appropriate individuals at the Academy that a resident student has been missing for more than 24 hours; and
2. Requires that any official Missing Resident Student Report relating to a resident student be referred immediately to the Academy's Campus Security Department. In the absence of the availability of Campus Security personnel, the Missing Resident Student Report shall be forwarded to the Orlando/Sanford Airport Police Department.

The requirements for a school to establish missing resident student procedures do not provide a private right of action to any person to enforce a provision of the subsection or create a cause of action against any institution of higher education or any employee of the school for any civil liability.

Designated Contact

All residents have the option to designate a person to be contacted by the Academy no later than 24 hours of the determination the resident student is missing. A Confidential Contact Information sheet is available from the Registration Department and all residents are encouraged to complete and submit the document.

Any resident student under the age of 18 and not emancipated, the Academy must notify a custodial parent or guardian no later than 24 hours of the determination that the resident student is missing, in addition to notifying any designated contact person.

Resident Student Missing Procedures

Events that could cause a resident student to be considered missing include, but are not limited to, notification from a concerned individual, including Academy staff, about a resident student's absence or lack of contact that is contrary to their normal behavior and/or if unusual circumstances may have caused the absence.

Student & Staff Reporting

When an Academy staff member or student becomes aware of a potential missing resident student, the staff member should immediately notify one of the following:

- Campus Security Office: 407-276-6371
- Manager of Student Affairs: 407-625-6196
- Head of Campus Security: 407-408-7872

Campus Security/Student Affairs Role

The on-duty Campus Security Officer or Student Affairs staff member will gather information from the reporting source and will complete the Academy Missing Resident Student Report form (MRSR). This is to include reasons why the reporter believes the resident student is missing and what actions have been taken to try and locate the resident student. Additionally, the employee completing the MRSR will notify the Head of Campus Security and/or Manager of Student Affairs of the reported missing resident student. The 24-hour period begins at the time the report is generated, and the contacted employee will follow the missing resident student procedures and investigate the reported missing resident student.

The contacted employee shall investigate by checking the resident student's room and interviewing roommates, other students, and the students assigned ground/flight instructor to determine when the missing resident student was last seen. Additionally, the contacted employee shall attempt to contact the resident student by phone, email, social networking, and by leaving a note on the resident student's door; with instructions to contact a member of the Academy staff as soon as possible.

The contacted employee will also check the missing resident student's mailbox to determine if they have been picking up mail and attempt to determine if the missing resident student's vehicle is in any Campus or Dormitory parking lots.

Head of Campus Security Role

The Head of Campus Security shall review the MRSR and gather information from the contacted employee, or any other involved individuals, as necessary. The Head of Campus Security will coordinate with other Academy departments to initiate reviews of Academy files on the missing resident student for verification of vital information such as contact information, photo, physical description, CCB/PTO/LOA, etc.

The Head of Campus Security will inform senior leadership, as necessary, of the missing resident student. All dormitory and campus investigating procedures should be completed within 24 hours after first notification of the missing resident student.

Contact Persons and Public Safety Notifications

If a resident student has not been located, the designated contact or the custodial parent or guardian of the resident student will be contacted by the Academy Director, or his/her designee, no later than 24 hours of being officially determined that the resident student is missing.

Additionally, the Academy will notify the Orlando/Sanford Airport Police no later than 24 hours of the determination that the resident student is missing and will work in conjunction with law enforcement in the investigation.

Notifications without following the Missing Resident Students Procedures

Certain events may occur that preclude the use of the standard Missing Resident Students Procedures as developed by the Academy. The following circumstances will require a deviation from the procedures:

- Suspected foul play or danger including expressed suicidal ideology.
- Known medical condition that could cause a life-threatening situation.
- Natural disaster or force of nature in which the resident student may have been involved.

Similar circumstances, not listed, may also require deviation.

PUBLIC RECORDING AND REPORTING OF CRIME STATISTICS

Crime Log

The Campus Crime Safety Right-to-Know Act requires that schools maintain a crime log that reflects the nature of the crime, date/time, general location, and case number of each crime in geographic locations designated in the Clery Act. L3HARRIS Flight Academy complies with this rule by recording all crime-related incidents in a crime log. The log is maintained by the Academy's Campus Security Department. The Campus Security Department posts specific incidents in the crime log within two (2) business days of receiving a report of an incident. The most recent 60-day period of the crime log is open to public inspection during normal business hours, and older portions of the log are available within 2 business days. The crime log is available in the Campus Security Main Office in the Welcome Center building.

The school may withhold information required under 34 CFR 668.46(f)(1) and (2) if there is clear and convincing evidence that the release of the information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual
- Cause a suspect to flee or evade detection
- Result in the destruction of evidence

Preparing the Disclosure of Crime Statistics

The L3HARRIS Flight Academy's Campus Security Department prepares the annual crime report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The full text of this report is available in paper copy upon request. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Campus crime, arrest, and referral statistics include those reported to the Academy's Campus Security Department, designated campus officials, and local law enforcement agencies.

The Report is emailed to each enrolled student and employee annually. Copies of the report may also be obtained from the Head of Campus Security located in the Welcome Center Building or by calling 407-430-4154.

In accordance with the Student Right-to-Know and Crime Awareness & Campus Security Act, L3HARRIS Flight Academy hereby publishes and distributes its crime statistics for the preceding three calendar years:

Crime Statistics 2019-2021

Clery Crimes	YEAR	ON-CAMPUS		NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
		ON-CAMPUS STUDENT HOUSING	ON-CAMPUS TOTAL			
MURDER / NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
RAPE	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
FONDLING	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
INCEST	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
STATUTORY RAPE	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
ROBBERY	2019	0	0	2	0	2
	2020	0	0	1	0	1
	2021	0	0	0	0	0
AGGRAVATED ASSAULT	2019	0	0	1	0	1
	2020	0	0	4	0	4
	2021	0	0	1	0	1
BURGLARY	2019	0	0	4	0	4
	2020	0	0	1	0	1
	2021	0	0	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	1	0	1
	2020	0	0	1	0	1
	2021	0	0	1	0	1
ARSON	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
VAWA Offenses	YEAR	ON-CAMPUS		NONCAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
		ON-CAMPUS STUDENT HOUSING	ON-CAMPUS TOTAL			
DOMESTIC VIOLENCE	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
DATING VIOLENCE	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
STALKING	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Weapons; Drugs; Liquor	YEAR	ON-CAMPUS		NONCAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
		ON-CAMPUS STUDENT HOUSING	ON-CAMPUS TOTAL			
ARRESTS: WEAPONS VIOLATIONS	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0

There were no reported Hate Crimes for the years 2019, 2020, or 2021.

There were no unfounded crimes for the years 2019, 2020, or 2021.

FIRE SAFETY

Overview

The Higher Education Opportunity Act (HEOA) contains the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs, and maintain on-campus student housing facilities, to publish and distribute an annual fire safety report, or notice of the report, to all enrolled students and current employees. The report will outline on-campus housing fire safety systems, fire policies, drills, evacuation procedures, and statistics on fires for the 3 most recent calendar years.

Fire Prevention Program

It is the mission of the L3HARRIS Flight Academy to provide instructors, staff, students, and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the Academy's Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting facility safety audits of the buildings, and (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety through fire drills.

Fire and life safety features of Academy buildings shall follow all applicable standards of the National Fire Protection Association (NFPA) and the local authority having jurisdiction. The Academy conducts scheduled fire safety inspections of all Academy buildings.

Fire Safety Systems

The Academy's on-campus student housing facility is protected by a fire alarm system remotely monitored 24 hours/day, seven days/week, and has an integrated automatic sprinkler system. The building has life safety systems including: fire extinguishers; fire suppression systems; and hallway, stairwell, and common area emergency lighting. If there are any technical problems with the fire safety system, a fire watch patrol and fire log is instituted until the problem is rectified.

Fire Drills and Training

All on-campus student housing residents receive fire safety training (through fire drills) quarterly and when deemed necessary after significant fire safety system changes. Each student room has a smoke detector in the ceiling and an emergency evacuation map installed near the door to direct occupants to emergency exits. An annual fire safety inspection is required and conducted on Academy property by the City of Sanford Fire Marshall.

Fire Prevention Policies

To minimize the potential for fires at the housing facility, it is the policy of the Academy to prohibit open burning and the use of combustible decorations at all times (unless in accordance with other Academy policies and procedures, and/or authorized by the authority having jurisdiction). Open burning, as defined by the Academy, is any open/exposed flame or combustion that produces heat, light, or smoke; and has the potential to cause a fire. The open burning restriction does not apply to areas designated and built for such purposes.

To minimize the potential for fires, it is the policy of the Academy to prohibit the use of the following items in any dormitory room: portable space heaters, hibachis, any open flame device or object (including candles, incense sticks and related accessories), hot plates, slow cookers, deep fryers,

electric skillets, electric woks, griddles, sandwich makers/grills, toaster ovens, flammable/combustible liquids (for recreational/personal use), fireworks, firecrackers, rockets, flares, sparklers and other devices, halogen lamps, ceiling/wall tapestries, live holiday trees or non-fire retardant artificial holiday trees. The use of cooking devices does not apply to areas designated and built for such purposes.

All decorations and ornaments must be of fire-resistant or non-combustible material and UL rated. They shall not be hung or posted on any fire protection equipment (fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull stations, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the Academy, or in any manner that could present a trip and fall hazard or impede egress. All decorations, ornaments, and displays are required to be removed in a timely manner after the event. Decorative lights including holiday lights, as well as floodlights, extension cords, or electrically operated ornaments must also be UL rated.

Electric lights or electrically operated ornaments shall not be used on metal, aluminum, or any other similar metal, which could induce an electric shock. Only heavy-duty extension cords and decorative lights in good condition (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season.

Extension cords may not be routed under rugs or carpets, through doorways, or in any manner that could present a fall or trip hazard or impede egress. It is the policy of the Academy that only artificial holiday trees will be used and shall be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic, not block doorways, exits, exit signs, or any of the fire protection equipment; or present a trip and fall hazard that impedes egress. Artificial snow and other decorative sprays should be used with extreme caution. Avoid spraying around exits, exit signs, or any of the fire protection equipment.

ON-CAMPUS DORMITORY FIRE ALARM AND EVACUATION PROCEDURES

Fire Reporting

L3HARRIS Flight Academy students and employees can report any fire to any of the following individuals:

- **Dial 911 for all Emergencies**
- Campus Security Officers 407-276-6371
- Manager of Student Affairs 407-625-6196
- Head of Campus Security 407-408-7872
- Manager of Facilities 407-635-7723

Evacuation of the dormitory is required whenever the fire alarm activates.

Prior to a fire alarm or fire drill:

- Learn the location of the two (2) closest emergency exits and the fire alarm pull stations.
- Learn the emergency phone number = **911**.

- Review emergency evacuation and meeting area procedures located on the inside of the dormitory room and in the common areas.
- The Academy Housing or Campus Security Offices can further assist with questions about the evacuation and meeting area procedures.

If the Fire Alarm activates:

- Proceed to the door of the room and check it for heat with the back of your hand.
- **If door is cool:**
 - Open the door slowly and check for smoke in the hall.
 - If no smoke, leave the room and proceed to the closest Exit, closing the door to the room but do not lock it.
 - Evacuate the building.
- Meet at the pre-designated area outside and away from the building for accountability and instructions.
- Report absent people that were known to be in the building to an Academy staff or Fire Department member **immediately**.
- Stay away from the building for reasons of personal safety and fire fighter accessibility.
- Do not re-enter the building until the fire alarm has been silenced, and the City of Sanford Fire Department and Academy personnel have granted permission.
- **If door is hot, or if there is smoke present in the corridor:**
 - Do not open the door.
 - Stay in the room.
 - Pack towels or blankets under the door.
 - Telephone 911 on a cellular phone, if available.
 - Wave a brightly colored item out the window for ease of recognition.

FIRE SAFETY AWARENESS

During New Student Orientations, students participate in a prevention and awareness presentation and are also informed of the content and availability of the Academy's Annual Fire Safety Report.

Students living on-campus and Staff working in the Dormitory are briefed on the Fire Alarm and Evacuation Procedures as described in the previous section

PUBLIC RECORDING AND REPORTING OF FIRE STATISTICS

The Campus Fire Safety Right-to-Know Act requires that schools maintain a fire log of any fire in an on-campus student housing facility; and that it reflects the nature of the fire, date/time, and general location. L3HARRIS Flight Academy complies with this rule by recording all on-campus student housing fire-related incidents in a fire log. The log is maintained by the Academy's Campus Security Department. The Campus Security Department posts specific incidents in the fire log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances as permitted by law. The most recent 60-day period of the fire log is open to public inspection during normal business hours, and older

portions of the log are available within 2 business days. The fire log is available in the Campus Security Main Office in the Administration building.

In the event of a fire incident, the Academy's Campus Security Department will coordinate with the Orlando Sanford Airport Police Department and the City of Sanford Fire Department in the investigation of each fire incident.

The HEOA also requires the disclosure of statistics for each on-campus student housing facility as they relate to the occurrence of fires, fire causes, value of fire damage to property, fire related injuries/deaths, and unwanted/false alarms for the preceding 3 calendar years. The Fire Safety Report is emailed to each enrolled student and employee annually. Copies of the report may also be obtained from the Head of Campus Security located in the Administration Building or by calling 407-430-4154.

The statistics below are as reported by the L3HARRIS Flight Academy's Campus Security Department.

Fire Statistics 2019-2021

On-Campus Residential Facilities	YEAR	Total Fires	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Building 310; 1345 East 28th Street	2019	1	1	Unintentional: Cooking on stove	0	0	\$10.00
			2	Unintentional: Cooking in room [smoke only]	0	0	\$10.00
	2020	0	N/A	N/A	N/A	N/A	N/A
	2021	0	N/A	N/A	N/A	N/A	N/A