



Aviator College of Aeronautical Science & Technology
Annual Security and Fire Safety Report (ASFR) – 2025
Fort Pierce, FL (Main Campus) & Kissimmee, FL (Branch Campus)
Published October 2025 – *(covering campus crime and fire statistics for calendar years 2022, 2023, and 2024)*

This Annual Security and Fire Safety Report (ASFR) is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). It provides important information about Aviator College's campus security policies, procedures, and crime and fire safety statistics. The ASFR is distributed to all current students and employees, made available to prospective students and employees, and posted on the College's website each year, ensuring transparency and awareness of campus safety. All members of the Aviator College community are encouraged to familiarize themselves with this report and to actively participate in keeping our campuses safe.

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Introduction and Campus Security Policy Statement

Aviator College is committed to maintaining a safe, secure, and supportive learning environment for all students, faculty, staff, and visitors. In accordance with federal law (the Clery Act), the College provides this Annual Security and Fire Safety Report to inform the campus community about its security policies and campus crime statistics. We have a zero-tolerance policy for violence or harassment and strive to foster a campus culture where everyone feels safe and respected.

Clery Act Compliance and Availability of Report: Each year, Aviator College publishes updated campus crime and fire statistics for the three most recent calendar years and outlines the policies in place to address campus safety. This report is distributed annually via email to current students and employees and is available to prospective students and employees on the College's website. A paper copy can be requested from the administrative office. The 2025 edition of the ASFR includes statistics for 2022, 2023, and 2024 and reflects the policies and programs in effect as of the publication date in October 2025.

Campus Locations Covered: This report covers both Aviator College campuses and their adjacent areas:

- **Main Campus (Fort Pierce, St. Lucie County)** – 4220 Aviator Way, Fort Pierce, FL 34946 (includes on-campus student housing at this address) and the instructional facilities at 3800 St. Lucie Blvd, Fort Pierce, FL 34946.
- **Branch Campus (Kissimmee, Osceola County)** – 606 Dyer Blvd, Kissimmee, FL 34741 (flight training facilities; no on-campus housing at this location).

All policies and statistics herein apply to both campuses unless otherwise noted.

Relationship with Law Enforcement: Aviator College does not operate an independent campus police force. We maintain a close working relationship with local law enforcement agencies, including the St. Lucie County Sheriff's Office (for Fort Pierce) and the Kissimmee Police Department (for the Kissimmee campus). The College relies on these agencies to investigate criminal incidents on campus and can coordinate with them through memoranda of understanding as needed. Our campuses are under the jurisdiction of local law enforcement, and all serious or emergency crimes should be reported to them immediately (dial 9-1-1 for emergencies). The College administration also works with law enforcement to receive timely information about crimes in the campus vicinity that may warrant warnings to the community.

Personal Responsibility: While Aviator College is committed to campus safety, members of the community share responsibility for their own security and the security of others. We encourage everyone to stay alert, be aware of your surroundings, and promptly report suspicious or criminal activity. By working together and following the guidelines in this report, we can maintain a secure campus environment.

Reporting Crimes and Emergencies

Immediate Emergencies – Dial 9-1-1: All students, employees, and visitors should **dial 911** without delay in any situation involving a significant threat or crime in progress. Emergency calls will connect you to the appropriate local agency – in Fort Pierce, this is the St. Lucie

County Sheriff's Office, and in Kissimmee, the Kissimmee Police Department. These authorities will respond to emergencies and can dispatch medical or fire services as needed. In a life-threatening situation or any incident requiring urgent assistance, **calling 9-1-1 is the fastest way to get help.**

Non-Emergencies and Campus Reporting: For non-emergency incidents or to report past crimes, students and staff are encouraged to notify College administration or Campus Security Authorities:

Campus Administration Office (both campuses): You may report incidents to the Vice President by calling the main College number at 772-466-4822. Administrators will assist in documenting the incident and, if appropriate, will involve local law enforcement or other authorities.

Online/Email Reporting: Non-emergency concerns or information can be sent via email to feedback@aviator.edu (a general campus feedback and safety reporting address). Additionally, anonymous or confidential reports will be accepted and included in the annual statistics as appropriate; while the College prefers you provide your name and contact, you may request confidentiality.

Campus Security Authorities (CSAs): The College has designated certain officials (such as directors, or student services staff) as Campus Security Authorities under Clery. CSAs can receive reports of crimes and must forward them for inclusion in crime statistics. If you are not sure whom to contact, any College employee in a supervisory role can assist you in making a report.

Voluntary Confidential Reporting: Aviator College accepts confidential reports of criminal incidents for inclusion in the annual disclosure of crime statistics. If you are a victim or witness who **prefers to remain anonymous**, you may still report the details of a crime to a CSA or via the feedback email. The College will respect confidentiality to the extent possible (except where disclosure is required by law or to ensure campus safety) and will include the incident in the crime statistics **without identifying the parties involved.**

Pastoral and Professional Counselors: Currently, Aviator College does not employ on-campus professional counselors or pastoral counselors. Should this change, any professional counselor (if bound by confidentiality laws) will be encouraged to inform those they counsel of voluntary reporting options for inclusion in crime statistics (without breaching confidentiality). In the meantime, the College refers individuals to external counseling resources as needed (see the **Resources** section of this report for counseling and support hotlines).

By reporting crimes and suspicious activities promptly, you help the College provide timely warnings and ensure accurate crime statistics. **If you see something, say something** – report immediately so that appropriate action can be taken to protect everyone's safety – safety@aviator.edu.

Timely Warnings and Emergency Notifications

In compliance with the Clery Act, Aviator College will issue Timely Warnings to alert the campus community about certain crimes that have been reported and may pose a continuing threat to students and employees. Timely warnings are considered for Clery-reportable crimes (such as a pattern of burglary or an aggravated assault) that: (1) occurred on campus or in Clery-

defined adjacent areas, and (2) are deemed by College officials to represent a serious or ongoing threat. The intent of a timely warning is to enable members of the community to protect themselves and to aid in the prevention of similar crimes.

Method of Distribution: Timely warnings will be distributed through one or more of the following official channels: campus-wide email, physical postings on bulletin boards in high-traffic areas, and/or announcements on the College's website. The warning will include information about the incident (date, location, type of crime), any available description of the suspect (if known and if releasing it will not hinder law enforcement), and safety tips or instructions (such as "remain vigilant and report suspicious activity"). The identity of victims is always kept confidential in these warnings.

Emergency Notifications: In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff (for example, a hurricane, gas leak, active shooter, or other critical incident on campus), the College will issue an Emergency Notification without delay. Upon confirming that a legitimate emergency exists, College leadership (the designated crisis manager) will authorize activation of the **Emergency Notification System**. Notifications may be sent via:

- **Mass Email:** An urgent message will be emailed to all student and employee Aviator College accounts.
- **In-Person Alerts:** In Fort Pierce, instructors and staff will convey emergency instructions directly to students in the dormitory and main building. In Kissimmee, instructors and staff will convey emergency instructions directly to students.
- **Website and Social Media:** The College's homepage and official social media accounts might post emergency updates and instructions, especially for situations that develop over time (such as severe weather closures).

Emergency notifications will provide brief information about the nature of the threat and specific instructions (e.g., evacuate, shelter-in-place, avoid a certain area). Follow-up information or an "all clear" notice will be disseminated when appropriate. The only reason the College would delay or refrain from sending an immediate notification is if doing so would compromise efforts to assist a victim or contain the emergency (for example, not immediately broadcasting details of an active police operation).

Testing and Drills: Aviator College **tests its emergency response and notification procedures at least annually**. These tests may be announced or unannounced and can include fire evacuation drills, lockdown drills, or tests of the mass notification system. After each test or drill, the College documents the exercise, including the date, time, and whether it was announced or not, and evaluates the effectiveness of the response and communication. Students and staff are encouraged to familiarize themselves with emergency procedures and participate fully in drills, as they are vital preparation for real emergencies.

By providing timely warnings and immediate notifications, Aviator College ensures that its community stays informed about threats and knows how to respond. All community members should heed these warnings and follow the instructions given to protect their safety.

Campus Crime Statistics (2022–2024)

One of the core purposes of the Clery Act is to inform the campus community about criminal incidents. Below are **Aviator College’s reported crime statistics for the past three calendar years (2022, 2023, 2024)**. These statistics cover the required Clery geography: on campus, and public property immediately adjacent to campus (the College has no off-campus student organizations or non-campus buildings to report). The data were compiled from a combination of internal campus incident reports and official crime data obtained from local law enforcement agencies. Notably, for the most recent year (2024), official records from the St. Lucie County Sheriff’s Office and the Kissimmee Police Department confirm that there were zero reportable crimes, arrests, or disciplinary referrals on or near the Aviator College campuses.

Clery Crime Categories and Definitions

For clarity, **reportable crimes are grouped into several categories** as defined by federal law. Below is a summary of these categories (full definitions are provided in **Appendix B**):

- **Criminal Offenses:** Includes serious crimes such as murder and non-negligent manslaughter, negligent manslaughter, sexual assaults (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and arson.
- **VAWA Offenses:** Offenses defined by the Violence Against Women Act – specifically domestic violence, dating violence, and stalking – whether the victims or perpetrators are male or female.
- **Arrests and Referrals for Disciplinary Action:** Incidents where there were arrests or campus disciplinary referrals for weapons law violations, drug abuse violations, or liquor law violations. (These are counted whether or not they are also counted in the criminal offense categories.)
- **Hate Crimes:** Crimes from the above categories, or certain lesser offenses (like larceny, vandalism, simple assault, or intimidation), where the victim was targeted due to bias against their race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Any hate crime will be described by type and the category of bias.
- **Unfounded Crimes:** Incidents that were fully investigated by law enforcement and found to be false or baseless. (Unfounded crime reports are counted separately and not included in other categories.)

Crime Statistics Table (Fort Pierce & Kissimmee Campuses)

The following table presents the number of reportable incidents in each category for the years 2022, 2023, and 2024. The table is organized by campus location (Fort Pierce Main Campus and Kissimmee Branch Campus) and by on-campus vs. adjacent public property. As shown, there were no reportable incidents in any category during this period. This reflects the relatively small

size and controlled environment of our campuses, but we remain vigilant as crime can occur anywhere.

Location	Year	Criminal Offenses (total)	VAWA Offenses (Domestic/Dating Violence, Stalking)	Arrests (Weapons, Drug, Liquor)	Disciplinary Referrals (Weapons, Drug, Liquor)	Hate Crimes	Unfounded Reports
Fort Pierce – On Campus	2022	0	0	0	0	0	0
Fort Pierce – On Campus	2023	0	0	0	0	0	0
Fort Pierce – On Campus	2024	0	0	0	0	0	0
Fort Pierce – Public Property (adjacent)	2022	0	0	0	0	0	0
Fort Pierce – Public Property (adjacent)	2023	0	0	0	0	0	0
Fort Pierce – Public Property (adjacent)	2024	0	0	0	0	0	0
Kissimmee – On Campus	2022	0	0	0	0	0	0
Kissimmee – On Campus	2023	0	0	0	0	0	0
Kissimmee – On Campus	2024	0	0	0	0	0	0

Location	Year	Criminal Offenses (total)	VAWA Offenses (Domestic/Dating Violence, Stalking)	Arrests (Weapons, Drug, Liquor)	Disciplinary Referrals (Weapons, Drug, Liquor)	Hate Crimes	Unfounded Reports
Kissimmee – Public Property (adjacent)	2022	0	0	0	0	0	0
Kissimmee – Public Property (adjacent)	2023	0	0	0	0	0	0
Kissimmee – Public Property (adjacent)	2024	0	0	0	0	0	0

Note: “On Campus” includes all property owned or controlled by Aviator College that is reasonably contiguous to the main campus areas (classrooms, offices, hangars, dormitories, etc.). “Public Property” includes public streets, sidewalks, and parking areas immediately adjacent to campus boundaries. The absence of reported incidents is based on available data; it does not guarantee that no crime occurred, but rather that none met the criteria for inclusion (or none were reported). The College encourages reporting of all incidents to maintain accurate records.

If any crimes had been reported, they would be reflected above. For example, if a theft or assault occurred on campus, even if handled by local police, it would appear in the statistics. Hate crimes and unfounded reports (if any) would be explained in a narrative footnote. In the years 2022–2024, no hate crimes were reported, and no crime reports were designated unfounded by police.

Aviator College will continue to compile and disclose statistics each year as required. These statistics help the College identify trends and focus safety efforts appropriately. If you would like more detail on the crime statistics or definitions, please refer to **Appendix B** of this report or contact the administrative office for assistance.

Fire Safety Policies and Procedures (Fort Pierce Campus)

(Note: The following fire safety information applies to the Fort Pierce Main Campus, which is the only Aviator College campus with on-campus student housing. The Kissimmee Branch Campus has no residential facilities; however, general fire safety and evacuation procedures apply at all locations.)

Student Housing Fire Safety Systems: The College's student dormitories at 4220 Aviator Way, Fort Pierce are equipped with comprehensive fire safety systems. This includes fire detection alarms in all rooms and common areas, as well as **automatic sprinkler systems** throughout the facility. The alarm system is centrally monitored 24/7 by a contracted alarm monitoring service (ADT Commercial, Account #R6293061), ensuring that if an alarm activates, the fire department is notified promptly. Fire extinguishers are strategically placed on each floor, and illuminated exit signs and emergency lighting are provided to guide evacuations. The housing facility is a smoke-free environment; smoking and open flames (candles, incense) are prohibited in dorm rooms to reduce fire risk.

Evacuation Procedures: Evacuation route maps are posted in all dormitories (typically on the inside of suite or room doors) and in classrooms and administrative offices on campus. These maps indicate the nearest exits and fire extinguisher locations. In the event of a fire alarm or other fire emergency, all occupants must evacuate immediately via the nearest safe exit. Residents are instructed to feel door handles for heat before opening, to stay low and crawl if there is smoke, and to use stairs instead of elevators. Once safely outside, everyone should move to the designated assembly point (the far end of the student parking lot, well away from the building) and await further instructions. No one should re-enter an evacuated building until emergency personnel or campus officials have given an "all clear."

Fire Drills and Training: The College conducts at least one supervised fire drill each academic year in the dormitories to ensure residents are familiar with evacuation procedures. Residential students receive basic fire safety training during orientation, including how to use the fire extinguishers (PASS method: Pull, Aim, Squeeze, Sweep) and the importance of evacuation. Additionally, the local St. Lucie County Fire District may visit campus periodically for inspections or educational programs for students on fire safety.

Annual Fire System Inspections: All campus fire safety systems are inspected and serviced annually by licensed professionals. The most recent fire safety inspection was on June 12, 2025 by Everon Solutions (Inspector Zakary Bray). The inspection report noted that all fire alarms, detectors, and sprinklers were in operable condition and compliant with code. Any deficiencies found during inspections are immediately addressed. The monitoring and alarm notification system (ADT Commercial) is tested regularly to ensure signals are properly received by the monitoring center and local fire department.

Fire Incident Reporting (Fire Log 2024): Aviator College maintains a Fire Log for the Fort Pierce campus housing, recording any fire-related incidents, alarms, or drills. For the calendar year 2024, there were no reported fires in on-campus student housing or any campus building. "No fires reported" means that no incident occurred that resulted in actual fire damage, injury, or was classified as a reportable fire for Clery Act purposes. (Minor incidents such as a burnt microwave popcorn smoke alarm might be recorded internally, but if they did not produce a damaging fire, they are not counted as a fire statistic.)

In the event of a **fire occurrence**, the College would document the date, location, cause (if known), injuries, deaths, and property damage in the fire log and include the statistics in this annual report. The fire log is available for review by contacting the Campus Safety office during normal business hours.

Aviator College's fire safety goal is preventative – through strict policies (e.g. prohibiting open flames and unsafe appliances), regular maintenance of alarm systems, and education of residents, we aim to minimize the risk of **fire emergencies**. All students and staff should also remain vigilant about fire safety: report any electrical hazards or missing fire equipment, do not tamper with alarms or extinguishers, and always evacuate when an alarm sounds. Your cooperation is essential to keep our community safe from fire hazards.

Emergency Response and Evacuation Procedures

Aviator College has established an Emergency Response Plan that outlines procedures for a variety of potential emergency situations on campus (for both Fort Pierce and Kissimmee locations). The plan provides a framework for responding to incidents such as severe weather, hazardous materials, violent incidents, or other crisis events. Key elements of our emergency response and evacuation procedures include:

- **Incident Levels and Classification:** The plan classifies incidents by severity (Level 1 – minor incident; Level 2 – emergency; Level 3 – major disaster) and identifies an incident commander (usually the CSAs or designated senior staff) for coordinating the response. This ensures that responses are scaled appropriately to the situation's scope. For example, a localized water leak (Level 1) might involve Facilities staff and minimal disruption, whereas a major hurricane impact (Level 3) would activate a full Emergency Management Team and possible campus closure.
- **Notification Methods:** As described in the *Timely Warnings and Emergency Notifications* section, the College will use various communication methods to alert students and employees. Primary methods include campus-wide emails, text message alerts (if available), in-person announcements, and postings on official web pages or social media. The notification will include information on what action to take (e.g., evacuate, shelter in place). We are aware that not everyone may see an email immediately, so urgent situations will employ multiple channels. Regular updates will follow as needed, and a final notification will be sent when the emergency is resolved or the threat is no longer present.
- **Evacuation, Shelter-in-Place, and Lockdown Protocols:** The Emergency Response Plan details evacuation procedures for scenarios like fire or bomb threat (everyone exits buildings and gathers at predetermined assembly points). It also covers shelter-in-place procedures for hazards like tornadoes or an external chemical spill (individuals move to interior rooms or higher floors in flooding events, and seal doors if needed), as well as lockdown protocols for an active threat (people remain secured in locked rooms, lights off, silent, until law enforcement arrives). Each campus building has assigned evacuation coordinators (usually staff or faculty volunteers) who help direct people during drills and real evacuations. In dormitories, Resident Advisors assist with evacuation and headcount of residents at assembly points.
- **Emergency Equipment:** Both campuses are equipped with basic emergency response equipment. This includes first aid kits, Automated External Defibrillators (AEDs) in key

locations (e.g., lobby of main building, flight line area), flashlights, and battery-powered radios. A backup generator supports essential lighting and the fire alarm system at the Fort Pierce campus in case of power loss.

- **Coordination with Local Authorities:** During any significant emergency, Aviator College officials will immediately liaise with local authorities (police, fire, emergency management). For example, if a hazardous material spill occurs on the adjacent airport property affecting campus, we would follow the instructions of the St. Lucie County Division of Emergency Management or Osceola County Emergency Management (depending on campus). The College defers to law enforcement for tactical responses to violence on campus and will support their efforts by providing campus knowledge (building layouts, master keys, etc.).
- **Annual Training and Drills:** The College conducts an annual emergency drill or exercise for each campus. This could be a tabletop exercise (staff discussing a simulated scenario) or a functional drill (like a campus-wide hurricane preparedness drill or active shooter drill). The goal is to test our plans and familiarize all parties with their roles. After drills, the safety committee convenes to evaluate the effectiveness of the response and identify any improvements needed in communication or procedure. Students and employees receive information on emergency procedures at least once a year (for instance, via an email reminder or orientation session handouts).

By maintaining up-to-date emergency plans and practicing our response, Aviator College is prepared to respond swiftly and effectively to protect our community. Everyone has a role in emergency preparedness: know at least two exits from buildings you use frequently, keep your contact information updated with the College for notifications, and review emergency procedure summaries posted on campus bulletin boards and in classrooms. In an actual emergency, stay calm, follow official instructions, and help others if you can do so safely.

General Safety and Security Procedures

Beyond emergency situations and crime reporting, Aviator College has implemented a number of general safety and security policies to maintain a secure campus environment:

- **Building Access and Security:** Campus academic buildings and hangar facilities are generally open during normal business hours (8:00 AM – 5:00 PM, Monday through Friday) and during scheduled class times. Administrative offices control the locking and unlocking of buildings. Outside of these hours, facilities are locked and accessible only to authorized personnel or students with prior permission (such as flight operations that may occur in early mornings or evenings). The residential dormitory in Fort Pierce is accessible via key only to residents and designated staff. Exterior doors to the dorm remain locked 24/7; residents are instructed not to prop doors open or allow unknown individuals to enter behind them (“no tailgating” policy).

- **Campus Lighting and Maintenance:** The College is committed to maintaining the campus in a manner that minimizes hazardous conditions. This includes adequate exterior lighting in parking lots, walkways, and building exteriors. Regular surveys of lighting are conducted and any burned-out bulbs or damaged fixtures are replaced promptly. Landscaping is maintained to preserve clear lines of sight (shrubs and trees trimmed away from windows and walkways). The Facilities department conducts routine maintenance inspections and addresses issues such as broken locks, windows, or other security-related repairs as a priority. Students and staff are encouraged to report any safety or maintenance concerns (e.g., lights out, trip hazards, malfunctioning doors) to Facilities or administration immediately.
- **Identification and Visitors:** All Aviator College students and employees are issued an identification badge and are expected to carry it while on campus. Although the College does not have manned security checkpoints, community members should be prepared to present ID if requested by an administrator or law enforcement. Visitors (including contractors) are generally required to check in at the front desk of the main building. Visitors should be accompanied by a host while on campus. Unescorted individuals who are not recognized as students or staff may be approached by College personnel to inquire if they need assistance. This friendly approach helps maintain awareness of who is on campus.
- **Crime Prevention Education:** While the College's size and close-knit community contribute to a safe environment, we also provide **crime prevention information** to students and staff. During new student orientation and new employee onboarding, basic safety tips are reviewed (such as securing personal belongings, locking vehicles, and not walking alone in isolated areas at night). The College occasionally invites local law enforcement or victim advocacy organizations to campus to give safety seminars on topics like personal safety awareness, self-defense, or cyber security. Printed safety literature is available at campus offices, and safety tips are shared via email reminders (for example, reminders to secure dorm rooms and vehicles, especially during holiday breaks).
- **Drug and Alcohol Abuse Prevention:** (Detailed in the next section) – the College enforces strict policies regarding drug and alcohol use and provides education on the health and legal risks, as well as resources for assistance. Maintaining a substance-free environment contributes to overall safety, as impairment can increase the risk of accidents or crime.
- **Mental Health and Threat Assessment:** The College cares about the well-being of its community. Faculty and staff are trained to recognize and report behavior that may indicate a person is in crisis or could pose a threat to themselves or others. An informal behavioral intervention team (consisting of the academic VP, the Director of Education, and the Registrar) can evaluate reports of concerning behavior and coordinate support or referral to services. While Aviator College does not have on-site counseling, we refer students to local counseling services or hotlines (see Resources section) as needed. Additionally, any threats of violence or expressions of intent to self-harm are taken

seriously and addressed immediately with the help of law enforcement or crisis professionals.

Everyone at Aviator College plays a part in campus security. We encourage you to look out for one another: if you see someone who looks out of place or a situation that doesn't seem right, report it. Keep your personal belongings secure, and practice good safety habits such as walking in groups after dark or requesting an escort if you feel unsafe (administrative staff can provide escorts on an as-needed basis, or call local law enforcement to assist). By following these general safety procedures and remaining vigilant, we can greatly reduce opportunities for crime and help ensure that our campus remains a welcoming and safe place to study and work.

Drug and Alcohol Policies

Aviator College is dedicated to maintaining a drug-free, healthy, and safe campus. In compliance with the Drug-Free Schools and Communities Act, the College has established policies that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any College-sponsored activity. The key points of our drug and alcohol policies are as follows:

- **Prohibition of Illegal Drugs:** The possession, manufacture, sale, distribution, or use of **illegal controlled substances** (as defined by federal and state law) is strictly forbidden on campus and at off-campus College-sponsored events. This includes but is not limited to marijuana (which remains illegal under federal law, even if state law permits certain use), cocaine, heroin, unauthorized prescription drugs, synthetic drugs, and other illicit substances. Students or employees found responsible for violating drug laws or policies will face disciplinary action by the College (up to and including expulsion or termination of employment) and may also be subject to criminal prosecution.
- **Alcohol Policy: Underage drinking is prohibited** in accordance with Florida law. The legal drinking age is 21, and no person under 21 may possess or consume alcoholic beverages on campus. For those of legal drinking age, our campus has **restrictions on alcohol use**: alcohol is generally not permitted in classrooms, labs, or public areas of campus. In the Fort Pierce dormitories, residents of legal age may possess a limited quantity of alcohol for personal consumption in their private rooms, only if all roommates are 21 or older and alcohol is consumed responsibly. Large quantities or common sources (like kegs) are banned, and alcohol-related misconduct will result in loss of this privilege.
- **Enforcement and Disciplinary Actions:** The College will impose disciplinary sanctions on students or employees who violate the drug and alcohol policies. Students may face sanctions ranging from warnings and mandatory participation in a drug/alcohol education program, up to suspension or expulsion for serious or repeated offenses. Employees may face disciplinary actions up to termination of employment. Additionally, the College will involve law enforcement when appropriate – for example, if illegal drugs are found on

campus, the incident will be turned over to police in addition to any campus discipline. The College's disciplinary procedures will ensure fairness and due process, but also prioritize the safety and well-being of the community.

- **Legal Consequences:** In addition to College sanctions, students and staff should be aware of the legal consequences of drug and alcohol violations. Under Florida law, possession of even a small amount of certain drugs (such as cocaine or non-prescribed opioids) is a felony offense that can result in imprisonment. Providing alcohol to minors or using a fake ID to buy alcohol are misdemeanors that carry possible fines and jail time. Federal trafficking penalties for drugs are severe, including long mandatory prison terms. The College includes information on federal, state, and local drug/alcohol laws in the Annual Drug-Free Schools notification distributed to all students and employees each year.
- **Health Risks:** The abuse of drugs and alcohol carries significant health risks. For instance, excessive alcohol use can lead to alcohol poisoning, addiction, liver disease, and impairment of cognitive and motor functions (which is especially dangerous in an aviation training environment). Illicit drug use can cause a wide array of acute and long-term health issues, including risk of overdose, heart and respiratory problems, mental health disorders, and death. Even marijuana, which some perceive as harmless, can impair short-term memory, alter judgment, and negatively affect coordination – posing risks in academic and flight operations.
- **Support and Resources:** Aviator College encourages students or employees who may be struggling with substance abuse to seek help. While the College does not have on-site counseling, we can provide referrals to counseling and treatment programs. Local resources include counseling centers and support groups (e.g., Alcoholics Anonymous, Narcotics Anonymous) in the Fort Pierce and Kissimmee areas.
- By adhering to these drug and alcohol policies, Aviator College works to ensure a safe academic environment and comply with legal standards. Every member of the community is expected to make responsible decisions regarding alcohol and to abstain from illegal drugs altogether. We urge anyone who needs help or information to reach out to the resources provided – the safety and success of our students and staff are our top priorities, and that includes supporting a lifestyle free from substance abuse.

Sexual Misconduct (Title IX) Policies and Procedures

Aviator College strictly prohibits sexual misconduct in any form, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Such conduct not only violates our College policies but may also be a crime. We are committed to preventing sexual and gender-based violence and to responding promptly and effectively when incidents do occur. In accordance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination in educational programs, the College has established procedures to address complaints of sexual misconduct and to support affected students or employees.

Title IX Coordinator and Non-Discrimination Policy

Aviator College's Non-Discrimination Policy states that the College does not discriminate on the basis of sex, gender, or any other protected characteristic in its educational programs or activities. The College has a designated Title IX Coordinator, who oversees compliance with Title IX and the College's response to reports of sexual harassment and sexual violence. The Title IX Coordinator's responsibilities include receiving reports or complaints of sexual misconduct, ensuring that resources and support are offered to survivors, and coordinating investigations and resolutions of complaints.

Title IX Coordinator Contact:

Nicole Earle – Title IX Coordinator

Email: humanresources@aviator.edu

Phone: **772-466-4822** (main College line; ask for Title IX Coordinator)

Office Location: Aviator College Main Campus, Fort Pierce (Administrative Office)

Students and employees may contact Mrs. Earle (or her designee) to report incidents or inquire about their rights under Title IX. Additionally, individuals can email stopdiscrimination@aviator.edu, which is monitored by the Title IX Coordinator, to raise concerns or ask questions confidentially. Aviator College's Title IX Coordinator will assist complainants in understanding their options, including how to file a formal complaint and what to expect from the College's investigative process.

The College's non-discrimination statement and Title IX policy affirm that all members of the community have the right to learn and work in an environment free from sexual or gender-based harassment and violence. Retaliation against any person who reports an incident or participates in an investigation is strictly prohibited. Any retaliatory behavior should be reported immediately and will result in disciplinary action separate from the underlying matter.

Definitions of Prohibited Conduct

For purposes of clarity, the College defines sexual misconduct and related terms in alignment with federal law and guidance:

- **Sexual Harassment:** Unwelcome conduct of a sexual nature that is so **severe, pervasive, and objectively offensive** that it effectively denies a person equal access to the College's programs or activities. This can include unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature. (Note: Sexual assault, dating violence, domestic violence, and stalking, as defined below, are considered forms of sexual harassment under Title IX regulations.)
- **Sexual Assault:** Any non-consensual sexual act. This includes **rape** (penetration of the victim's vagina or anus with any body part or object, or oral penetration by a sex organ of another, without consent), fondling (the touching of private body parts of another person for sexual gratification, without consent), incest, and statutory rape (sexual intercourse with a person under the legal age of consent). Consent is a clear, knowing, and voluntary agreement to engage in sexual activity. Consent cannot be obtained through force,

threats, intimidation, or if the person is incapacitated by drugs, alcohol, or any other condition.

- **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the victim, by someone with whom the victim shares a child, or by a person cohabitating with or formerly cohabitated with the victim as a partner. It can include physical harm, emotional abuse, or any action to exert power and control over a domestic partner.
- **Dating Violence:** Violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Determining whether a relationship exists is based on its length, type, and frequency of interaction. Dating violence encompasses a range of abusive behaviors (physical, sexual, emotional) by one partner to maintain power over the other.
- **Stalking:** A pattern of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. Stalking behaviors can include following someone, repeatedly contacting them, monitoring them, or using technology (cyberstalking) in a way that causes fear.

These behaviors are not tolerated at Aviator College. Even if an incident does not clearly meet one of the above legal definitions, the College may still address it under our code of conduct if it constitutes inappropriate sexual behavior or harassment.

Reporting Sexual Misconduct and Immediate Steps for Victims

If you experience sexual assault, domestic/dating violence, or stalking, Aviator College's first priority is your **safety and well-being**. We encourage victims to consider the following **immediate steps**:

1. **Get to a Safe Location:** Put distance between yourself and the assailant or source of harm as soon as possible. If you are in immediate danger, call 911 right away.
2. **Seek Medical Attention if Needed:** For sexual assault or any physical injury, it's important to get medical care. Medical providers can treat injuries, test for and treat potential exposure to sexually transmitted infections, and collect evidence (through a sexual assault forensic exam, i.e., a "rape kit") if you consent to that. Even if you do not want to report to the police at that time, preserving evidence can be helpful for the future. To preserve evidence of a sexual assault, do not shower, bathe, douche, eat, drink, or change clothes before seeking medical care, if possible. If you have changed clothes, keep the ones you were wearing in a clean paper bag to give to medical personnel or law enforcement later. Medical staff can provide care and also document injuries which could serve as evidence.

3. **Call 9-1-1 or Law Enforcement:** The College strongly encourages victims of sexual violence or stalking to report the incident to local law enforcement (in addition to any College reporting). Dial 911 for immediate assistance; the police can help ensure your safety and start a criminal investigation if you choose to proceed with that. Police officers can also connect you with victim advocates. Reporting to law enforcement does not obligate you to prosecute, but it does allow for the possibility of criminal charges and can aid in obtaining protective orders if needed.
4. **Report to the College (Title IX Coordinator):** As soon as you feel comfortable, consider reporting the incident to the Title IX Coordinator or a College official. The College has a duty to respond to allegations of sexual misconduct. You may report an incident even if you do not want to press criminal charges. When you report to the Title IX Coordinator, you will be informed in writing of your rights and options, including the option to file a formal complaint within the College for an investigation and resolution under our disciplinary process. The Title IX Coordinator will also discuss supportive measures (see below) and will respect your wishes regarding how to proceed to the extent possible. **Note:** All faculty and staff (with limited exceptions such as pastoral counselors, if any) are considered “responsible employees” under College policy and must notify the Title IX Coordinator if they become aware of an incident of sexual misconduct.
5. **Preserve Evidence and Document What You Can:** In addition to medical evidence, preserve other forms of evidence. Save emails, text messages, social media messages, or voicemails from the perpetrator. Take screenshots of any online harassment. If there were witnesses, write down their names. Consider writing down your own recollection of what happened as soon as you can, while details are fresh. All of this can be useful in both campus proceedings and criminal investigations.
6. **Seek Support:** Experiencing sexual or relationship violence is traumatic. You do not have to cope alone. Reach out to a trusted friend or family member for emotional support. The College can assist you in contacting a local rape crisis center or domestic violence shelter – these organizations have advocates who can accompany you to the hospital or police, help you understand your options, and provide counseling services. (See the Resources and Hotlines section for specific organizations in our area that assist survivors.) On campus, while we do not have professional counselors, our staff can help facilitate contact with off-campus counseling and even provide a private space for you to talk to an advocate or counselor by phone.

Remember: what happened to you is not your fault, and however you choose to proceed (or not proceed) with reporting, you deserve support and care. The College’s role is to provide you with options and respect your autonomy in deciding your next steps.

College Response and Investigation Procedures

When the College is notified of an incident of sexual misconduct (whether it occurred on campus or off campus if it affects a student or employee’s educational environment), the Title IX

Coordinator will promptly reach out to the complainant (the person alleged to be the victim) to offer support and explain the options available. Those options typically include:

- **Supportive Measures:** These are non-disciplinary, individualized services offered to the complainant (and respondent, if appropriate) with or without a formal complaint being filed. Supportive measures are designed to restore or preserve equal access to the College's programs and protect the safety of all parties. Examples include: academic accommodations (such as rescheduling exams or assignments, providing tutoring, or allowing course withdrawal without penalty), changes to on-campus housing arrangements, adjustments to work schedules or job assignments (for employees), campus escort services or increased security in certain areas, no-contact directives (orders that instruct the respondent not to approach or communicate with the complainant), and counseling or health service referrals. These measures are provided confidentially as much as possible (meaning the College will only involve those necessary to implement the measures, and will not publicize the reason for them). The Title IX Coordinator evaluates requests for supportive measures and coordinates their implementation.
- **Formal Complaint and Investigation:** If the complainant decides (or if the Title IX Coordinator deems it necessary for campus safety) to file a Formal Complaint of sexual misconduct, the College will initiate its investigative process. A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment or violence against a respondent (the person accused) and requesting that the College investigate. Once a formal complaint is filed, the College will provide written notice to the respondent that an allegation has been made, including details of the incident (who, what, when, where) and the specific policies that may have been violated. The respondent is presumed "not responsible" during the process, and both parties have rights to an equitable process. The College may offer informal resolution options (like mediation) for certain cases **only if** both parties voluntarily agree *and* the case does not involve an employee sexually harassing a student (mediation is not allowed in that scenario). However, either party can opt out of informal processes at any time before agreeing to a resolution.
- **Investigation:** The College will assign a trained investigator (or investigative team) who is free of conflict of interest or bias. This could be a College official trained in Title IX investigations or an external investigator if needed. The investigator will interview the complainant, respondent, and relevant witnesses; collect any available evidence (texts, photos, video, social media, etc.); and compile these in a report. Both parties have the right to provide evidence and suggest witnesses. The College's process strives to be prompt; typically an investigation might take around 30-60 days, but this can vary based on complexity or if law enforcement is conducting a parallel criminal investigation (the College will not wait for a criminal case to conclude, but may need to coordinate to not interfere with law enforcement).
- **Hearing/Decision:** After the investigation, for cases of sexual assault, dating/domestic violence, or stalking, the College's procedure (to comply with Title IX regulations) will usually include a live **hearing** to determine responsibility, unless both parties consent to

waive a hearing. The hearing is conducted by a trained panel or a decision-maker who is not the investigator. During the hearing, both parties (through their **advisors**) have the opportunity to submit relevant questions for the other party or witnesses (this is often done via the hearing chair to ensure appropriateness). The complainant and respondent may be in separate rooms with technology enabling them to participate without facing each other, if desired. The hearing process is designed to be fair and impartial; the College uses a “preponderance of the evidence” standard (whether it is more likely than not that the policy was violated) or another standard as stated in our policy (some schools use clear and convincing, but most use preponderance; Aviator College uses preponderance of evidence for consistency with civil rights standards).

- **Advisors:** Each party is allowed to have an advisor of their choice accompany them through the process. This could be a friend, family member, attorney, or another person. If a party does not have an advisor for the hearing, the College will provide one (solely for the purpose of conducting cross-examination at the hearing, if needed). Advisors can be present at interviews and meetings, but they generally cannot speak for the party in investigative interviews (their main active role is at the hearing for questioning).
- **Determination and Outcome:** Following the hearing (or following the investigation if no hearing is required, as in some less severe cases or when a respondent accepts responsibility), the decision-maker will issue a written determination regarding responsibility. This will include findings of fact, conclusions regarding whether the conduct occurred and which policies were violated, and the rationale for the result. Both parties will receive this written outcome **simultaneously**. If the respondent is found **responsible** for the misconduct, the College will decide appropriate **sanctions** (see below). Both parties have an equal right to appeal the decision (on limited grounds such as procedural error, new evidence, or conflict of interest).

Throughout this process, the College aims to be prompt, fair, and impartial. The officials involved (Title IX Coordinator, investigators, hearing officers, etc.) receive annual training on issues like how to handle sexual misconduct cases, how to protect safety without bias, and how to avoid stereotypes. We know that going through an investigation can be stressful for both complainants and respondents, so the College strives to carry out the process with sensitivity and respect for all involved.

Sanctions and Protective Measures

If a student or employee is found to have violated the sexual misconduct policy, Aviator College will impose appropriate sanctions designed to stop the misconduct, prevent its recurrence, and remedy its effects on the victim and the community. Sanctions for students may include:

- **Disciplinary Probation:** A written reprimand and a period of observation during which any further violations will result in more severe action. Conditions may be imposed, such as counseling or educational programs.

- **No-Contact Order / Campus Ban:** Continued enforcement or issuance of no-contact directives between the parties, or restricting the offender's access to certain campus facilities or activities. In some cases, a student may be banned from campus buildings (or entire campus) for a period of time.
- **Suspension:** Temporary separation from the College for a set period (e.g., one semester, one year). During suspension, the student may not attend classes or be present on campus. Conditions for re-admission may be specified (such as proof of counseling).
- **Expulsion (Dismissal):** Permanent removal from the College. This is the typical sanction for very serious offenses like rape or violent assault, though each case is evaluated individually. An expelled student is barred from campus and loses all rights and privileges as a student indefinitely.

For employees found responsible for sexual misconduct, sanctions range from written warning or mandatory training, up to termination of employment. The specific outcome depends on the severity of the conduct and any prior disciplinary history.

In addition to punitive sanctions, the College will continue or implement **protective measures** as needed. For example, even if a respondent is found not responsible or is not removed from campus, a no-contact order might still remain in place, or adjustments to class or housing assignments might be made to minimize interaction between the parties. The College may also provide or extend academic accommodations to the complainant (such as withdrawal from a class without penalty or extended deadlines) to ensure they can continue their education.

Privacy and Confidentiality

Aviator College understands that sexual misconduct cases require careful attention to privacy. The College will make every effort to protect the privacy of individuals involved in a report or investigation. Information will be shared only with those who need to know in order to carry out the College's procedures. This generally includes the Title IX team, the persons involved in the incident, witnesses (limited information as necessary), and relevant administrators.

Confidential Resources: Because the College is small and does not have on-campus health or counseling services, we rely on off-campus confidential resources (such as the rape crisis center or domestic violence shelter counselors who can legally maintain confidentiality). Conversations with such counselors or advocates will not trigger a College investigation or report to the College, as long as those professionals are not acting in an official reporting capacity. We encourage victims who wish to have a confidential discussion to reach out to the hotlines and counseling services listed in the **Resources** section; those services can guide you and typically will not share your information without permission.

Responsible Employees: Most College faculty and staff, when informed of an incident of sexual misconduct, are required to report it to the Title IX Coordinator. If you're not ready for the College to know, you may choose to speak with a confidential off-campus counselor first.

However, note that reporting to the College can allow you to get accommodations and help stop the perpetrator, so we encourage reporting when you feel comfortable.

Clery Reporting: The Clery Act requires the College to collect statistics on incidents of sexual assault, domestic violence, dating violence, and stalking. When reporting these statistics in the annual report (as we have done above), we do not include any personally identifying information. Also, if a timely warning is issued for a reported incident, it will never include the victim's name or other identifying details – it focuses on general information to safeguard the community.

Prevention, Education, and Awareness Programs

Aviator College believes that preventing sexual misconduct is equally as important as responding to it. We have implemented several education and awareness programs aimed at students and employees:

- **New Student Orientation:** All incoming students receive an orientation session that includes information on the College's rules regarding sexual misconduct, how to report incidents, what consent means, and the resources available for victims. They also receive written materials (or electronic access) summarizing this information and highlighting key definitions (like consent, sexual assault, etc.).
- **Bystander Intervention Training:** We encourage everyone to be an active bystander – someone who **steps in to prevent harm** when they see warning signs. The College provides literature on safe and positive ways to intervene if you see behavior that might lead to sexual assault or if you witness a troubling situation. Key points include: noticing the event (and overcoming the tendency to ignore it), evaluating it as a problem, assuming responsibility to act, and then intervening safely. Interventions can be direct (confronting the behavior), delegating (finding others to help, like calling authorities or getting friends involved), or distracting (interrupting the situation in a non-confrontational way). Students are taught simple strategies, such as pouring out an unattended drink if tampering is suspected, interrupting a conversation if someone is making another uncomfortable, or calling 911 if someone is in danger.
- **Employee Training:** Faculty and staff receive annual training on recognizing and reporting sexual harassment and violence, as well as how to handle a student's disclosure of an incident in a supportive manner. Those who are part of the Title IX process (investigators, hearing officers, etc.) receive specialized training on topics like trauma-informed interviewing, impartiality, and understanding the definitions of sexual misconduct.

Our educational efforts aim to create a campus culture that **does not tolerate sexual misconduct**, supports survivors, and holds perpetrators accountable. We emphasize that all

members of the community have a role in prevention: whether it's respecting others' boundaries, looking out for friends, or reporting concerning behavior, every action helps make our campuses safer.

Aviator College remains committed to continuously improving our sexual misconduct prevention and response efforts. Your safety, trust, and well-being are of utmost importance. If you have suggestions for additional training or awareness activities, or if you want to get involved in peer education efforts, please contact the Title IX Coordinator. Working together, we can foster a respectful environment where all can pursue their education free from sexual harassment and violence.

Resources and Hotlines (By County and National)

Those affected by sexual misconduct, relationship violence, or other forms of abuse have numerous resources available for support. Aviator College urges survivors (and their friends/family) to seek help from these professional organizations, which provide counseling, advocacy, medical care, and legal assistance. Below, we have compiled key local resources for the counties in which our campuses are located, as well as important state and national hotlines:

St. Lucie County (Fort Pierce area)

- **SafeSpace (Treasure Coast Domestic Violence Center):** SafeSpace is the state-certified domestic violence agency serving St. Lucie, Indian River, and Martin counties. They provide emergency shelter, counseling, and advocacy for victims of domestic and dating violence. **24-Hour Domestic Violence Crisis Hotline:** 1-800-500-1119^[1]^[2]. (This hotline will connect you to SafeSpace or the appropriate local DV center immediately. SafeSpace also has outreach offices in each county for non-residential services.) All services are free and confidential.
- **Treasure Coast Sexual Assault Assistance Program:** This is the **certified rape crisis center** serving the Treasure Coast region (including St. Lucie and Indian River). They offer a 24/7 helpline, medical accompaniment (sexual assault nurse exams), counseling, and victim advocacy for survivors of sexual assault. **24-Hour Sexual Assault Helpline:** 1-866-828-7273^[3]. Local office in Fort Pierce: 411 S. 2nd Street, Fort Pierce, FL (phone: 772-462-1306). Advocates from this program can also assist victims of human trafficking or other interpersonal violence.
- **St. Lucie County Sheriff's Office – Victim Assistance Unit:** The Sheriff's Victim Assistance coordinators help crime victims with crisis intervention, information on victim rights, and assistance filing injunctions (restraining orders). **Phone:** 772-462-3324 (Victim Services). They can guide victims of domestic/sexual violence through the legal process and connect to resources. Address: 4700 W. Midway Rd, Fort Pierce, FL 34981.
- **Fort Pierce Police Department – Victim Advocate:** If an incident occurred within the City of Fort Pierce, the police department's Victim Assistance Unit can help. **Phone:**

772-467-6800 (main line; ask for Victim Assistance). They offer similar services to the county's program, including assistance with police reports and court accompaniment.

- **2-1-1 Helpline (Treasure Coast):** By dialing 2-1-1 (or texting your zip code to 898211), anyone in St. Lucie or Indian River counties can reach a 24/7 crisis helpline. Trained counselors provide emotional support for crises (including sexual abuse or suicidal thoughts) and referrals to local services (shelter, counseling, legal aid). This is a great resource if you're not sure where to turn – they will connect you to the appropriate service.

Indian River County (Vero Beach area)

(Note: Many resources for Indian River are the same as St. Lucie due to regional service providers.)

- **SafeSpace (Domestic Violence Services):** *Serving Indian River County.* Contact SafeSpace's **24/7 Domestic Violence Hotline: 1-800-500-1119** for immediate assistance[1]. SafeSpace has an outreach office in Vero Beach and provides shelter, injunction assistance, support groups, and counseling for victims of domestic abuse in Indian River County.
- **Treasure Coast Sexual Assault Assistance Program:** *Serving Indian River County.* Contact the **24/7 Sexual Assault Helpline: 1-866-828-7273**[3]. In Indian River, this program works closely with local hospitals and law enforcement to provide forensic exams and advocacy. They have trained Sexual Assault Nurse Examiners (SANEs) on call to respond at the hospital.
- **Indian River County Sheriff's Office – Victim Services:** The Indian River County Sheriff's Victim Assistance can help with information on victims' rights, applying for Florida Victim Compensation, and navigating the criminal justice system. **Phone:** 772-978-6255 (Victim Services Unit). Address: 4055 41st Ave, Vero Beach, FL 32960.
- **Indian River County – Clerk of Court (Injunctions for Protection):** If you need to file for a restraining order in Indian River County (for domestic violence, dating violence, sexual violence, or stalking), the Clerk's office can provide forms and assistance. **Clerk of Court Injunctions Office:** 2000 16th Ave, Vero Beach, FL 32960, Phone: 772-226-3140. (For St. Lucie County, the Clerk's Domestic Violence division is at 772-462-6900; for Osceola, see below.)
- **Mental Health & Crisis Counseling:** Indian River County residents can also use **211 Helpline** as described above. Additionally, the non-profit agency New Horizons offers mental health and substance abuse services across the Treasure Coast (24-hr crisis line: 772-468-5600), which can be a resource for those dealing with trauma from abuse.

Osceola County (Kissimmee area)

- **Help Now of Osceola, Inc. (Domestic Violence Services):** Help Now is Osceola County's certified domestic violence center, offering emergency shelter, a 24-hour crisis hotline, counseling, legal advocacy, and support groups for survivors of domestic and

dating violence. **24-Hour DV Hotline:** (407) 847-8562[4]. They also have an outreach office in Kissimmee for walk-in services (address: 108 Church St., Kissimmee, FL). If you are in Osceola County and experiencing intimate partner violence or need to escape an abusive situation, Help Now can provide immediate safe shelter and assistance. They can also help with injunctions (restraining orders) and accompany you to court.

- **Victim Service Center of Central Florida (Osceola County Sexual Assault Victim Services):** The Victim Service Center (VSC) is the state-certified sexual assault recovery service for Osceola (as well as Orange and Seminole counties). They operate a **24/7 Sexual Assault Crisis Hotline: (866) 757-2046**[5]. If you are sexually assaulted in Osceola County, VSC can dispatch a victim advocate to accompany you during the forensic exam, provide crisis counseling, and assist with safety planning and resources. VSC offers free therapy, support groups, and even forensic exams at their confidential facilities. They also assist victims of other violent crimes and traumatic circumstances, providing comprehensive victim advocacy.
- **Osceola County Sheriff's Office – Victim Advocate:** The Sheriff's Office in Osceola has victim advocates who help crime victims understand their rights and the investigative process. **Phone:** 407-348-1157 (Sheriff's Headquarters; ask for Victim Advocacy). They can help domestic violence victims with filing police reports and connect with Help Now, as well as guide stalking victims through evidence documentation and injunctions.
- **Kissimmee Police Department – Victim Assistance:** For incidents within the city of Kissimmee, KPD has a Victim Assistance Program. **Phone:** 407-847-0176 (ask for Victim Advocate). They work closely with the Victim Service Center and Help Now, and can facilitate those connections for survivors.
- **Osceola Clerk of Court – Injunctions for Protection:** The Osceola County Courthouse can assist individuals seeking restraining orders. **Address:** 2 Courthouse Square, Kissimmee, FL 34741, **Phone:** 407-742-3500 (Clerk's Domestic Violence Division). There is no fee to file for an injunction, and an advocate from Help Now or VSC can often help with the paperwork at the courthouse.

Florida State and National Hotlines

In addition to local resources, there are **statewide and nationwide hotlines** that anyone can call for immediate support, information, and referrals:

- **Florida Domestic Violence Hotline: 1-800-500-1119 (SAFE)** – This is a statewide 24/7 hotline for domestic violence, operated by the Florida Department of Children and Families in partnership with Florida's domestic violence centers. They will connect callers to the nearest domestic violence center (such as SafeSpace or Help Now) and can assist in multiple languages. TTY for the deaf/hard of hearing: 1-800-621-4202.
- **Florida Council Against Sexual Violence (Statewide Rape Crisis Hotline): 1-888-956-7273** – A 24/7 hotline that links to local sexual assault service providers across

Florida. If you're not sure who to call after a sexual assault, this number will route you to the appropriate local rape crisis center or provide guidance.

- **Florida Abuse Hotline (Child & Vulnerable Adult Abuse): 1-800-96-ABUSE (1-800-962-2873)** – This is the DCF hotline to report suspected abuse, neglect, or exploitation of children, the elderly, or disabled individuals. All College employees are mandated reporters of child abuse; if you know of or suspect a minor is being abused (on or off campus), you must contact this hotline. It's also available to anyone to self-report or report on behalf of someone in a vulnerable situation.
- **National Domestic Violence Hotline: 1-800-799-SAFE (7233)** – Available 24/7 nationwide with advocates who speak English, Spanish, and 200+ languages via interpreter service. They provide crisis intervention, safety planning, and direct connection to local resources. You can also chat online at thehotline.org.
- **National Sexual Assault Hotline (RAINN): 1-800-656-HOPE (4673)** – This hotline will route you to the nearest rape crisis center in the U.S., or you can chat with a trained staff member online at rainn.org[6]. It's free, confidential, and available 24/7. RAINN (Rape, Abuse & Incest National Network) also provides information on medical issues and legal options after sexual assault.
- **Stalking Prevention & Resource Center:** For anyone dealing with stalking, the **Victim Connect Helpline at 1-855-4-VICTIM (1-855-484-2846)** can provide guidance. The Stalking Prevention, Awareness, and Resource Center (SPARC) website (stalkingawareness.org) offers safety planning tips specifically for stalking victims.
- **National Suicide Prevention Lifeline / 988:** Many survivors experience emotional trauma. If you are in crisis or having thoughts of suicide, call **988** (the national three-digit Suicide & Crisis Lifeline) to be connected to a counselor 24/7. (Veterans can press 1 after dialing 988 to reach the Veterans Crisis Line.)
- **Office for Civil Rights (OCR) – U.S. Department of Education:** If you believe the College has not handled a sexual misconduct case properly or you have experienced sex discrimination in our programs, you have the right to contact OCR. **Customer Service Hotline:** 1-800-421-3481, **Email:** OCR@ed.gov[7]. OCR enforces Title IX compliance.

All these resources are provided to ensure that no one has to face these issues alone. Whether you need immediate intervention, someone to talk to, help with legal protection, or just information, there are options available. Aviator College's administration is also here to assist in connecting you with these resources. We encourage you to utilize these services if you or someone you know is affected by sexual violence, domestic/dating violence, or stalking. Your safety and well-being are paramount.

(The College does not endorse any specific organization over another, but we provide this information for convenience. We update contact information annually, but if you find a number that is out of service, please inform the Campus Director so we can correct it.)

Missing Student Notification Policy

In compliance with the requirements of the Higher Education Opportunity Act (HEOA), Aviator College has established a Missing Student Notification Policy for students who reside in on-campus housing (applicable to the Fort Pierce Main Campus dormitories). This policy outlines the procedures the College will follow if a residential student is determined to be missing.

Designation of Emergency Contact: All students living in on-campus housing are encouraged to identify a confidential emergency contact person to be notified in the event the student is determined missing. This contact information is collected during dorm check-in paperwork and is kept confidential, accessible only to authorized campus officials and law enforcement if needed. The student's designated contact can be anyone of their choosing (parent, guardian, friend, etc.), and students have the option to register someone *other than* their general emergency contact specifically for missing person purposes. Students under 18 years of age (who are not emancipated minors) are advised that their parent or guardian will be notified if they are missing, in addition to any listed contact person.

Definition of a Missing Student: For purposes of this policy, a student may be considered "missing" if they have been unreachable for 24 hours or more and their absence is uncharacteristic or cause for concern. However, if there is any indication of foul play or risk (e.g., a note indicating possible self-harm, or a report of abduction), action will be taken immediately without waiting 24 hours.

Reporting and Investigation: Anyone who believes an Aviator College residential student is missing should report it immediately to one of the following: the Vice President, the VP of Campus Operations, the Director of Education (DOE), Campus Safety, or directly to the St. Lucie County Sheriff's Office (for Fort Pierce campus) by calling 911. College officials will immediately refer any report of a missing student to local law enforcement, typically the Sheriff's Office, as they have the jurisdiction and resources to investigate. Simultaneously, the College will initiate internal efforts to locate the student, such as: attempting to contact the student via cell phone, email, and social media; checking their dorm room and speaking with roommates/friends; checking class attendance records or last use of their student ID (if applicable, e.g., meal plan swipes or library logins); and interviewing known associates on campus about the student's last whereabouts.

Notification Procedures: If law enforcement determines that the student is indeed missing (or the College, in conjunction with law enforcement, deems the student missing for 24 hours), the College will make the following notifications *within 24 hours* of that determination:

- The **emergency contact person** designated by the student will be notified. This will be done by a College official (such as the VP/VP of Campus Operations/DOE) via telephone and, if no response, via email or other available contact methods.
- If the student is under 18 years old and not emancipated, the College is required to notify a custodial parent or guardian in addition to any designated contact (this notification is likewise within 24 hours of determining the student missing, and typically the parent/guardian would be the primary contact in such cases).

- **Local law enforcement** (if not already aware) will be notified that the student is missing. (Note: because we contact law enforcement as soon as we receive a credible missing student report, this step is essentially confirming with them and continuing coordination.)

The notification to contacts will include information such as the fact that the student is missing, the timeframe, and any information that might be helpful in locating the student (e.g., if the student was last seen leaving campus with luggage, or if their car is also missing, etc.).

Campus Communications: While the privacy of the missing student is respected, the College may also inform the campus community if appropriate. For instance, if a student went missing under suspicious circumstances on campus, a timely warning or general notice might be warranted to ask for information or alert others. However, communications will be managed in consultation with law enforcement to ensure nothing jeopardizes the investigation.

Return of Missing Student: If the student is located, both law enforcement and any previously contacted individuals will be informed that the student has been found. The College will also evaluate the student's well-being and connect them to any needed support services (e.g., medical or counseling), as well as address any issues that may have contributed to their disappearance (such as disputes, mental health concerns, etc., if those are relevant).

Annual Reminders: Each year, resident students will be provided with a summary of this Missing Student Notification Policy as part of their housing agreement or orientation, and they are reminded of the importance of keeping their emergency contact information up to date. Students can change or update their designated missing person contact at any time by notifying the housing director or Registrar in writing.

This policy is in place to help ensure that if something does happen to one of our resident students, there will be no delay in launching efforts to locate them and involve their loved ones. Our community, including roommates and friends, is urged to promptly report if someone's absence seems suspicious—time is often of the essence in such cases. Aviator College will work closely with families and law enforcement to do everything we can to safely recover a missing student.

Preparation of the Annual Security Report

How This Report Was Prepared: Compilation of the Annual Security and Fire Safety Report (ASFR) is a collaborative effort each year. The Vice President of Academic Affairs gathers information from various sources to ensure accuracy and completeness. Crime statistics are collected by requesting official crime data from the law enforcement agencies with jurisdiction over our campuses. For this 2025 report, the College obtained written crime statistics for the 2022–2024 period from the St. Lucie County Sheriff's Office (for the Fort Pierce campus) and the Kissimmee Police Department (for the Kissimmee campus). The Sheriff's Office report (reference PRR-2025-3192, dated 09/26/2025) and the Kissimmee Police report (reference PDRR-2025-6872, dated 09/30/2025) each confirmed zero reportable Clery Act incidents on or near our campuses for 2024. The statistics for 2022 and 2023 were likewise confirmed via law

enforcement or internal record review, given that any campus crimes or disciplinary referrals would have been documented by College officials. We cross-check these records with internal incident logs (maintained by the Registrar for student conduct issues and by the Housing Director for dorm incidents) and with residential fire logs.

The narrative policy sections of this report were updated by reviewing current College policies (e.g., the Student Handbook, Employee Handbook, and Safety Manual) and ensuring that all federally required disclosure items are included. We also referenced best practices and guidance from the U.S. Department of Education's Clery Act compliance handbook to structure the content. The Title IX section was expanded with input from the Title IX Coordinator to ensure it reflects our current procedures and resources. Additionally, we reviewed the Annual Security Reports of peer institutions as a guide, to make sure we included comparable information and local resource contacts.

Distribution: The final approved report is published by October 1, 2025, and made available as follows:

- **Email Notification:** A campus-wide email is sent to all current students, faculty, and staff announcing the availability of the report, with either a PDF copy attached or a direct link to the report on our website.
- **Website Posting:** The ASFR is posted on the official Aviator College website (on the Campus Safety or Consumer Information page). It is accessible to both current and prospective students and employees.
- **Printed Copies:** Printed copies of the report are made available upon request at the administrative offices on each campus (Fort Pierce and Kissimmee). Additionally, copies are kept in the Administrative Offices.

Continuous Improvement: We welcome feedback on this report and our campus safety efforts. If you have questions, notice any inaccuracies, or have suggestions for additional information to include in future reports, please reach out. **Comments or questions regarding the Annual Security and Fire Safety Report can be directed to 772-466-4822 or via email to safety@aviator.edu.** The safety@aviator.edu email is monitored by our Campus Safety Committee and Title IX team, who will respond to inquiries or concerns. Engaging with our community helps us improve not only the report, but the underlying policies and programs that keep our campus safe.

By diligently preparing and disseminating this report each year, Aviator College reaffirms its commitment to transparency in campus safety matters and compliance with the Clery Act. We understand that having accurate information empowers our community to make informed decisions and remain vigilant. Thank you for taking the time to read the ASFR and for contributing to a secure campus environment.

Appendix A: Institutional Policies & Resources

Aviator College provides its community with additional detailed **policies and resources** related to campus safety, student conduct, and support services. In conjunction with this ASFR, students

and employees are encouraged to consult the following institutional documents (available through the College's website or administrative offices):

- **Student Handbook:** Contains the Student Code of Conduct, disciplinary procedures, detailed drug and alcohol policies, sexual misconduct policy summary, campus rules, and information on student support services. The handbook outlines behavioral expectations and the process the College follows when those expectations are not met. Students receive the handbook during orientation, and it is available online. It is updated annually to reflect any policy changes.
- **Safety Handbook:** A comprehensive guide on campus safety practices and emergency procedures. This includes instructions on evacuation routes (with maps), lockdown protocols, fire drill expectations, and health and safety guidance. The Safety Handbook also covers accident reporting, laboratory safety (for any lab classes), and general tips for personal safety on campus. All students and employees should familiarize themselves with this handbook, especially those involved in potentially hazardous training environments (e.g., aviation maintenance shops or flight operations).
- **Employee Handbook:** Provides faculty and staff with College policies on workplace behavior, campus security responsibilities, Title IX obligations (employees' duty to report certain incidents), and emergency response duties. It also includes information on how to handle disclosures from students, the process for employees to report safety concerns or incidents, and the resources available to them (such as the Employee Assistance Program if one is provided for counseling).

These handbooks are distributed to community members (students during orientation, new employees upon hiring) and can be obtained anytime from the Administration Office or downloaded from www.aviator.edu under the "Consumer Information" section. Keeping these resources up to date and readily available ensures everyone on campus knows the rules and the support systems in place.

Appendix B: Definitions of Clery Act Crimes

For reference, the following are **definitions of reportable crimes** under the Clery Act. These definitions come from the FBI's Uniform Crime Reporting (UCR) program and relevant federal law, and they clarify the terminology used in the Crime Statistics section of this report:

- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence (e.g., a death caused by a person's extreme carelessness).
- **Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. This category includes:
- **Rape:** As defined earlier, penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another, without consent.

- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without consent.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent (in Florida, the age of consent is 18, with certain close-age exemptions).
- **Robbery:** Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. (Example: mugging, where a suspect threatens a victim with a weapon to steal a wallet.)
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This typically means an attack using a weapon or means likely to cause serious harm (including attempts, even if no injury occurs). Aggravated assault includes cases like assault with a deadly weapon.
- **Burglary:** The unlawful entry of a structure to commit a felony or theft. For Clery purposes, this includes entry into dorm rooms, offices, or other buildings on campus with intent to steal or commit another serious crime. Actual force is not required (e.g., walking through an open door to steal something can still be burglary).
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (This includes automobiles, trucks, motorcycles, golf carts, and other motorized vehicles that can be driven away. Joyriding is included.)
- **Arson:** The willful or malicious burning or attempt to burn a dwelling, house, public building, motor vehicle, aircraft, or personal property of another, etc.. (Fires determined through investigation to be deliberately set are classified as arson, whether or not damage was intended.)
- **Domestic Violence:** Crimes of violence committed by a current or former spouse or intimate partner of the victim, by someone with whom the victim shares a child, by someone cohabitating with or who has cohabited with the victim as an intimate partner, or by anyone else against a protected individual under domestic or family violence laws. Essentially, this is violence or threats between family or household members and those in romantic relationships.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by its length, type, and frequency of interaction between the persons involved. Dating violence includes physical or sexual abuse or the threat of such abuse. It does not include acts covered under domestic violence.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. A “course of conduct” means two or more acts, such as following, monitoring, or threatening, whether directly or indirectly. (Cyberstalking is included.)

- **Weapons Law Violations:** The violation of laws or ordinances dealing with weapon offenses, such as the **manufacture, sale, transportation, possession, or use of firearms, cutting instruments, explosives, or other deadly weapons**, when it is unlawful. This includes students or employees found in possession of illegal weapons on campus or unlawfully carrying weapons (note: Aviator College policy generally prohibits firearms and weapons on campus except for law enforcement, regardless of licensing, to maintain safety).
- **Drug Abuse Violations:** Violations of laws prohibiting the production, distribution, and/or use of **controlled substances and the equipment or devices utilized in their preparation or use**. This includes unlawful possession, cultivation, manufacture, sale, purchase, use, transportation, or importation of any controlled drug or narcotic substance. (On campus, this covers incidents where students might be found with illegal drugs or misusing prescription drugs, leading to arrest or referral.)
- **Liquor Law Violations:** The violation of laws or ordinances prohibiting the **manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor**. This includes minors in possession of alcohol, furnishing alcohol to minors, using a fake ID to purchase alcohol, public intoxication in some jurisdictions, etc., *but does not include* DUI or drunkenness (which are handled separately by law enforcement but not counted under Clery liquor violations unless an arrest/referral). In the campus context, any incident where a student is documented for underage drinking in the dorm, for instance, would be a liquor law violation if a disciplinary referral or arrest occurred.
- **Hate Crimes:** A hate crime is not a separate offense, but an incident that is classified as one of the above crimes or certain other offenses (larceny-theft, simple assault, intimidation, or vandalism) **and is motivated by bias**. Bias categories include the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. For example, if an assault occurred because the offender targeted the victim for being (or seeming to be) of a certain religion, it would be reported as an assault & a hate crime based on religion. The ASFR must report these separately and describe the type of bias.
- **Unfounded Crime:** A reported crime that law enforcement has fully investigated and determined to be **false or baseless**—meaning the crime did not occur and was not attempted. Only sworn law enforcement can unfound a crime. If a crime is unfounded, it is not included in the statistics (except we report the total number of unfounded crimes each year separately). Unfounding is rare and must be justified by evidence.

These definitions ensure consistency in reporting and help you understand the scope of incidents (had there been any) at Aviator College. By federal mandate, we report the statistics based on these definitions, regardless of how crimes might be classified under state law. If you seek further clarification of these terms or how an incident is classified, please contact the Campus Security Authorities or the Dean's Office. Remember, all community members should report any criminal incidents or suspicious activities – let the authorities determine how to classify it, but your job is to **speak up if you see a potential crime or are a victim of one**.