Rosen College of Hospitality Management

UCF Rosen College of Hospitality Management
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407.903.8000
Keeping our campus community safe for students, employees, and visitors is a top priority for the University of Central Florida. Our staff members, faculty members, and administrators work diligently with the UCF Police Department to ensure the best possible campus environment for academic, professional, and personal growth. UCF’s successful strategy for safety includes focusing on crime prevention, working with student and community organizations, and collaborating with area law enforcement agencies. But your help is also essential. Please read and follow the suggestions in this guide. Together, we can prevent crime on campus and make UCF a safe and welcoming place for everyone.

John C. Hitt, President

The UCF Police Department provides professional law enforcement services and crime prevention assistance to maintain and promote human safety and the security of property for the UCF campus and its associated location. The Department facilitates the achievement of academic, research, and public service missions of the University through its safety and security programs, the protection of individual rights, and reducing fear of crime.

The UCF Police Department continues to grow with the needs of an expanding metropolitan research university. It provides services for students, faculty and staff members, and more than a half-million visitors each year. These services are presented by a well-trained, well equipped, and profession law enforcement agency.

This Annual Security and Fire Safety Guide is our way of increasing communication about crime prevention and awareness. We also provide educational programs to increase the community’s knowledge and safety as it relates to police services.

Richard Beary, Chief of Police
CAMPUS SECURITY & FIRE SAFETY STATISTICS

The Campus Security Act requires colleges and universities to:

- Publish an annual report by October 1 that contains three years of campus crime and fire statistics, certain campus security policies and fire prevention statements.
- Disclose crime statistics for campus, public areas immediately adjacent to or running through the campus, non-campus facilities and remote classrooms.
- Issue campus alerts to provide the campus community with information necessary to make informed decisions about their own health and safety.
- Publish on-campus housing fire statistics and fire drills from the previous year.
- Compile, prepare and distribute this report by working with local law enforcement and other university officials who have significant responsibility for student and campus activities.

Members of the UCF community are encouraged to use this report as a guide for safe practices on and off campus. The Annual Security and Fire Safety Guide is published by the UCF Police Department and is available online at [http://police.ucf.edu/SafetyGuide/Rosen/](http://police.ucf.edu/SafetyGuide/Rosen/). The Police Department policy requires campus crime data, relative to the Clery Act, be compiled electronically and submitted annually to the Federal Department of Education. Crime statistics are gathered for buildings owned or controlled by UCF that are used for institutional and educational purposes, as well as public property within or immediately adjacent to and accessible from the campus. This data is compiled through reports made to the UCF Police Department and other law enforcement agencies. Fire statistics are compiled by gathering reports from UCF officials and the Orange County Fire Department. For a printed copy of this report, please visit the UCF Police Department located at 3610 Libra Drive, Orlando, FL 32816, or one may be requested by contacting clery@ucf.edu.

UCF POLICE DEPARTMENT
MISSION, VALUES, VISION & GOALS

MISSION
The University of Central Florida Police Department provides high-quality, professional crime prevention, protection, and law enforcement services to maintain and promote human safety and the security of property for the UCF campus and its associated locations. The Department facilitates the achievement of the academic, research, and public service mission of the university through its safety and security programs, the protection of individual rights, and reducing the fear of crime.

This mission is accomplished through the direct provision of traditional law enforcement and emergency services, and the design and delivery of proactive educational, outreach and crime prevention programs for a broad and diverse campus community. The UCF Police Department maintains excellent working relationships with local law enforcement agencies, including but not limited to Orange County Sheriff’s Office, Orlando Police Department, Florida Highway Patrol and the Florida Department of Law Enforcement. The UCF Police Department also has legal agreements with neighboring law enforcement agencies to help accomplish this mission. Criminal activity at off campus locations involving student organizations officially recognized by UCF are monitored and recorded through local law enforcement agencies.

Additionally, the UCF Police Department provides services, develops programs, and trains its sworn and civilian staff members with sensitivity to the unique concerns of the university community. UCF police officers enforce federal laws, Florida state laws, local ordinances and institutional policies. UCF police officers do have arrest powers.
VALUES
In carrying out its stated mission, all members of the department strive to embrace the following core values:

- Accept responsibility for our actions.
- Exhibit respect for the individual.
- Maintain open lines of communication within the community and the department.
- Ensure fairness to those we serve and with whom we work.
- Demonstrate a commitment to excellence.
- Solve problems in the community.
- Demonstrate sensitivity to differing points of view.

VISION
The UCF Police Department will grow with the needs of an expanding metropolitan university. The UCF Police Department will augment services for commuting students and students residing on campus. Through continued documentation, review, and planning, the Department will be cognizant of services that are required by the university. Those services will be provided by a well-trained, well-equipped, and professional law enforcement department.

GOALS
- Increase police coverage for the university community by expanding programs currently offered and adding new services as required.
- Increase communications by routinely publishing information on crime prevention and awareness, and by providing educational programs to increase the community's knowledge and safety as it relates to police services.
- Meet the challenges of maintaining and improving law enforcement services by aggressively seeking, employing, and retaining high-quality law enforcement professionals.
- Continually train all officers to be knowledgeable of current laws and procedures.
- Ensure that the Department's members represent the constituency it serves and do not discriminate.
- Maintain and upgrade communications, alarm and surveillance systems, patrol vehicles, and other police equipment needed to effectively provide comprehensive police service.

UCF is committed to providing a safe working and learning environment, for the protection of all members of the University community and to ensure compliance with federal legislation. UCF has developed a Comprehensive Emergency Management Plan (CEMP), which outlines key operational responsibilities in the event of an emergency on campus. Emergency response and evacuation procedures are identified in the CEMP, and are to be followed in the event of a campus emergency. The CEMP identifies key emergency support responsibilities as coordinated with the appropriate UCF Departments, as well as local, State, and Federal agencies. The CEMP is available at www.emergency.ucf.edu.

WHAT IS A UCF ALERT?
UCF Alert is a multimedia communication system that provides timely and accurate information about emergency situations that could impact the University and is activated primarily for life safety situations.

The UCF Police Department, Office of Emergency Management, and UCF News & Information determine which communication tools will be used during an emergency. If these departments receive information about an immediate threat to the UCF campus, they will confirm that a threat exists, determine the appropriate segment or segments of the campus community to receive the information, if the threat is limited to a certain building or segment, as well as determine the content of the notification and initiate some or all of the notification systems as described below. These entities work together to provide timely and accurate
information to the UCF community. All incidents will be evaluated on a case-by-case basis to determine if a serious or ongoing threat to the community exists. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other UCF community members and a UCF Alert would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a UCF Alert to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the UCF Police.

UCF will immediately notify the campus community, upon the confirmation of a significant emergency or dangerous situation occurring on UCF’s campuses, which involve an immediate threat to the health or safety of students, faculty, and staff so that they may take reasonable precautions for safety, unless the notification at that time will compromise efforts to contain the emergency. Only authorized personnel can operate, activate, or de-activate the UCF ALERT System. Each individual who has the authority to activate the UCF ALERT system has the responsibility of ensuring that it is activated primarily for life safety situations and is not used for routine notifications. Depending on the scale and type of emergency, some or all systems will be used for emergency notifications. The deactivation of the UCF ALERT system will be done in stages, depending on the scale and type of emergency. A large-scale emergency will require that some UCF Alert systems remain active until the entire UCF community is aware of its current status. For example: the UCF Emergency Home Page may be used to provide information to faculty and staff members and students after the campus has been deemed safe by the appropriate authority. Incidents which prompt a UCF Alert include, but are not limited to:

- Any of the Clery Reportable Crimes (murder and non-negligent manslaughter, negligent manslaughter, forcible sexual offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson
- An outbreak of a serious illness
- Approaching tornado, hurricane or other extreme weather condition
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

UCF Alert features several communication tools, including emails, text messages, web updates, social media, sirens, and more (see full notification list below). These notification procedures are tested on an annual basis. These tests will be announced OR unannounced. In accordance with federal law, a summary of at least one test will be published on an annual basis.

At all times, the best source for official news and information is the UCF website www.ucf.edu. Members of the larger community, such as parents or campus neighbors can visit the UCF website to receive campus emergency information. The site will be updated during an emergency as information becomes available. Follow-up information pertaining to emergencies on campus will be disseminated using some or all of the notification systems described below.

For questions about UCF Alert and how it is used, contact the UCF Office of Emergency Management at 407-882-7111.

**PRIMARY NOTIFICATIONS**
These are the primary and immediate ways the campus community will be notified about an emergency on campus:
UCF Emergency Home Page (ucf.edu): The UCF home page will become the UCF Emergency home page during a major emergency and will provide updates, instruction, and information to the UCF community. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Director of News and Information, the Associate Vice President for Communications and Public Affairs, and the Senior Communications Coordinator for News and Information have the authority to send messages using this method.

Sirens (Giant Voice and Speaker Sirens): There are indoor and outdoor sirens on campus. These sirens will produce a tone followed by a voice message. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. Police Dispatchers, the Director of Emergency Management, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, and the Emergency Management Training and Exercise Coordinator have the authority to send messages using this system.

SMS Text Messaging: If you did not opt out, you will receive emergency notification via a text message on your cellphone. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. Police Dispatchers, the Associate Vice President for Communications and Public Affairs, the Director of Emergency Management, the Director of News and Information, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, the Emergency Management Training and Exercise Coordinator, and the Senior Communications Coordinator for News and Information have the authority to send messages using this system.

Email: If you did not opt out, you will receive an email to any email account provided on your emergency contact information. If you do not have an email address, sign up for a free Knight’s email account. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. Police Dispatchers, the Associate Vice President for Communications and Public Affairs, the Director of Emergency Management, the Director of News and Information, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, the Emergency Management Training and Exercise Coordinator, and the Senior Communications Coordinator for News and Information have the authority to send messages using this system.

NOAA Weather Radios: UCF has National Oceanic and Atmospheric Administration (NOAA) programmable weather radios distributed throughout the campus. In the event of severe weather, these radios will automatically sound the appropriate warning message. The National Weather Service Melbourne creates the content and activates messages sent using this system.

SECONDARY NOTIFICATIONS
These are other options UCF may use to keep the campus community informed of current events regarding an emergency on campus. Individual or all systems will be used depending on the scale and size of the emergency.

HEARO Radios: These desktop radios have been placed throughout the UCF campus and allow Emergency Management to be able to send scrolling text to them during an emergency. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Director of Emergency Management, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, and the Emergency Management Training and Exercise Coordinator have the authority to send messages using this system.
UCF Main Phone Line (407-823-2000): Recorded messages of current events and instructions will be posted here. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Associate Vice President for Communications and Public Affairs, the Director of Emergency Management, the Director of News and Information, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, the Emergency Management Training and Exercise Coordinator, and the Senior Communications Coordinator for News and Information have the authority to send messages using this system.

Two-way Radios: Employees on campus who utilize two-way radios for routine business (police, facility operations, housing) will also receive alerts and warnings via their radios from their home office. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Director of Emergency Management, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, and the Emergency Management Training and Exercise Coordinator have the authority to send messages using this system.

Vehicle Public Address Speaker: When an isolated or targeted message may be required, University vehicles equipped with public address speakers (e.g. UCF Police vehicles) may utilize this method. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. Police Officers, the Director of Emergency Management, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, and the Emergency Management Training and Exercise Coordinator have the authority to send messages using this system.

Media Release or Press Conference: Depending on the nature and severity of the emergency, the local media may post breaking news or periodic updates regarding an emergency at UCF. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Director of Emergency Management, the Director of News and Information, the Associate Vice President for Communications and Public Affairs, the Senior Communications Coordinator for News and Information, the Associate Vice President for Administration and Finance, the University President, the Provost and Executive Vice President, and the Vice President for Administration and Finance have the authority to create messages and send messages using this system.

Radio (89.9 WUCF): Depending on the nature and severity of the emergency, WUCF and local radio news stations may carry live breaking news or periodic updates regarding an emergency on campus. Their websites may also carry live streaming audio, audio clips, or text updates. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The WUCF, Director of Radio and TV has the authority to send messages using this system.

Facebook: Keep up with UCF news and also receive notifications through www.facebook.com/ucf. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Director of News and Information, the Associate Vice President for Communications and Public Affairs, and the Senior Communications Coordinator for News and Information have the authority to send messages using this system.

Twitter: Keep up with UCF news and also receive emergency notifications through www.twitter.com/ucf. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Director of UCF Marketing or designee has the authority to send messages using this system.

WHAT SHOULD I DO WHEN I RECEIVE AN EMERGENCY NOTIFICATION?
This will depend on the message that you receive, where you are at the time and the emergency situation. If you are on campus and hear or received on the following, please obey these instructions:

Building Evacuation Procedures:
- Leave building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel
- Notify others on your way out
- Turn off equipment
- Secure hazardous operations, if possible
- Take important personal items
- Close doors behind the last person out
- Walk quickly to the nearest safe exit
- Do not use elevators, unless authorized emergency personnel tell you to do so
- Do not re-enter the building until authorized emergency personnel give the “All Clear” signal
- Report any missing or trapped persons to authorized emergency personnel
- Move away from the building
- Go to your evacuation meeting site and sign in
- Notify emergency personnel if anyone is waiting for assistance

Even if you were not in your building when it was evacuated, go to your evacuation meeting site so someone can account for you.

If you are required to leave the building immediately but are unable to do so because of a physical disability, injury or obstruction:
- Go to the nearest area where there are no hazards, such as a stairwell
- Notify University Police at 911
- Signal out the window to emergency responders, if possible
- Remain calm, responders will arrive
- Instructors and supervisors should be proactive and be aware of people who will need assistance.

Assisting Blind/Visually Impaired:
- Clearly announce the type of emergency
- Offer your arm for guidance
- Tell the person where you are going and alert him/her to obstacles along the way

Assisting Deaf/Hearing Impaired:
- Turn lights on and off to gain the person’s attention
- Indicate directions with gestures or a written note

Assisting Mobility-Impaired/Wheelchair Users:
- Elevators should not be used to move people with disabilities
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance
- One individual should remain with the person(s), if it can be done without unreasonable personal risk
- Others should advise emergency personnel of the location so that the evacuation can be completed
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions

SHELTER IN PLACE: WHAT IT MEANS TO SHELTER IN PLACE
Sheltering in place provides protection from external hazards, minimizes the chance of injury, and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room if
possible, with no or as few windows as possible. When authorities issue directives to shelter-in-place, do not walk outdoors, take refuge indoors immediately.

A shelter in place order may be issued for several reasons:
- Active Shooter
- Severe weather
- Hazardous materials
- Civil Unrest
- Hostage situation
- Or any situation where it is best for you to stay where you are to avoid any outside threat

When a shelter in place notification occurs:
- Remain CALM
- Faculty should recommend to students and others not to leave or to go outside
- If you are in dorm rooms, remain there
- Select a small interior room with no or few windows as possible
- Close and lock all windows, exterior doors, and any other openings that lead to the outside
- Stay away from all windows, doors
- Facilities Management personnel or trained Crisis Coordinators should shut down all building ventilation fans and air conditioners, when and if appropriate
- If you are told there is danger of explosion, close the window shades, blinds, or curtains
- Select interior room(s) above the ground floor, with the fewest windows or air vents
- Room(s) should have adequate space for everyone to be able to sit down comfortably
- Avoid overcrowding by selecting several rooms when necessary.

For severe weather and civil unrest:
- Stay inside and move away from windows
- Close and lock all exterior doors and offices
- For extreme weather, relocate to lower levels in the building

For external chemical, biological or radiological incidents:
- Stay inside and move to an inner corridor or office
- Facilities Management personnel or trained Crisis Coordinators may shut down all building ventilation fans and air conditioners, when necessary and appropriate
- Since many chemical agents are heavier than air, and tend to hold close to the ground move to higher levels of the building if possible to reduce the transfer of contaminated air from outside to inside
- Remain alert for instructions and updates as they become available from the emergency personnel and University administrators

VICTIM SERVICES

Our mission is to collaborate with and empower organizations and individuals to eliminate violence in our community through advocacy, education and training.

Victim advocate services are free and available 24/7 to students, faculty, staff, and visitors. An advocate can be reached by calling our 24/7 crisis hotline at 407-823-1200. Victim advocates are available to assist with a variety of issues arising as a direct result of a crime, violence, or abuse – with or without a police report. Our advocates also respond in person to specific locations off campus on a case-by-case basis.
SERVICES

• Crisis intervention
• Emotional support
• Reporting and disclosure options
• Personal advocacy
• Assistance filing injunctions for protection
• Safety planning
• Non-emergency campus medical appointments
• Referrals to on and off campus resources

In addition to intervention services, Victim Services hosts special events and presentations to promote and educate the campus community, and to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sexual offenses, as well as violence prevention and bystander intervention.

Additional information regarding services, events and programs offered by the UCF Victim Services Department can be found by visiting the UCF Victim Services website at http://victimservices.ucf.edu/home.html.

SEX OFFENSES

If you or someone you know has been directly impacted by sexual violence and you are unsure about reporting to the police, please contact an advocate via our 24/7 crisis hotline at 407-823-1200. Victim advocates can provide immediate assistance and support, as well as offer specific options and resources.

Recommendations for Survivors of Sexual Violence

• Call the 24/7 HOTLINE at 407-823-1200
• Consider filing a police report (recommended but not required)
• Do not change your clothing
• Do not wash your body or clothes (saving clothing items, sheets, etc. can provide important evidence even if you delay reporting or disclosing)
• Do not alter/change the scene of the crime
• Address health concerns as soon as possible (advocates can assist with related medical appointments on campus or off campus at the UCF Health Center 407-823-3850, or the local Sexual Assault Treatment Center 407-254-9415)
• Victim advocates will assist with notifying the UCF Police Department or local police if requested by the victim
• Remember that support and assistance are only a phone call away

The Campus Sex Crimes Prevention Act (Section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, which provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campuses. Visit http://offender.fdle.state.fl.us/offender for more information.

Victim Services Contact Information

24/7 HOTLINE: 407-823-1200
12201 Research Parkway, Suite 450
Orlando, FL 32826
Main Office: 407-823-2425
Office Hours: Monday – Friday 8 a.m. to 4:30 p.m.
www.victimservices.ucf.edu
MISSING PERSONS

In compliance with Clery Act requirements, UCF will notify the emergency contact or a parent or guardian within 24 hours of when a student living in an on campus residential facility is determined missing.

If any member of the UCF community has reason to believe a student residing at UCF has been missing for 24 hours, they should contact the UCF Police Department immediately at 407-823-5555. The UCF Police Department will generate a missing person report and initiate an investigation.

Students residing on campus are instructed by the Department of Housing & Residence Life (DHRL) staff to register a confidential contact person(s) to be notified if the student is determined to be missing by UCF Police and local law enforcement agencies. Students can submit revised emergency contact information at any time through the myUCF portal. The myUCF portal provides students, and faculty and staff members with a personalized gateway to information and applications from one secure centralized location.

Student missing person contact information is confidential and is only accessible to authorized campus officials. Contact information will not be disclosed to anyone except law enforcement personnel in order to further a missing person investigation.

If the student has a designated contact person and they are determined to be missing, UCF will notify that contact person within 24 hours. For persons under age 18 and not emancipated, UCF will notify a parent or guardian as well as any additional contact persons designated by the student, within 24 hours of determination that the student is missing.

The DHRL will notify the UCF Police Department immediately that a student is missing, unless the UCF Police Department made the initial missing person determination.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the DHRL will immediately inform the UCF Police Department of a missing student. The UCF Police Department will also notify the Orange County Sheriff's Office within 24 hours after it has been determined that a student is missing.

REPORTING CRIMINAL INCIDENTS & OTHER EMERGENCIES

All students, employees, and guests should promptly and accurately report crimes in progress, life and death situations, crashes with injuries, and other suspected emergencies or dangerous situations to 911. Dialing 911 on campus will contact University Police. Specify your location if you are calling from a cellphone. Stay on the line until the dispatcher locates your jurisdiction and tells you to hang up.

In response to reports of criminal activity, potential emergencies, or dangerous situations on campus, UCF Police Department will take the required action by either dispatching an officer, or asking the caller to report to UCF Police Department headquarters to file an incident report. UCF Police Department investigators will investigate a report when it is deemed appropriate. Reporting incidents to the UCF Police Department is important to facilitate timely determination of the existence of a significant emergency or dangerous situation and assess for timely warning notices to aid in the prevention of similar crimes. It also allows criminal offense
information to be appropriately included in the annual disclosure of crime statistics.

All other police business (crimes over with, suspicious persons, questions, etc.) may be directed to the UCF Police Department at 407-823-5555, or by visiting the main headquarters located at 3610 Libra Drive, Orlando, FL 32816. The UCF Police Department maintains a Daily Crime log, which is accessible to the public and can be viewed at http://police.ucf.edu/ActivityLog.html.

BLUE LIGHT PHONES
Located throughout campus, these phones provide direct contact to the UCF Police Department dispatcher. They are located on poles around the campus. They can be identified by the blue light on top of the box or pole. When the red button is activated on these phones, the phone will contact the UCF Police Department and the dispatcher will offer assistance. A police officer will be dispatched as needed.

VOLUNTARY CONFIDENTIAL REPORTING
UCF has several methods for individuals to report crimes and other serious incidents on a voluntary and confidential basis. If you are the victim of a crime and do not wish to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report to UCF Victim Services at 407-823-1200. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University. Pastoral and professional counselors, when they deem appropriate, may or may not inform individuals of procedures to report crimes on a voluntary confidential basis.

SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES
Many events held at the University facilities are open to the public. Other facilities, such as the bookstore, libraries, and cafeterias are also open to the public. Access to academic and administrative facilities on campus is generally open to students, employees, and visitors for the purpose of study, work, teaching, and conducting other University business during normal business hours. Security in academic and administrative facilities is conducted through routine security patrols by UCF Police Officers.

Access to residential facilities is limited to building residents and their guests. Residence hall access is maintained through student ID card access. Security of residence halls is supported through residence life staff, which encourages residents to maintain a secure living environment. UCF Police Officers conduct security patrols of residential facilities to monitor security and safety measures.

MAINTENANCE OF CAMPUS FACILITIES
University facilities are well-maintained, and in the interest of students, faculty and staff security is given considerable attention. UCF Police Department works closely with Facility Operations to address physical security concerns such as burned out lights or malfunctioning door locks so these issues are promptly repaired.

CAMPUS SAFETY ALERT/CRIME ALERT BULLETIN
The University relies upon its close working relationships with local law enforcement agencies to receive information about incidents involving UCF students. UCF Police Officers actively investigate any crime tip received. When notified of incidents that represent a serious and continuing threat to the campus community, a Campus Safety Alert or Crime Alert Bulletin is released detailing the incident and providing tips for others to avoid similar situations.
Incidents are assessed on a case by case basis for issuing a Crime Alert bulletin. Such factors as the nature of the crime and the continuing danger to the campus community are used to determine the need for a warning. Typically, Crime Alerts are issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by UCF Police Department. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other UCF community members and a Crime Alert bulletin would not be distributed. In cases involving sexual offenses, they are often reported long after the incident occurred, thus there is no ability to distribute an immediate emergency notification to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the UCF Police Department. If deemed necessary, a Crime Alert bulletin may be distributed providing tips for others to avoid similar situations. The UCF Police Chief or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications, as deemed necessary.

Crime alerts are usually written by the Chief of Police or designee and distributed through the listed notification systems in the UCF Alert system section of this report.

**CAMPUS SECURITY AUTHORITIES**

Campus Security Authorities (CSA) include UCF Police Officers and police department administrators, and non-police personnel or offices responsible for campus security (e.g. community service officers, campus contract security personnel, parking enforcement staff, personnel providing access control and/or security at campus facilities, athletic events or other special events, safe escort staff, residential community assistants, and other similar positions). In addition, any UCF official with significant responsibility for student and campus activities is considered a CSA. CSAs are responsible for reporting crimes to the UCF Police Department, including crimes where the victim chooses to remain anonymous.

**SPECIALTY POLICE UNITS**

**K-9 Units:** Assist in the detection of unwanted substances such as bomb materials or illegal drugs, and are state certified for tracking. A demonstration may be requested for your organization via the UCF Police Department website at http://www.police.ucf.edu/K9demo.html.

**Investigators:** Conduct follow-up investigations on police reports completed by the patrol division of the UCF Police Department.

**Community Service Officers (CSOs):** Highly trained, unarmed, non-sworn officers assigned to the Rosen College of Hospitality Management, the College of Medicine at Lake Nona, and the main campus. CSOs can take reports for misdemeanor crimes, provide escorts, and respond to injured or ill persons and other minor incidents.

**Forensic Technicians:** Document, photograph, and collect evidence at crime scenes, and are responsible for the proper management, maintenance and dissemination of all evidence, safekeeping of property, and lost and found property.

**Law Enforcement Analysts:** Develop tactical and strategic plans for addressing crime, developing and disseminating criminal intelligence bulletins, and supporting law enforcement investigative personnel with tasks associated with crime
detection, such as crime mapping.

For more information on crime statistics on and near campus, go to http://police.ucf.edu/SafetyGuide/Rosen/.

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**CRIME PREVENTION & SECURITY AWARENESS SERVICES**

**SAFE ESCORT PATROL SERVICES (SEPS)**
At any time during the day, night, or weekend, students, faculty and staff members, and visitors may contact the UCF Police Department for a safe passage to their vehicles. Please call 407-823-5555 and a UCF Community Service Officer or UCF Police Officer will respond to assist you.

**OPERATION ID/PROPERTY REGISTRATION**
The UCF Police Department offers free engraving of your driver license number on your valuables. This assists the Police Department in recovering property that is lost or stolen. Property registration, another free service, provides students, faculty and staff members with a way to record the make, model, value, color and serial number of valuables into a Police Department database. Why would you want to do this? Theft is the number one crime that affects college students across America. Don't think it can't happen to you!

If you report theft of your property and you don't have the information that law enforcement needs to help you, the odds on getting your property back diminish. If you use the online property registration program that creates a description of your property and we get your serial number, the odds on the recovery is much higher.

The police enter your serial number into the national and state databases. Law enforcement agencies are now able to retrieve the information so that the stolen item may be recovered and returned to you. The information is kept for 4 years and is kept confidential only accessible to law enforcement officers. This program is available 24 hours a day throughout the year and just takes minutes to do.

For students who participate in the LINK LOOT program from the First Year Advising Office, you can earn 500 points by registering your property. It can be a radio, TV, computer, cell phone, or any other object with a serial number. To register your property, please visit the UCF Police Department’s website at http://www.police.ucf.edu/PropertyReg.html.

**ORIENTATIONS AND CRIME PREVENTION PROGRAMS**
The UCF Police Department partners with the Office of First Year Experience to speak to students and their families about social behavior, crime prevention, and the services offered by the UCF Police Department. This is conducted during new student orientation. Students and parents receive information about preventing property crimes such as theft and vehicle burglaries, as well as self-defense classes. After the presentation, parents have the ability to speak to UCF Police Officers one-on-one regarding crime and crime prevention.

UCF’s employees are the University’s greatest assets against crime. In partnership with the Human Resources Department, a UCF Police Department Community Relations officer speaks at all new employee orientations about crime prevention and keeping our campus safe. Employees are asked to report suspicious people to the UCF Police Department, as well as assist students who are in need of the police or medical attention.

**S.A.F.E.**
Self-defense Awareness and Familiarization Exchange (S.A.F.E.) is a two hour educational awareness, crime-victim prevention program. This class provides teenaged and adult women with strategies, techniques, and information that may reduce their risk of exposure to violence, as well as introduces them to the physical
aspects of self-defense. S.A.F.E. classes are held once per month at the UCF Police Department and costs $5. Separate classes offered for private groups of eight to 20 women and can be held in a private room on campus. Please schedule private groups three weeks in advance.

PHYSICAL SECURITY ANALYSIS
UCF Police Department Community Relations officers are state-certified crime prevention practitioners who provide evaluations of buildings and departments on campus to help make the campus a safer environment. Departments can request an evaluation by calling The Community Relations Unit during normal business hours Monday through Friday.

BICYCLE IMPOUNDMENT
Bicycles are popular at UCF. The UCF Police Department tries to keep the number of abandoned or non-working bicycles to a minimum so that students who ride their bicycles have a place to park. Throughout the year, the UCF Police Department and designated University personnel tag bicycles that appear to be abandoned (e.g. rusted chains, flat tire, etc.) for a minimum of five days. If the tagged bicycles are not removed/repaird within five days, the bicycle may be impounded. Once a bicycle is impounded it may be auctioned after 30 days. Proceeds from bicycle auctions are used for student services. For more information on bicycle safety, visit the UCF Police Department website at http://police.ucf.edu/BicycleSafety.

Bicycles that are illegally parked (locked to anything other than a bicycle rack) can be impounded at any time. If you think your bicycle has been impounded, contact the UCF Police Department at 407-823-5555 to retrieve it within 30 days of the bicycle being impounded.

OTHER SERVICES
• What if…? – Community Relations officer help students develop the thought process to identify their strengths and weaknesses in emergency situations.
• Basic Vehicle Maintenance: Do you know where your dip stick is? Could you change the tire if it went flat? We’re here to help you learn the basics of vehicle maintenance.
• Q & A Sessions – Have you always wondered why police use so many lights on a vehicle stopped for a traffic violation? Or maybe you have a relative who needs help with a stalker. This is your chance to ask questions that an officer may be able to help you with. Just ask!
• Spring Break – Suggestions to keep you safe while traveling.
• Identity Theft – Learn how to protect yourself from becoming a victim of ID Theft and learn how to identify some of the latest scams.
• Criminal Justice for Beginners – Learn the basics of what happens when someone is arrested and booked into jail.
• Digital Safety and Awareness – Learn how to protect yourself while using various social network programs online.
• Shots Fired – In conjunction with the Office of UCF Emergency Management, suggestions are discussed for dealing with an active shooter.
• Concealed Weapons – Brief overview on laws regarding concealed firearms and concealed weapons both on and off campus.

For more information regarding these programs and services, or to register for a S.A.F.E. class, individuals may contact the UCF Police Department Community Relations Unit at 407-823-3224. Some programs require a three-week advance in scheduling. Interviews are by appointment only.

RESPONSE TO SEXUAL ASSAULT

REPORTING PROCEDURES
The Office of Student Conduct, under the Office of Student Rights and Responsibilities (OSRR),
coordinates all disciplinary proceedings involving alleged violations of *The Rules of Conduct*, including sexual misconduct by students. Victims of sexual offenses may report these incidents to the UCF Police Department at 407-823-5555, to the Office of Student Conduct at 407-823-4638, or to UCF Victim Services at 407-823-1200. Individuals may also report a sex offense to the University's Title IX Coordinator at 407-823-1336, or by visiting the Office of Equal Opportunity and Affirmative Action, Millican Hall, Rm. 330. Additionally, the University's sexual harassment policy, including a description of the grievance procedure can be found at http://eeo.ucf.edu/documents/new/Discrimination%20-%20Descriptions,%20Prevention%20-%20Sexual%20Harassment.pdf.

**UNIVERSITY DISCIPLINARY ACTION**

Students charged with violations of *The Rules of Conduct* as stated in *The Golden Rule Student Handbook* will be given notice of the charges and complaints against them and will be provided an opportunity to respond to these charges in a disciplinary hearing. A victim of sexual misconduct will also be given the opportunity to offer comments regarding the sanctions imposed upon the charged student, should that student be found to have been in violation of University policies. Both the accuser and the accused have the right to have others present during a disciplinary hearing. Additionally, the victim has the right to request a change to his/her academic and housing situations after a sex offense, if those changes are reasonably available. The accuser and the accused will be informed of the outcome of the disciplinary hearing judgment.

When an alleged offender's behavior poses a threat to the University community, the OSRR director or designee may immediately suspend the student from the University on an interim basis until a hearing can be convened to either confirm or cancel the immediate interim suspension. If students or employees are found guilty of violating the Sexual Misconduct policy, they may be suspended, expelled or terminated from the University. For more information regarding the UCF Sexual Misconduct policy and the provisions for victims/survivors of acts of violence, please see *The Golden Rule Student Handbook* at http://goldenrule.sdes.ucf.edu.

UCF will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The OSRR promotes a campus climate of integrity, civility and accountability by providing a wide array of resources, education and crises management services for the University community. We are dedicated to fostering a campus environment of student success that balances student rights and responsibilities. Furthermore, we purposefully challenge students during their development as productive citizens of the UCF community to consider ethical practices and the importance of making critical decisions. The OSRR oversees *The Golden Rule Student Handbook* – a compilation of various University policies and procedures – and upholds and supports the values of the UCF Creed: Integrity, Scholarship, Community, Creativity, and Excellence. Offices reporting to the OSRR include the Office of Student Conduct and the Office of Integrity and Ethical Development.

By offering a wide range of services designed to assist, as well as educate students in resolving their disputes, the OSRR combines Student Legal Services, Dispute Resolution Services, and the Office of Student Conduct. The OSRR provides a forum that contributes to the individual growth and development of the student’s knowledge of community responsibility, due process, conflict resolution skills, and University conduct rules. Our resources are more effectively used by combining and referring within the judicial knowledge base that exists within these three services. For more information call 407-823-6960.
The Alcohol & Other Drug (AOD) Prevention Programming Office offers a variety of health promotion services, including education, prevention, alcohol and other drug assessments/evaluations, short-term interventions, and referrals. The office partners with other campus and community programs, activities, and support services to encourage individuals and groups to make low-risk, responsible choices that will enhance their personal and academic success at UCF.

The state of Florida statutes declare that it is unlawful for any person under the age of 21 to possess, use or consume alcoholic beverages. Consequently, no one under the legal drinking age may consume, distribute or possess alcohol on University properties, or as part of any University activity, unless they are employed under the provisions of f.s. 562.13. Please read the statute for more information. Additionally, it is unlawful to sell, give, serve or permit alcohol to be served to anyone under the age of 21. Furthermore, servers can be held liable for damage caused by underage drinkers to whom they provided alcoholic beverages. The UCF Police Department enforces Florida state, county and local liquor laws, which include underage drinking laws.

The state of Florida statutes also declare that it is unlawful to be under the influence of, use, possess, distribute, sell, offer, agree, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except when permitted by prescription or law. Violations of these laws are dealt with through the criminal courts and through the Office of Student Rights and Responsibilities. Students found liable are subject to not only criminal prosecution, but also to administrative sanctions, including permanent expulsion from the University. The UCF Police Department enforces both federal and state drug laws.

REAL PROJECT: AOD PEER EDUCATORS
Confidential screening and assessment is available for students who are interested in feedback regarding risk and protective factors associated with their self-reported AOD use. In compliance with the DFSCA a description of drug and alcohol policies and abuse education programs is available at http://goldenrule.sdes.ucf.edu/docs/aod.pdf. Students who have violated campus alcohol and other drug policies and/or have been referred for alcohol and other drug violations with law enforcement are also advised in our office. Please visit the UCF Wellness and Health Promotion Services website at http://whps.sdes.ucf.edu for more information on additional programs, resources, and workshops available to the UCF community.

PROTECT YOURSELF FROM DATE RAPE DRUGS
- Never leave your drink unattended. Date rape drugs can be slipped into any type of drink and they are often colorless and odorless.
- Do not accept drinks from strangers.
- Watch bartenders pour your drink.
- Attend parties and bars with friends who will be with you throughout the event.
- Have your designated driver arranged before going out. The designated driver doesn’t consume any alcohol or illegal substances.
- If you think your drink has been tampered with, seek medical attention right away and request the hospital conduct a toxicology test.

REPORTING HATE CRIMES
All campuses and housing are required to report hate crimes by category of prejudice, geographic location,
year the incident was reported, and category of crime, including any crime perpetrated on the bases of prejudice that results in bodily injury.

The following categories of crime statistics for the campus, non-campus properties, and public property areas that are reported to the UCF Police Department and Campus Security Authorities must be disclosed for the most recent three calendar years:

- Homicide: Murder/Non-negligent Manslaughter, Negligent Manslaughter
- Sex Offenses: Forcible and Non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism
- Any other crime involving bodily injury

Hate crimes must also be reported for the following categories of prejudice:

- Race
- Gender
- Religion
- Sexual Orientation
- Ethnicity
- Disability

For the last three years the following hate crimes were reported:

2010: No hate crimes reported.
2011: No hate crimes reported.
2012: No hate crimes reported.

INSTITUTIONAL FIRE SAFETY POLICIES FOR UCF RESIDENCE HALLS

UCF is committed to providing a safe living, working and learning environment. The mission of the Department of Housing and Residence Life (DHRL) is to provide students living in University owned and managed housing with a safe and secure environment that is conducive to both academic and personal achievement. In addition to providing supervision, structure, and resident services in our communities, the department promotes the personal growth and development of each resident through intentional programming efforts and outreach. In our partnership with other units within the Division of Student Development and Enrollment Services (SDES) and the larger UCF community, the department strives to foster scholarship as a fundamental purpose, instill a sense of community, and support individual responsibility, creativity, integrity and excellence.

Fire safety is a top priority in UCF residential facilities. It is vital that members of the community understand and follow all rules and regulations. In an effort to further enhance improvements to fire safety the DHRL is continually evaluating the building systems for needed upgrades and scheduling them as they are required. Most recently UCF added new fire sprinklers to the Lake Claire housing facility and upgraded the fire alarm systems there. At present UCF is upgrading the fire alarm systems in Orange, Brevard and Seminole Halls. Future upgrades will include updating the fire panels in Citrus, Flagler and Sumter Halls. The Department of Environmental Health and Safety (EH&S) also monitors the training needs for added topic of discussion to
improve fire safety awareness. A Daily Fire Log is maintained and accessible to the public and can be viewed at http://police.ucf.edu/FireActivityLog.html or in person at the UCF Police Department, 3610 Libra Drive, Orlando, FL 32816.

Fires can present a serious problem in affiliated housing apartment communities. Though damage is usually confined to property destruction, the loss of personal items or of life is a possibility. Fires are often started through carelessness with cooking, matches, and cigarettes. Many fires can be avoided by using caution and common sense. By accepting the responsibility to keep apartments safe from fire, residents are not only protecting themselves, but their neighbors, as well. With only minimal planning and awareness, residents can make the difference between safety and disaster for everyone.

**Fires and Emergency Evacuation**

**In the Event of Fire:** If a fire or suspicious smoke is observed, activate the nearest pull station to sound the building alarm, call 911, and proceed to the building’s evacuation location. Staff will respond to the sounding alarm and will direct residents accordingly. Always follow the direction of the UCF staff and the Police or Fire Department.

**Evacuation Procedures:** When an alarm sounds, all residents and their guests must immediately evacuate the building using the nearest exit, closing doors behind you, and proceed to the building’s evacuation location. Use stairwells where available instead of elevators. Do not rush out into the hallway. If the door to evacuate is closed, first, feel the door by gently applying the back of your hand. If it is hot, use another way out. If the door is cool, you may leave through that door and locate the nearest exit. All residents and their guests are required to evacuate the building, whether it is a drill, an active fire, or other threat-related incident. Failure to evacuate a building when an alarm has sounded or when directed by UCF staff, the Police and/or Fire Department is strictly prohibited and may result in student conduct action and/or termination of the resident’s housing agreement. Stand out of the way of UCF staff and other personnel as they work to manage the incident.

**If You Are Not Able to Evacuate:** Smoke rises, so the cleanest air is near the floor. If the planned escape route becomes smokey, crawl out of the building on your hands and knees. If escaping the room is not possible, stuff wet towels, sheets and/or clothes around the door and vents to keep smoke out. Call 911 and give them your location. If no smoke is coming into the room, slightly open a window if possible. Stay low, yell and wave a bright cloth, towel, or sheet out a window to signal your location.

**Evacuation Locations:**

Each building has a designated evacuation location. Resident Assistants (RA) will inform residents of this location during their first residence hall meeting. Each evacuation location will be at least 400 feet from the building. If you think someone is missing or trapped inside the building, report this to the staff and emergency personnel on site.

**Re-entry to the Building:** Do not re-enter the building until you are instructed to do so. This order will be given by UCF staff or by the UCF Police Department. Failure to comply may result in student conduct action and/or termination of the resident’s housing agreement.

**Reporting:** All fire incidents must be reported to the RA, EH&S, and/or the UCF Police Department. If a member of the UCF community finds evidence of a fire that has been extinguished, and the person is not sure whether UCF Police has already responded, the community member should immediately notify the UCF Police Department to investigate and document the incident.

**Accidental Fire Alarms:** Any campus resident who activates the building fire alarm, accidentally or without a true emergency, is responsible for any related costs from the Fire Department response. The standard charge for such an event is $300.00 (subject to change). This includes, but is not limited to, errors in cooking, smoking, vandalism, pranks, and policy violations. Any additional costs beyond this and any applicable policy violation charges will also be assessed to the responsible resident(s). Neither students nor staff can interrupt
fire department units once they have been dispatched to the campus community. If an alarm is activated, the DHRL duty station or UCF Police Department should be contacted to help residents’ better respond to protecting themselves and others in the community.

**Fire Drills, Training, and Inspections**

**Fire Drills:** DHRL and EH&S conduct fire drills each semester. Residents will be notified in advance but actual drill times will vary to encourage simulated emergency response.

**Fire, Health, and Safety Inspections:** For the safety of all community residents, room inspections are completed throughout the year to conduct specific fire, health and safety checks. Any violations found during these checks will need to be corrected in a specified time period (as directed by a RA). Failure to correct violations may result in housing and student conduct sanctions and a review of the resident’s housing agreement. Some violations are subject to immediate contract review.

**Training:** DHRL staff receives annual training by EH&S on fire safety. Topics include fire extinguisher use, evacuation procedures, and general fire prevention topics. The DHRL relays information to the residents through the local RAs.

**Fire Safety Equipment**

**Fire Alarm Systems:** UCF Residential facilities are equipped with fire alarm systems to provide emergency occupant notification throughout the facility. In addition to automatic detection in hazardous areas, manual pull stations are provided for occupant use.

**Fire Extinguishers:** Residents are encouraged to familiarize themselves with the location of the fire extinguisher closest to their living area and throughout the facilities. All residents should know how to use a fire extinguisher. If a resident does not know how to use one and wants to learn, he or she should contact a RA. In addition to the extinguishers provided, DHRL recommends that every resident also have their own multipurpose or multi-class extinguisher in the event of an emergency.

**Smoke Detectors:** All rooms are equipped with smoke detectors. Some of these detectors are connected to the main alarm system. If the units are tampered with in any way, the UCF Police Department will respond to the alarm. Do not tamper with or cover any fire safety device, as it puts everyone in the community in danger. If a detector or alarm beeps or sounds for an unknown reason, notify DHRL staff immediately.

**Sprinklers:** All UCF residential facilities are equipped with sprinklers. Sprinklers are there to protect both residents and their belongings, and are not to be tampered with or used to hang items on.

**Tampering with Fire Safety Equipment:** Tampering with any part of a fire protection system or equipment, including false alarms from pull stations; obstructing or tampering with doors, smoke detectors, stove top extinguishers, sprinkler heads, evacuation signs, pipes, hydrants, or exit signs, and illegal use of a fire extinguisher are violations of State Law and are punishable by a up to a $5,000.00 fine and/or six months jail time. The resident will also be held responsible for Fire Department fines, related clean-up costs, and student conduct violations for instances that occur as a result of accident or intentional acts of endangerment. The resident may also face immediate housing agreement termination.

**Fire Prevention - Cooking and Appliances**

**Apartment Kitchens:** Apartment style facilities are equipped with a full kitchen that includes a full-sized refrigerator, freezer, and oven range. Small cooking appliances are permitted in the kitchen area. Deep fryers are prohibited. Apartment kitchens are also not to be used for things such as class projects, science experiments, and washing hair. Additionally, residents who use apartment kitchens are required to clean up after themselves before leaving.

**Residence Halls and Fraternity/Sorority House Rooms without Kitchens:** Suites without kitchens are not able to utilize the same appliance options as apartments. For safety and sanitation reasons, the following
items and similar are prohibited:
- two sided, open faced, or indoor electric grills (ex. "George Foreman Grill")
- deep fryers
- toaster ovens
- toasters
- electric skillets
- hot plates
- appliances with exposed heating coils

**Permitted Appliances Outside of Kitchens:** Residents are allowed to have a microwave oven (must be 1,000 watts or less), popcorn poppers, hot pots, and coffeepots with an automatic shut-off feature. Refrigerators (with or without freezers) which do not exceed 5 cubic feet total capacity are permitted. Residents with larger appliances will be asked to remove them and will be subject to a $25.00 fine, per occurrence. Check with your RA or House manager if you have any question on permitted appliances.

**Safe Operation:** All appliances used in any UCF residential facility must be listed, in good working condition, and plugged into a power strip with a built in circuit breaker. Any appliance deemed unsafe upon inspection by DHRL will be removed upon request.

**Refuse disposal:** All garbage resulting from the preparation of food in all facilities must be placed in a garbage bag and taken directly to the area dumpsters to avoid odor, attracting bugs or contributing to unsanitary conditions. Refuse is not permitted to accumulate in excessive quantities and shall not be left in common areas.

**Cooking Tips to Avoid Smoke Alarms:**
- Always turn on the vent above the stove.
- Remember to use caution when cooking and never leave food that is cooking unattended.
- Remember the stove may heat differently than other stoves, so residents should check their food frequently.
- If a grease fire occurs, use baking soda or flour to extinguish the fire. Never put water on a grease fire.
- Do not use the oven for storage and check it prior to warming it up for use.
- Have a tight fitting lid available to cover the pan until it cools if there is potential problem.

**If your smoke detector sounds from cooking in ONLY your apartment, and there is no fire:**
- Call your RA or community duty station.
- Give them your name, location, and inform them that a smoke detector is sounding.
- Turn on the vent or fan and open windows, if possible, to clear any smoke.
- DHRL, University Police or Facilities Operations will respond to the scene.

**Failure to Comply:** A $25.00 fine per occurrence and a review of the resident’s housing agreement may be considered if he or she is found violating these policies.

**Fire Prevention - General Safety**

**Candles, Open Flames and Incense:** Due to the potential fire hazard, the use or possession of candles, incense, items that have an open flame, or other related items is strictly prohibited in all UCF residential facilities. This restriction includes unlit, unburned, and unused products.

**Circuit Breakers:** If an electrical circuit is overloaded, it will trip the circuit. This is a safety feature to prevent electrical fires. If a circuit is tripped, electrical appliances should be unplugged and relocated to different outlets. The resident should then notify the RA. Do not attempt to reset breaker on your own.

**Curtains and Draperies:** Curtains and draperies are prohibited in all UCF residential facilities. Curtains being used in hallways, closets, or as partitions in rooms or apartments are also prohibited. If a bedroom does not have doors on the closet, the resident may put up a curtain using a tension rod; however, the rod must be 20
inches from the ceiling, in order to allow the sprinkler full coverage in the event of a fire. Failing to follow these policies may result in a sanction or citation.

**Decorations:** Excessive decorations in rooms and common areas are prohibited. Loose items and coverings may not be placed over doorways. If you have a question about permitted decorations contact your RA. Live cut holiday type trees and excessive amounts of cut vegetation are prohibited inside all UCF residential facilities.

**Electrical Cord Guidelines:** Extension cords are prohibited in university housing facilities. Only 120v, listed electrical power outlet strips (surge protectors) with a built in manual reset 15-amp circuit breaker are permissible. The maximum allowable length of the cord is six feet, with a maximum of six outlets at the end of the cord. Only one outlet strip may be used per wall outlet, and power strips may not be plugged into one another (daisy-chaining). In addition, non-circuited multi-socket cords, multi-plug adapters, anything with a frayed or damaged cord, and air fresheners or fans with an outlet are strictly prohibited as they can cause a fire. Be very cautious and ask RAs any questions. These policies are in accordance with the Florida State Fire Marshal and state policy.

**Prohibited Items and Hazardous Materials:** In addition, explosives, flammable or any hazardous substances, or any item or thing of a dangerous nature are strictly prohibited within DHRL facilities. This includes but is not limited to, bug bombs, gases, gasoline, solvents, lighter fluid, propane, non-life support compressed gas cylinders, dive tanks, and welding tanks (full or empty). Also see Appliances, Candles and Incense, Decorations, Electrical Cord Guidelines, Smoking, and Weapons in this guide for other prohibited items. The DHRL has the final authority in determining an item’s classification as hazardous. All items deemed hazardous will be removed upon request.

**Smoking:** UCF is a smoke free campus. In compliance with the Florida Clean Air Act of 1992, smoking is not permitted in any residence hall, apartment room, hallway, lounge, laundry room, community center, common house space, classroom, or enclosed stairway of any building owned or managed by UCF.

**Weapons:** Florida Statute 790.115 prohibits the possession, control, or display of any firearm, electric weapon or device, destructive device, or other weapon as defined in Florida statute 790.001, while on the property of UCF. Individuals who possess a license to carry concealed weapons are not exempt. Weapons includes, but is not limited to firearms, ammunition, BB or pellet guns, air soft guns, weapons for sport (including paint ball guns, bow and arrows, diving knives, hunting weapons), stun guns, swords, switch blades, knives, sling shots, martial arts or medieval weapons, and flammables (liquids, solvents, gasses). “Toys” that look like actual weapons are also prohibited. In addition, fireworks (including sparklers and smoke bombs), explosives, or dangerous/flammable chemicals of any kind are strictly prohibited in any UCF residential facility or in the surrounding vicinity.
### UCF ON CAMPUS RESIDENTIAL FIRE SAFETY EQUIPMENT & DRILLS

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Address</th>
<th>Fire Alarm Monitoring Done on Site by UCF PD</th>
<th>Smoke Detectors</th>
<th>Fire Extinguishers</th>
<th>Full Fire Alarm Systems</th>
<th>Sprinkler Systems</th>
<th>Stovetop Extinguishers</th>
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### UCF ON CAMPUS RESIDENTIAL FIRE REPORT

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<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
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DEFINITIONS

LOCATIONS
Crime statistics are reported according to the following geographical categories: on campus and on campus residential, non-campus building or property, and public property. The following definitions apply to these geographic categories:

**Campus:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institutions education purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Non-campus Building or Property:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property, including streets and sidewalks that are immediately adjacent to and accessible from the campus.

CRIMES
For USE in classifying criminal offenses:

**Murder/Non-negligent Manslaughter:** The willful, non-negligent killing of a human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime.

**Negligent Manslaughter:** The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

**Forcible Sex Offense:** Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth. Forcible rape, forcible sodomy, sexual assault with an object and forcible fondling are forcible sex offenses.

**Non-Forcible Sex Offense:** Unlawful, non-forcible sexual intercourse. Incest and statutory rape are non-forcible sex offenses.

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

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

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. This includes attempted acts as well.
**Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle.

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

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

**Drug Law Violations (Sale and Possession)**: The unlawful cultivation, manufacturer distribution, sale purchase, possession, transportation, or importation of any controlled substance, or the unlawful manufacture, sale, purchase, or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).

**Weapon Law Violations**: The violation of state laws or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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Statistics under Residential Facilities are also counted in the On Campus crime category. The law requires institutions to break out the number of On Campus crimes that occur in Residential Facilities.
YOUR SAFETY IS OUR CONCERN

The UCF Police Department protects the rights of the campus community regardless of sex, race, color, ethnicity, sexual orientation, physical handicap, religion, or other belief system. We maintain the highest ethical standards to ensure positive interactions and to maintain the continued trust and support of our community.

Our first and highest priority is the safety and welfare of the students, faculty and staff members, and visitors. To keep our campus community safe, we investigate suspicious behavior and identify violations. Our officers actively enforce the criminal laws and motor vehicle laws of the state and will only detain citizens when there is a reasonable suspicion that a crime is being committed or has been committed.

WHY AN OFFICER MIGHT STOP YOU
There are various reasons why an officer may stop you. You may have committed a traffic violation, or your vehicle and/or the people in your vehicle may match the description of a suspect or suspect vehicle.

Traffic stops are stressful for you and the officer. While you may feel anxious, angry, or confused, to ensure your safety, your passenger’s safety and the officer’s safety, please cooperate and comply with all instructions.

PREVENT CAMPUS THEFT
Theft is the biggest crime problem facing university campuses across the nation. Electronics are a popular target for thieves. An owner walks away from their property for a moment and returns to find that the property is missing. We encourage everyone to use the property registration program offered by the UCF Police Department. By recording your serial number, the chances of recovering your property are much higher.

Bicycles are the best method of transportation to get around campus, but they are also a target if left unsecured or if inexpensive locks are used. Cross locking – using more than one kind of lock – is a good way to deter thieves. For example, put a U-shaped lock through your frame and front tire.

- Register property with a serial number on the UCF Police Department’s website at http://police.ucf.edu/PropertyReg.html and we will store the information for four years.
- The UCF Police Department offers another property registration program called “Operation I.D.” An officer will engrave your driver license number on your bicycle, free of charge. The hours for this service are Monday through Friday, 9 a.m. to 5 p.m. at the UCF Police Department Headquarters located at 3610 Libra Drive, Orlando, FL 32816.

10 KEYS TO PREVENT AUTO BURGLARY & THEFT
More than 45,000 vehicles are registered on the UCF campus. The UCF Police Department and other law enforcement agencies do everything in their collective power to prevent auto burglary and auto theft. The following are 10 keys that can help you protect your vehicle from theft:

1. Always roll your windows up and lock your car.
2. Don’t leave valuables in plain view. Items left in the open attract thieves. Store them in your trunk if necessary.
3. Engrave expensive accessories, such as car stereos and speaker systems, with your driver license number. This aids the police in tracing the stolen items.
4. Never leave your vehicle running and unattended.
5. Install an antitheft device that is highly visible, hard to defeat, and renders the car inoperable.
6. Drop a business card or address label in the map pockets of your doors.
7. Don’t hide a spare key.
8. Don’t leave important papers such as bank statements, credit card statements, or other important documents in your car.
9. Photocopy your registration and insurance information and keep it in a safe place other than your vehicle.

10. Most importantly, be crime-wise. Think of what you can do to protect your belongings ahead of time before you become a victim. Don’t become complacent.

If your vehicle has been burglarized, contact the UCF Police Department immediately and try not to touch the vehicle. The more you touch your vehicle, the more you contaminate the crime scene.