

2017

University of Central Florida Campus Violence Prevention Resource Document



UCF Office of Emergency Management,
UCF Police Department and
UCF Crisis Committee

Current as of:
April 2017

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This document is maintained by the University of Central Florida Office of Emergency Management. Any concerns or questions can and should be forwarded to, specifically:

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Department responsible for this Document:

- UCF Office of Emergency Management
- UCF Crisis Team
- UCF Police Department

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- Office of Emergency Management
- University Police Department
- UCF Crisis Team
- UCF Victim Advocate Services
- UCF Counseling Services
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Notes:

This document is included in the Comprehensive Emergency Management Plan (CEMP), Public Edition.

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CHAPTER 1: INTRODUCTION

1.1. Purpose

- 1.1.1. The University of Central Florida (UCF) makes safety for faculty, staff, students, and visitors a top priority. In the aftermath of school-related incidents, school administrators have been encouraged to conduct comprehensive security initiatives within their universities. One of the components of the Comprehensive Emergency Management Plan (CEMP) is the UCF Campus Violence Prevention Resource Document.
- 1.1.2. The protocols for assessing and addressing the mental health needs of students who may be at risk of causing campus violence is published in the UCF Golden Rule Student Handbook disseminated university-wide.
- 1.1.3. The most recent version of the UCF Golden Rule Student Handbook can be accessed at: <http://goldenrule.sdes.ucf.edu/>.

CHAPTER 2: ASSESSMENT

2.1. Annual Security and Fire Safety Guide (Safety Guide)

- 2.1.1. The UCF Police Department (UCFPD) prepares the Annual Security and Fire Safety Guide to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This Act requires colleges and universities to:
 - 2.1.1.1. Publish an annual report every year by October 1st. This report presents three years of campus crime statistics and certain campus security policy statements.
 - 2.1.1.2. Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics are gathered from campus police or security, local law enforcement, and other university officials who have “significant responsibility for student and campus activities.” This information can be found on the “Crime Statistics” section of the UCFPD Website.
 - 2.1.1.3. Provide “timely warning” notices of those crimes that occur on campus, or within the patrol jurisdiction of the campus police or the campus security departments (or those reported to the campus police or security departments). This information can be found at the UCFPD Website under the “Crime Alert” and “Activity Log” sections.
- 2.1.2. The UCFPD is responsible for preparing and distributing this Safety Guide. The department works with multiple departments and organizations to compile the information.
- 2.1.3. Members of the UCF community are encouraged to use the Safety Guide as a guideline for safe practices on and off campus. The Annual Report and Safety Guide is available on the UCFPD Website (www.police.ucf.edu). For a paper copy of the Annual Report and Safety Guide, please visit the University of Central Florida Police Department, located at 4000 Central Florida Blvd (Building #150).
- 2.1.4. The Annual Report and Safety Guide includes statistics for all UCF-owned properties.
- 2.1.5. The most recent version of the Annual Report and Safety Guide can be accessed at: <http://publications.ucf.edu/publications/security-and-fire-safety-guide/>. Additional information on the Annual Report and Safety Guide may be found by contacting:

The UCF Police Department
(407) 823-5555
www.police.ucf.edu

2.2. UCF Police Website

2.2.1. The UCFPD website contains links for:

2.2.1.1. Crime Alerts

2.2.1.2. Crime Activity Log

2.2.1.3. Fire Activity Log

2.2.1.4. Sexual Predators

2.2.1.5. Missing Persons Policy

2.2.2. The UCFPD website can be accessed at: www.police.ucf.edu. Additional information on the UCFPD website may be found by contacting:

The UCF Police Department
(407) 823-5555
www.police.ucf.edu

CHAPTER 3: PREVENTION

3.1. Comprehensive Emergency Management Plan

- 3.1.1. The purpose of the CEMP is to provide the framework for coordination and full mobilization of University and external resources in the event of an emergency on campus. It clarifies strategies to prepare for, respond to, and recover from an emergency or disaster incident that could impact the campus or the region. As part of this strategy, the plan:
- 3.1.1.1. Identifies authorities and assigns responsibilities for planning, response, and recovery activities;
 - 3.1.1.2. Identifies the scope of potential hazards that form the basis for planning;
 - 3.1.1.3. Establishes the emergency management organizational structure that will manage the response;
 - 3.1.1.4. Identifies departments within the university tasked with specific responsibility for carrying out the plans and operations defined within the Annexes of the CEMP;
 - 3.1.1.5. Identifies other jurisdictions and organizations with whom planning and emergency response activities should be coordinated; and
 - 3.1.1.6. Outlines the process of disseminating emergency information and instructions to the campus population.
- 3.1.2. The CEMP can be viewed at www.emergency.ucf.edu. Additional information on the plan may be found by contacting:

The UCF Office of Emergency Management
(407) 882-7111
www.emergency.ucf.edu

3.2. Campus Outreach

- 3.2.1. This is a comprehensive outreach plan by the Office of Emergency Management, the Counseling Center, the Office of Student Rights and Responsibilities, and the UCF Police Department. This outreach consists of:
- 3.2.1.1. Handouts presented at new student and faculty orientations and the Welcome Expo;
 - 3.2.1.2. Awareness banners;
 - 3.2.1.3. UCF Alert testing;

- 3.2.1.4. UCF “What To Do If…” Pocket Guide;
 - 3.2.1.5. Handouts given to students residing on- and off-campus;
 - 3.2.1.6. Educational modules incorporated into colleges and classrooms on campus; and
 - 3.2.1.7. Podcasts and videos for the general public.
- 3.2.2. Additional information on Campus Outreach can be found by contacting:

The UCF Office of Emergency Management
(407) 882-7111
www.emergency.ucf.edu

3.3. Lockdown and Shelter-in-Place Planning Program

- 3.3.1. The Lockdown and Shelter-in-Place Planning Program is a three-step process involving the Shots Fired Video, a Site Security Assessment, and the Lockdown and Shelter-in-Place Plan.
- 3.3.2. Shots Fired Video
- 3.3.2.1. This training is provided by the Office of Emergency Management and the Community Relations Division of the UCF Police Department.
 - 3.3.2.2. “Shots Fired – When Lightning Strikes” is a video presented by the Center for Personal Protection and Safety and is 20 minutes long.
 - 3.2.2.1.1. “Shots Fired – When Lightning Strikes” and “Shots Fired on Campus” provide faculty, staff, and students with critical guidance on how to recognize and survive an active shooter situation.
 - 3.3.2.3. Additional information on the Shots Fired Training may be found by contacting:

The UCF Office of Emergency Management
(407) 882-7111
www.emergency.ucf.edu

OR

The UCF Police Department – Community Relations Division
(407) 823-5555
www.police.ucf.edu

- 3.3.3. Site Security Survey

- 3.3.3.1. The Community Relations Division of the UCF Police Department is available to conduct a Site Security Survey, which gives a better indication of what additional safety precautions can and should be made for departments on campus to maximize safety in the event of an active shooter situation.
- 3.3.3.2. Weaknesses and strengths of the area can be assessed and amendments can be made to protect the site and those who are there.
- 3.3.3.3. Additional information on the Site Security Survey may be found by contacting:

The UCF Police Department – Community Relations Division
(407) 823-5555
www.police.ucf.edu

3.3.4. Lockdown and Shelter-in-Place Plan

- 3.3.4.1. The UCF Lockdown and Shelter-in-Place Plan provides the necessary information for the creation of a departmental Lockdown and Shelter-in-Place Plan. The document has three parts: a plan, instructions, and a template for plan creation.
- 3.3.4.2. The Office of Emergency Management can provide assistance in the creation of the Lockdown and Shelter-in-Place Plans.
- 3.3.4.3. The Office of Emergency Management can assist in providing opportunities for exercises to familiarize faculty, staff, and students with the implementation of the Lockdown and Shelter-in-Place Plans.
- 3.3.4.4. The Lockdown and Shelter-in-Place Plan template instruction manual provides directions for individual departments to create their departmental Lockdown and Shelter-in-Place Plan.
- 3.3.4.5. The template for creating a departmental Lockdown and Shelter-in-Place Plan provides a basic outline for individual departments to create their departmental Lockdown and Shelter-in-Place Plan. It is a fillable Word doc file.
- 3.3.4.6. Additional information on Lockdown and Shelter-in-Place Training may be found by contacting:

The UCF Office of Emergency Management
(407) 882-7111
www.emergency.ucf.edu

- 3.3.5. A flyer advertising the Lockdown and Shelter-in-Place Planning Program can be found at Appendix B of this document.

3.4. UCF Police Community Relations Courses

- 3.4.1. PSST (Improv) teaches participants how to recognize crime to ensure more accurate reporting to police. It is a fun, interactive way to learn some decision making skills, and is offered by the UCF Police and Victim Services.
- 3.4.2. SAFE (Self-defense Awareness, Familiarization, and Exchange) is a women's self-defense class. It is a two-hour program offered to women only. There is a \$5.00 charge for materials.
- 3.4.3. The Question and Answer session allows students the opportunity to ask questions about law enforcement, traffic laws, and situational questions such as, "What do I do if...?" The program runs approximately one-hour long.
- 3.4.4. Hostile Intruder gives participants suggestions for dealing with an active shooter.
- 3.4.5. Additional information on Community Relations Courses may be found by contacting:

The UCF Police Department – Community Relations Division
(407) 823-5555
www.police.ucf.edu

3.5. Emergency Guide

- 3.5.1. The UCF Emergency Guide is an 18-page, spiral-bound guide that provides users with quick-reference emergency contact information, and information on how to respond to different types of situations which may arise on campus. The front page of the guide provides the user with the building and room number where he or she is located, should this information be needed in an emergency. It also provides information on when the guide was last updated. The back of the UCF Emergency Guide has a full-color campus map for reference.
- 3.5.2. Additionally, the UCF Emergency Guide also provides information on emergency planning and training resources that are available to the user through various UCF departments, including Environmental Health & Safety, Human Resources and UCF Student Health Services.
- 3.5.3. The UCF Emergency Guide can be accessed online so that individual users who would like a copy can download and print it at any time. The guide can be accessed by visiting: http://emergency.ucf.edu/emergency_guide.html.
- 3.5.4. The intent of this guide is not to be specific to every individual emergency, since no two emergencies will be exactly the same, but to provide general instructions on the basic procedures that should be followed if there is an emergency on campus. The UCF

Emergency Guide should be used in conjunction with departmental emergency policies already in place.

3.5.5. Additional information on The UCF Emergency Guide can be found by contacting:

The UCF Office of Emergency Management
(407) 882-7111
www.emergency.ucf.edu

3.6. Emergency Blue Light Phones

3.6.1. UCF has over 226 Emergency Blue Light Phones (EBLP) on campus. All EBLPs are placed in locations that have heavy foot traffic for both day and night. The EBLPs are to be used only during emergency situations. All EBLP calls go directly to the UCFPD, so that police can quickly locate the caller and respond to the emergency.

3.6.2. There are many EBLPs located throughout the campus. The University has standardized EBLPs to look the same. All EBLP stations will be painted Safety Yellow with Black reflective lettering.

3.6.3. Every parking garage has EBLPs located at every stairway on each floor. These EBLPs are all wall-mounted and stainless steel in color.

3.6.4. Additional information on Emergency Blue Light Phones can be found by contacting:

The UCF Office of Emergency Management
(407) 882-7111
www.emergency.ucf.edu

3.7. UCF Alert

3.7.1. UCF Alert is a multi-media communications system that provides timely and accurate information about emergency situations that could impact the university. The goal is to help keep the campus safe and informed during an emergency.

3.7.2. UCF Office of Emergency Management, Police Department and Office of News and Information determine which communications tools are used during an emergency. These offices work together to provide timely and accurate information to the UCF community.

3.7.3. UCF Alert features several communications tools, including e-mails, text messages, Web updates, social media, sirens and more. See <http://www.emergency.ucf.edu/ucfalert.html> for a complete list of communication tools.

3.7.4. Generally, e-mails and text messages will be used only for events that present an imminent danger to the campus community or that significantly impact university operations. UCF

understands that some UCF Alert recipients may be charged for receiving text messages, and therefore will use text messages judiciously.

3.7.4.1. Examples of situations where text messages and e-mails might be sent include, but are not limited to, bomb threats, chemical spills, and extreme weather alerts.

3.7.5. Additional information on The UCF Alert may be found by contacting:

The UCF Office of Emergency Management
(407) 882-7111
www.emergency.ucf.edu

3.8. Flash Point

3.8.1. Flash Point provides faculty, staff and students information on violence in the classroom and in the workplace.

3.8.2. The focus of “Flash Point: Recognizing and Preventing Violence in the Workplace” is to:

3.8.2.1. Understand what workplace violence is;

3.8.2.2. Recognize common myths about workplace violence;

3.8.2.3. Recognize Behaviors of Concern before violence occurs;

3.8.2.4. Recognize the signs of Domestic Violence as it affects the workplace environment; and

3.8.2.5. Understand the importance of early action and the options for responding to and reporting warning signs.

3.8.3. The focus of “Flash Point on Campus: Recognizing and Preventing Violence on Campus” is to:

3.8.3.1. Understand what is meant by campus violence;

3.8.3.2. Recognize common myths about campus violence;

3.8.3.3. Recognize Behaviors of Concern before violence occurs;

3.8.3.4. Recognize the signs of stalking and intimate partner violence; and

Understand the importance of early action and the options for responding to and reporting warning signs.

3.8.4. Additional information on Flash Point may be found by contacting:

The UCF Office of Emergency Management
(407) 882-7111
www.emergency.ucf.edu

OR

The UCF Police Department – Community Relations Division
(407) 823-5555
www.police.ucf.edu

3.9. Victim Advocates

- 3.9.1. UCF Victim Advocate Services maintains confidentiality with all clients who use the program's services. Client names, identifying information, and disclosures are kept completely confidential unless an advocate receives written permission from the client to release information to a third party, **with the following exceptions:**
- 3.9.1.1. A judge orders the program to release information to the court;
 - 3.9.1.2. An advocate receives knowledge of a client's suicidal or homicidal thoughts; or
 - 3.9.1.3. An advocate receives knowledge that child or elder abuse has occurred.
- 3.9.2. Advocates are available 24/7 to assist UCF community members who have been impacted by crime, violence, or abuse. To contact an advocate, call **the 24/7 HOTLINE at (407) 823-1200**. Advocates are available to provide safety planning, crisis intervention and emotional support, personal advocacy, reporting and disclosure options, assistance with injunctions for protection, and filing for crimes compensation, along with referrals and resources, as needed.
- 3.9.3. Advocates can help victims explore their rights and options and provide information about the civil, University, and criminal justice systems so that victims can make informed decisions about what is best for them.
- 3.9.4. Advocates can provide referrals to both on- and off-campus resources.
- 3.9.5. Advocates also provide prevention awareness education to individuals and groups.
- 3.9.6. Additional information on Victim Advocates may be found by contacting:

UCF Victim Services
(407) 823-2425
www.victimservices.ucf.edu

3.10. University Crisis Team

3.10.1. Per the UCF Golden Rule, the University Crisis Team is composed of the following persons or their designee(s):

3.10.1.1. Health Services Director;

3.10.1.2. Counseling and Psychological Services Director;

3.10.1.3. Chief of UCF Police Department;

3.10.1.4. Director of the Office of Student Rights and Responsibilities (OSSR);

3.10.1.5. Office of Student Conduct Director;

3.10.1.6. Associate Dean for Academic Services;

3.10.1.7. Director of Housing and Residence Life; and

3.10.1.8. Student Care Services Assistant Director

3.10.2. The University may refer students who are viewed to be engaging in behavior that poses risk to themselves or others to the Crisis Team for possible action. Such behaviors include, but are not limited to: suicidal behavior, self-injury, threats to harm others, disruptive behavior, eating disorders, and endangerment to the community.

3.10.3. Various campus units may enlist the services of the Team. In the event that a student's behavior raises concern about risk of danger to self or others, the involved unit will contact the Executive Director of OSRR or designee. The Director of OSRR or designee will then contact Crisis Team members to convene a meeting in order to review the case and decide on the best course of action.

3.10.4. The role of the Student Health Services Executive Director and the Counseling and Psychological Services Director on the Crisis Committee will be consultative in nature. When possible, the Student Health Services Executive Director and the Counseling and Psychological Services Director will not confer on a case for which they are (or have been) serving in a direct provider relationship with the involved student. When the involved student has been a client at the UCF Counseling Center, the Counseling and Psychological Services Director will maintain the confidentiality of the student's clinical information and will make recommendations for action based solely upon the information provided in the Crisis Committee meeting.

3.10.5. Additional information on the Crisis Committee may be found by contacting:

The Office of Student Rights and Responsibilities
(407) 823-4638
www.osrr.sdes.ucf.edu

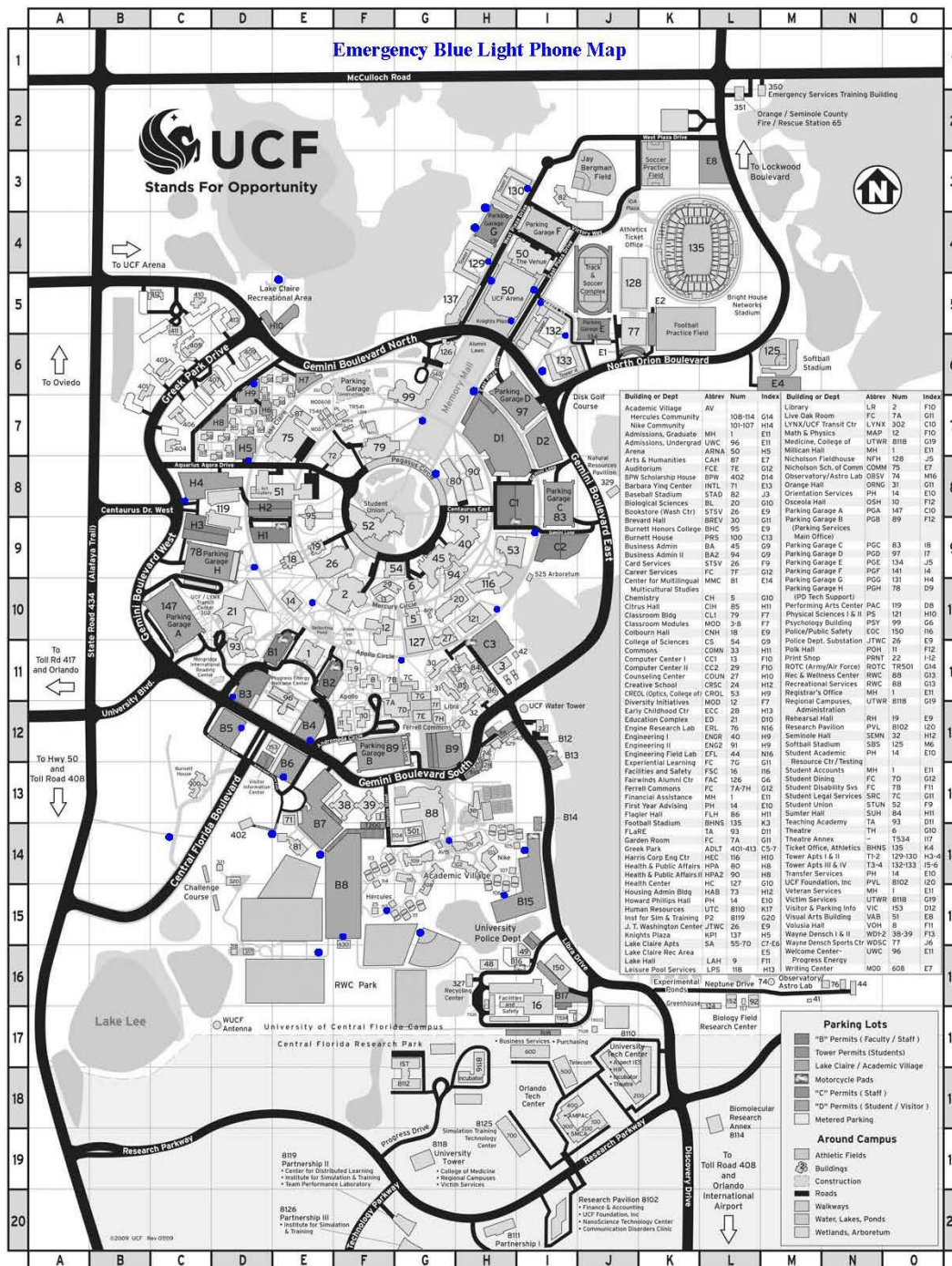
3.11. UCF Mandated Assessment Procedure

- 3.11.1. The University has a mandated assessment policy, per the UCF Golden Rule.
- 3.11.2. This University procedure is established for behaviors or actions that result in hospitalization from imminent danger to self or others via the Baker Act (F.S. 394.463) or Marchman Act (Chapter 397, Florida Statutes), significant acts or threats of violence to others, chronic eating disorders, dramatic and/or expansive displays of self-mutilation, behaviors that are significantly disruptive to the UCF community and /or diminish the ability of a student to care for him/herself.
- 3.11.3. Whenever the UCF Police provide transportation of a UCF student to the hospital for involuntary examination, the police will file a report with the OSRR. In addition, anyone may also file reports about students of concern with Student Care Services.
- 3.11.4. Once a report is received, the Director of OSRR or designee may notify and consult with designated representatives of the UCF Counseling and Psychological Services or Student Health Services and/or the University Crisis Committee to review the severity of the student's behavior for potential of continued risk to the campus community.
- 3.11.5. A determination will be made whether a mandated assessment and/or physical assessment is needed to help the student in their specific situation or whether some other more stringent, protective action is appropriate to protect both the welfare of the student and the community.
- 3.11.6. The mandated assessment session(s) may be used to evaluate the student's risk of harm to self or others, and to take appropriate actions to ensure the safety of the student or others if risk is present. In addition, the mandated assessment session(s) are designed to assist students in developing a safety and/or well-being plan and provide students with educational resources.
- 3.11.7. The Director of OSRR or designee will contact the student in a timely manner and require an initial meeting between an OSRR representative and the student to inform the student of their rights and responsibilities regarding the incident.
- 3.11.8. All students identified as threatening self-harm or having attempted suicide must complete a mandated assessment with a licensed mental health professional and/or a physical assessment with a licensed medical provider. Examples of a licensed mental health professional include a UCF Health Services psychiatrist, a UCF Counseling and Psychological Services clinician, or a community based counselor or psychiatrist of the student's choice.

- 3.11.9. Before the mandated assessment is conducted, the Director of OSRR or designee will first obtain an Authorization to Release/Exchange Confidential Information form from the student to provide the licensed mental health professional and/or licensed medical health professional conducting the assessment with background information relevant to the reason for the mandated assessment. The Director of OSRR or designee will require proof of participation for the mandated assessment with a licensed mental health professional and/or proof of a physical assessment with an appropriate medical provider. Failure to comply may result in the convening of the University Crisis Committee to consider the initiation of the Involuntary Withdrawal Procedure.
- 3.11.10. In cases where more protective action is needed based on more severe behavior/conduct (e.g., behaviors/actions towards killing self, behavior endangering others, threats to harm others, behavior significantly disruptive to the UCF community), the Director, OSRR or designee may initiate one or both of the following:
- 3.11.10.1 Interim Suspension followed by initiating the Student Conduct Review; or
 - 3.11.10.2 Process convening of the University Crisis Committee to consider the initiation of the Involuntary Withdrawal Procedure.
- 3.11.11. Faculty, staff, and students who are concerned about the mental well-being of another individual on campus may report concerns Student Care Services at scs.sdes.ucf.edu.
- 3.11.12. Additional information on the Mandated Assessment Policy can be found by contacting:

The Office of Student Rights and Responsibilities
(407) 823-4638
www.osrr.ucf.edu

APPENDIX 1: EMERGENCY BLUE LIGHT PHONES MAP



APPENDIX 2: LOCKDOWN AND SHELTER-IN-PLACE PLANNING PROGRAM FLYER

Lockdown and Shelter-in-Place Planning

UCF Office of Emergency Management
<http://emergency.ucf.edu>

Tragedy strikes without warning and the best way to prevent it is to be prepared. What will you do if shots are fired?

The UCF Office of Emergency Management, in partnership with the UCF Police Department, has developed a planning program to assist departments in developing a Lockdown and Shelter-in-Place Plan.

Step One: View the Shots Fired Video/UCF Alert Presentation

This hour-long video and presentation, hosted by the UCF Office of Emergency Management and UCF Police Department, prepares people for the possibility of an active shooter situation on campus. The goal is to bring viewers to the mindset of preparedness in the event that this crisis was to ever occur. The video provides basic steps and measures to be taken in order to save lives during the event. Our departments can come to your office to present the video, or personnel may view the video through Human Resource, OD & Training Department.

Step Two: UCF Police Community Relations Department Site Security Survey

A Site Security Survey will give a better indication on what additional safety precautions can and should be made for your department to maximize your safety in the event of an active shooter situation. Weaknesses and strengths can be assessed and amended to best protect the site and those who are there.

Step Three: Develop a Lockdown/Shelter-in-Place Plan with the UCF Office of Emergency Management

The best way to stay safe is to stay prepared. Developing a Lockdown/Shelter-in-Place Plan will ensure that there is a plan of action that your staff, the UCF Police Department, and the Office of Emergency Management are familiar with before the event occurs.

For additional information and to begin the planning process, please contact:



Emergency Plans and Programs Coordinator
UCF Office of Emergency Management
(407) 823-0678

Community Relations Division
UCF Police Department
(407) 823-6576

