

WOLFORD COLLEGE
Clery Crime Prevention Notifications



Annual Security Report
2011-2012

Yearly Crime Prevention Notification Updates are posted by Wolford College in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; more information about The Jeanne Clery Act can

be found at:

<http://www.securtisoncampus.org>

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Procedures for Accurate and Prompt Reporting of a Crime or Emergency

Wolford College does not employ security personnel. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Program Director, Dean or Office Manager in a timely manner.

To report a crime or an emergency on the Wolford College campus, call the Program Director at 239-860-0558 and 9-1-1. To report a non-emergency security or public safety related matter, contact the current administrator in person or call the Program Director at 239-860-0558. Any suspicious activity or person seen in the parking lots or loitering inside the building should be reported to the police and the Program Director and/or the current administrator in person.

All Wolford College incident reports are forwarded to the Dean's office for review and potential action according to Wolford College policies. Wolford College Administration will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office Manager.

If assistance is required from the Collier County Sheriff's Department or the Collier County Fire Department, Wolford College will contact the appropriate unit. If a sexual assault or rape should occur, the transportation will be arranged for the victim to go to the emergency department. Crimes should be reported to the Office Manager to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Dean or Program Director, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. Upon receiving notification that a significant emergency exists, the Dean and/or Program Director will confirm by calling an administrator at the campus, going to the Wolford College campus for confirmation, or discussing the situation with the Collier County Sheriff's department. The Program Director will initiate the announcement procedure. The Information Technology Systems Analyst will post a notification on the Wolford College Student Announcements page site at: <http://www.wolford.edu> and send out a priority email to all students, faculty, and staff. The Director of Enrollment & Student Services will post notices on the Campus doors. In such instances, a copy of the notice is posted at the front doors of the Wolford College building. The Wolford College web site is immediately accessible via computer by all faculty, staff and students.

Anyone with information warranting a timely warning should report the circumstances to the Program Director, by phone (239-860-0558) or in person at the Wolford College administrative offices at 1336 Creekside Blvd. Suite 2, Naples, FL 34108.

Annual Disclosure of Crime Statistics

The Office Manager prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.wolford.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding campus and our noncampus locations.

Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to designated campus officials (including but not limited to the administrator and staff, students, and local law enforcement agencies).

Each year, an e-mail notification will be made to all enrolled students, faculty and staff that provides the website URL for access to this report. Copies of the report may also be obtained from the Office Manager at Wolford College, 1336 Creekside Blvd, Suite 2, Naples, FL 34108. All prospective employees and other interested parties may obtain a copy of the Annual Security Report from the Office Manager, or the web site.

Voluntary Confidential Reporting

A. *Confidential Reporting Procedures*

If you are the victim of a crime and do not want to pursue action within the Wolford College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Office Manager can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep accurate records 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 to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

B. *Limited Voluntary Confidential Reporting-Crime Reporting*

Wolford College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, Wolford College cannot hold reports of crime in confidence.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex-Offenses

Wolford College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Wolford College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Campus Security and Access Policy

During business hours, Wolford College will be open to students, employees, contractors, and invitees. During non business hours access to the College facility is by key and security code, if issued. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Wolford College does not have any campus residence halls.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from Wolford College will review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Program Director, Dean, Office Manager, and Director of Financial Aid meet as needed to discuss issues of pressing concern.

Criminal Activity Off-Campus

Wolford College does not have any off-campus student organizations.

Campus Police Authority and Jurisdiction/Campus Law Enforcement Policies

Wolford College does not employ campus police or security personnel. The College maintains a close working relationship with the Collier County Sheriff Department. There is no written memorandum of understanding between Wolford College and the Collier County Sheriff Department.

Policy Addressing Counselors

Wolford College does not have procedures that encourage either pastoral or professional counselors.

Missing Student Policy

Wolford College does not have any on-campus student housing facilities.

Security Awareness Programs

During the student orientations in February and October, Wolford College offers both a Crime Prevention Program and a Sexual Assault Prevention Program. All faculty, staff, and continuing students are welcomed and encouraged to attend any of these presentations. Students will be notified via email of the date and time of these presentations.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through postings on the web site, and through computer memos sent over the College email system.

A. *Crime Prevention Programs*

Crime prevention on personal safety and theft prevention are presented twice each year by the Collier County Sheriff's department. A Collier County Sheriff presents information on safety at orientation for newly admitted students. This program stresses that the most important element of any crime prevention program is the active participation of all community members. You are the key element in preventing your victimization. Criminals select their victims based upon their desire, their ability, and the opportunity to fulfill their desire. Of these three elements, you can limit or control your "opportunity" for becoming a victim of crime. Our Crime Prevention Program covers tips on how to reduce the opportunity and make you less vulnerable.

B. *Sexual Assault Prevention Programs*

A Sexual Assault and Prevention program is presented twice yearly corresponding to new student orientation. All faculty, staff, and continuing students are welcome to attend. A representative from Collier County's Project Help, Inc. provides information on Sexual assault prevention and response along with services available to victims and their families. Literature on date rape education and risk reduction, and response is available through Project Help.

Substance Abuse

A. *Policy on Alcoholic Beverages*

Wolford College has a zero tolerance policy for substance abuse. Wolford College does not allow the possession, sale or the furnishing of alcohol on the College campus. The Wolford College campus has been designated “Drug free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Wolford College Administration.

Violators are subject to Wolford College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Wolford College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior Administrative approval.

B. *Policy on Illegal Drugs*

The Wolford College campus has been designated “Drug free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Students will be immediately dismissed from the program for any Substance Abuse violations and referred to the Florida State Board of Nursing as required.

C. *Alcohol and Substance Abuse Information-Prevention Programs*

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. The program is conducted during the first week of orientation. Family members of newly enrolled students are invited to attend. A physician anesthesiologist presents detailed information regarding the dangers of substance abuse with special emphasis on these dangers in anesthesia. The program consists of a video entitled, "Wearing Masks" which described the dangers of drug abuse in anesthesia, the signs and symptoms and patterns of addictive behavior. In addition, a Collier County Sheriff presents information on alcohol and substance abuse during orientation for new students. Employees are strongly recommended to attend one of these sessions. These programs are reviewed every two years to determine their effectiveness and to implement changes to the program if the changes are needed.

All students, faculty and employees are provided with a handbook annually, which can be found on the Wolford website. These handbooks contain the Wolford College substance abuse policy, a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol, a description

of the health-risks associated with the use of illicit drugs and the abuse of alcohol, a description of any drug or alcohol counseling that is available, and the sanctions Wolford College will impose on students and employees for violating the substance abuse policy.

Sexual Assault Prevention and Response

A Sexual Assault and Prevention program is presented twice yearly corresponding to new student orientation. All faculty, staff, and continuing students are welcome to attend. A representative from Collier County's Project Help, Inc. provides information on Sexual assault prevention and response along with services available to victims and their families. Literature on date rape education and risk reduction, and response is available through Project Help.

A. *Sexual Assault Response System*

This system defines the efforts of Wolford College in order to provide a caring and effective institutional response to student sexual assaults. Such definition and coordination is intended to make the institutional response more than the sum of its parts for the benefit of the survivor of assault and the community at large. This system is intended to ensure continuity and consistency for both victims/survivors and accused perpetrators to receive needed support services.

Sexual assault must be directly confronted by the campus community. An array of medical, legal, psychological, administrative, and disciplinary services must be in place and immediately available to students who report sexual assault. Furthermore, Wolford College is committed to supporting students' exercise of informed choice among these services and ensuring the anonymity of those student affected by incidents of sexual assault. Off-campus support and judicial services may also play important roles, and the Wolford College Administration will provide support to students who choose to seek criminal or civil prosecution as well as disciplinary action according to Wolford College policy.

1. What is Sexual Assault?

This system is based on the following understanding of sexual assault:

- Sexual assault is a single term covering a range of coercive behaviors that violate both state legal statutes and the Wolford College code of conduct. The common element of these behaviors is use of coercion, force, or threat of force to obtain sexual contact against a person's will. The type of coercion may range from unwanted sexual touching to intercourse. The perpetrator of sexual assault may often be known to the victim/survivor. Even with no physical force use, the experience may severely traumatize the victim/survivor.
- Victims/Survivors of sexual assault need clear boundaries and role definitions used by those professionals who offer help because a victim/survivor's personal boundaries have already been violated during the incident. Victims/Survivors need to know what services are available and who provides them. Similarly, they need to know what is outside the scope of any given provider's services and they need to know that providers will stay within their roles.

- Victims/Survivors of sexual assault need clearly defined choice points and options because they have been in a powerless position and denied choice. They need a chance to re-establish a sense of personal control.
- "Time is of the essence" for victims/survivors of sexual assault in several ways. Time is short in the sense that they are likely to be in a crisis and in need of immediate support. Time is also short for securing evidence for possible prosecution. ON the other hand, victims/survivors "need time" and ongoing support to emerge in a constructive way from the sexual assault.
- Trust in others may have been severely damaged so all efforts to help should respect the victims/survivor's need for safety and control. Those providing services must be clear about boundaries of confidentiality in their communications because any outside communication (to another service provider, for instance) may be experienced by the victim/survivor as another violation of trust. The service provider's problem—solving efforts and strong recommendations may be perceived as blaming and further attack. In general, the victim/survivor needs to be heard, needs to be respected, needs to understand options, and needs to move at her or his pace through the process of recovery.
- If the accused is known, is a Woford College student, and either the victim/survivor has given permission to identify the accused or a police investigation has begun, options and services should be offered to the accused as soon as possible.

2. What to do if you are a victim of a sexual assault:

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. Then contact emergency services at 9-1-1 and/or the Woford College Program Director at 239-860-0558. You should then obtain necessary medical treatment. Woford College Administration strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the police. This report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim to provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam) and assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

3. Reporting a Sexual Assault to Woford College

Woford College recommends reporting a sexual assault on campus to the Program Director at 239-860-0558. The Program Director and/or Dean will guide the victim through the available options and support the victim in his or her decision. After a sexual assault is reported, the Program Director and/or Dean will guide the victim through the available options and support the victim in his or her decision. A sexual assault procedure checklist must be completed along with a detailed, confidential report. This report may be filed with the victim/survivor's name (if permission is granted) or with

other identifying information. With the exception of the incident report, the student can speak confidentially with faculty/staff, Project Help counselors, and/or medical personnel. The victim/survivor will be referred to appropriate medical facilities (or 911 will be called) and the Project Help Support/Crisis line.

The student can choose whether an investigation happens and whether to file criminal and/or disciplinary charges. The victim/survivor can also choose to initiate any academic or clinical changes or disciplinary action. The use of any and all services is voluntary. If the student decides not to initiate any actions, Wolford College Administration will still oversee implementation of the Sexual Assault System. The file will remain confidential and will be used to develop statistical information related to both official and unofficial reports of campus sexual assault incidents according to the federal regulations implementing the Campus Security Act/the Clery Act (US Public Law No. 101-542).

Wolford College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the Wolford College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from Wolford College. Student victims have the option to change their clinical assignment hub after an alleged sexual assault, if such changes are reasonably available.

B. *Campus Alert Notifications*

If the Wolford College Program Director determines that a reported incident of sexual assault represents a potential danger to the Wolford College campus, all members of the administrative team will be notified. The administrative team will then determine if a timely warning to the campus community is warranted. A potential danger to the community is defined as follows:

- A pattern of acquaintance sexual assaults
- A stranger assault
- A violent or sadistic assault
- Gang rape

C. *Counseling and Support Services*

Wolford College administration suggests the counseling and support services offered through Collier County's Project Help Inc. The Crisis and Sexual Assault Hotline is available 24 hours a day/7 days per week at 239-262-7227. The web site is located at <http://www.projecthelpnaples.org>.

D. Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act Bureau of Investigation. When a sexual offender or Sexual Predator is released from incarceration, moves into Collier County or changes their address either permanently or temporarily (5 days consecutively or 5 days aggregately in a year) there are several activities that take place.

First the Offender/Predator must register with the Sheriff of the County. They are then required to re-register during the month of their birthday and then again either in 3 or 6 months, depending on their conviction. Besides the requirement for registering, each must sign a document indicating they understand their limitations as outlined in Florida Statutes. Offenders' Predators under Department of Correction (DOC) supervision must have their residence location approved by DOC. These locations adhere to more stringent guidelines than those of non-supervised offenders/predators.

In addition, a list of all registered sex offenders in Florida is available from the Collier County Sheriff's web site at <http://www.colliersheriff.org> . Wolford College is located in Collier County and the zip code is 34108. Wolford College requires a FBI background check on all students prior to admission. An applicant who has been convicted of a sexual offense would not be allowed admission to Wolford College. Faculty and administrative personnel who hold a license in a health care field have undergone a background check for the State of Florida.

Emergency Response and Evacuation Procedures

The purpose of this policy is to inform the Wolford College community of the procedures to be taken in case of an emergency and how students are to be informed. Wolford College is dedicated to the safety of students and employees.

A *Disaster Recovery Plan* (DRP) is a document that defines the policies and procedures for dealing with various types of disasters that can affect Wolford College. A *disaster* is any event that has a significant impact on the College's ability to conduct normal business. This plan includes the information and procedures needed to resume an organization's operation after a disaster. Emergencies include but are not limited to: weather-related disasters (hurricanes, tornadoes), power loss, fire, etc. that render the Wolford College campus inoperable or dangerous.

A. *Procedure for notification of students and employees:*

In the event that an emergency arises, either on or off campus, that, in the judgment of the Dean or Program Director, constitutes an ongoing or continuing threat, a campus wide warning will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the emergency, especially in all situations that could pose an immediate threat to the community and individuals of Wolford College, the Information Technology Support will also post a notice on the College main page on the Wolford College web site at: <http://www.wolford.edu> providing the college community with more immediate notification. A copy of the notice will also be posted at the front doors of the Wolford College building. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. The Program Director will be available by phone (239-860-0558) or in person at the Wolford College administrative offices at 1336 Creekside Blvd. Suite 2, Naples, FL 34108.

B. *Persons responsible for carrying out this notification system:*

Lauren Corder, EdD CRNA, Program Director

John Nolan, MD, Dean

The Program Director, in consultation with the Dean, will initiate the emergency notification process by calling the Associate Director of Graduate Education, Associate Director of Doctoral Education, Director of Financial Aid & Director of Enrollment and Student Services. The Program Director will also call the Information Technology Team to post the emergency directions on the web site.

C. *Confirmation of an emergency*

In the event of a weather related emergency, announcements by the Collier County Emergency Service will be monitored. When notification of evacuation and/or severe

weather is announced, Wolford College will initiate the procedure for notifying students of campus closure. (Further directions for Hurricane-related emergency and clinical students at the Naples and Tampa sites are listed in the Hurricane disaster policy).

In the event of an emergency on-campus (power-outage, fire etc) the Program Director will initiate evacuation of the campus. Faculty on campus will notify the proper authorities of the emergency by calling 911 if needed.

D. Disaster Procedures

1. Dean:

In the event a major disaster should strike the campus, the Dean or Program Director, (or in their absence, the individual next in line of authority) will be responsible for contacting the Collier County Sheriff's Department or Fire Department. If the Program Director or Dean is not available, the next in line of authority will call the Program Director to inform him or her of the situation.

2. Program Director:

Coordinate all rescue operations to include searching for survivors, crowd and traffic control, establishing an emergency shelter and command post if needed, and establishing contact and coordinating operations with the Collier County Sheriff's Department or Fire Department.

Releases the number of deaths, injuries, and property damage to the media and, in cases of death or serious injury notifies next of kin prior to releasing names.

3. Director of Financial Aid:

Provides whatever equipment and personnel might be needed to assist the Program Director in performing rescue operations, and provides an accounting of damage for release to the media.

4. Associate Director of Graduate Education:

Accounts for students on campus at the time of the disaster and reports deaths and injuries to the Collier County Sheriff Department and Fire Department.

5. Associate Director of Doctoral Education:

Accounts for faculty and staff on campus at the time of the disaster and reports deaths and injuries to the Program Director.

E. *Procedures for Testing the Emergency Response and Evacuation DRP*

The Wolford College administration meets once a year to discuss the *Disaster Recovery Plan*, each individual's duties, evacuation procedures, location of exits, and meeting locations. The administration is made up of the Dean, Program Director, Associate Director of Graduate Education, Associate Director of Doctoral Education, Assistant Director of Clinical Education, Assistant Director of Didactic Education, Director of Enrollment & Student Services, and Director of Financial Aid. The Office Manager initiates a desktop emergency and the response is documented.

Wolford College maintains documented records of drills, which detail the date, time, and length of each drill. The emergency procedures are posted in the student, faculty, and employee handbook which is provided to each student, faculty, and employee via the Wolford College website: www.wolford.edu.

F. *Hurricane Disaster Policy*

- Call schedules will remain in force during disasters unless specified by the clinical site. Students will not be required to stay in the hospital but must be available if needed.
- In case of a hurricane, closure of clinical facilities may require students to prolong their educational commitment. All efforts will be made to relocate students to other clinical sites until the facilities are opened.
- If no sites are available, then the student's length of stay will be prolonged. At the discretion of the Program Director vacation time may be used against disaster days.

1. Policy for first year students

Students in their first year of training will be excused from clinical and didactic responsibility during a **hurricane evacuation (not a watch or warning)**. Once hurricane evacuation orders are given by Collier County then the evacuation plan must be followed. Wolford College will post on the web page any additional information as to when to return to class. Any time lost due to Hurricanes will need to be made up prior to graduation. This may result in prolongation of graduation.

2. Development of policy for clinical stage students

A hurricane is a natural disaster. This makes it difficult to predict or predetermine the level of risk or damage possibly. Students' safety and the safety of their families are our highest priority. It is recommended that every student has a plan for the evacuation of their family with or without them. As health care workers it is important to realize that patient care increases during times of disaster and consideration to the community has to be part of a reasonable hurricane policy. Upon mandatory evacuation students will be excused from clinical responsibility unless scheduled on call. If evacuation is not ordered by the county, students are expected to remain in the area and continue to cover clinical responsibilities.

G. Tornado Disaster Policy

A tornado is a violent local storm with whirling winds of tremendous speed. It appears as a rotating funnel-shaped cloud which extends toward the ground from the base of a thundercloud. Peak time for tornadoes is from March through June, but one could occur at any time of the year.

1. Tornado Watch

A tornado watch means that weather conditions are favorable for tornadoes to develop. Go about normal daily activities but be alert to the weather. In the event a tornado watch is issued by the National Weather Service, the Program Director (or next available administrator) shall be responsible for notifying all administrative personnel.

2. Tornado Warning

A tornado warning means that a tornado has actually been sighted or indicated on radar. (Take refuge in a place of safety immediately.) The National Weather Service issues weather warnings to the public over radio and television stations.

3. Procedures to be followed at Wolford College if a tornado warning is sounded:

- Under no circumstances should students, faculty, or staff attempt to leave campus while the warning is in effect.
- Faculty should not dismiss classes. Students should be directed to an interior hallway on the lowest floor of the building. Persons should lie on the floor as close to the wall as possible.
- After the tornado passes, the Faculty member must assess for injury and/or structural damage. For serious injuries, 9-1-1 must be called. The faculty member must also call the Program Director at 239-860-0558.

H. Power Outage Disaster Policy

In the case of a power outage, the following procedures should be followed:

- The person/administrator discovering the power outage will call the Program Director at 239-860-0558.
- The Administrator present at the college will call the power company to assess the time estimated for the power outage.
- Based on assessment of time power is to be out, the Program Director will determine if classes will be delayed or canceled. If power outage lasts for an extended period of time (e.g. due to hurricane), the semester could be extended and graduation dates changed.

- Signs will be posted on the Wolford College doors indicating power outages and The Information Technology Systems Analyst will post announcements on the Wolford College website.

I. *Evacuation Policy*

In the case of an event that requires an evacuation of the campus, for example a fire or bomb threat, the following procedures should be followed:

- The first faculty or staff member on the scene will notify Collier County Fire Department or Sheriff's Department (911) and then calls the Program Director (239-860-0558).
- All students, faculty, and staff will evacuate the building and meet at the Wolford College sign on Creekside Boulevard.
- The supervising faculty or staff member will monitor who was in the building at the time of the event and verify if anyone is missing at the rendezvous site.
- Nobody will reenter the building until the appropriate authorities have determined it to be safe.

J. *Fire Disaster Policy*

In case of fire, the following procedures should be followed:

- The person discovering the fire will notify the Collier County Fire Department (Phone Number 9-1-1) and then call the Program Director 239-860-0558.
- The person discovering the fire will immediately pull the building fire alarm and make an attempt to extinguish the fire before it spreads if possible.
- The building will be evacuated under the supervision of the first faculty or staff member on the scene, and personnel will be moved a minimum of three-hundred (300) feet from the location of the fire.
- When a fire alarm is sounded in a building, all persons will leave the building until it is determined to be safe to re-enter.

K. *Bomb Threat Disaster Policy*

Compared with other emergencies, the covert and criminal nature of bombing incidents makes detection and disarming of explosive devices a highly dangerous problem. A high percentage of all bomb threats are hoaxes; however, the chance remains the threat may be authentic and appropriate action should be taken in each case to provide for the safety of people and property. Procedures to be followed at Wolford College in case of a bomb threat are:

- When a report of a bomb threat or explosion occurs, an immediate report should be made to the Program Director. The Program Director or Administrator on-site will notify the Collier County Sheriff and Fire Department.

- The decision to evacuate a building shall be made by the Program Director or, in his absence, the individual next in line of authority.
- The building should not be evacuated nor an alarm sounded until evidence of danger is determined or so ordered by the Program Director.
- No unauthorized persons are to be advised of the bomb threat.
- Building searches are to be coordinated through the Collier County Sheriff's Department.
- The location of any questionable package will be reported to the Collier County Sheriff's Department.

The following information should be obtained by the person locating the questionable package or taking the phone call regarding the placement of the questionable package:

- *When is the bomb set to go off or explode?*
- *Where is the bomb located in the building?*
- *How big is it?*
- *How is it packaged?*
- *What color is it?*
- *The following additional information is important.*
- *Exact time of report*
- *Estimated age of caller*
- *Sex of caller*
- *Emotional behavior*
- *Exact words used*

2010 Annual Report of Crime Statistics

Wolford College	On-Campus*			Public Property			Noncampus (Port St. Joe, FL)**			Noncampus (West Palm Beach, FL)***		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder / Non-negligent Manslaughter	0	0	0	0	0	0			0			0
Negligent Manslaughter	0	0	0	0	0	0			0			0
Forcible Sex Offenses	0	0	0	0	0	0			0			0
Non-Forcible Sex Offenses	0	0	0	0	0	0			0			0
Robbery	0	0	0	0	0	0			0			0
Aggravated Assault	0	0	0	0	0	0			0			0
Burglary	0	0	0	0	0	0			0			0
Motor Vehicle Thefts	0	0	0	0	0	0			0			0
Arson	0	0	0	0	0	0			0			0
Arrests: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0			0			0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0			0			0

Arrests: Drug Abuse Violations	0	0	0	0	0	0			0			0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0			0			0
Arrests: Liquor Law Violations	0	0	0	0	0	0			0			0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0			0			0

**Wolford College does not have any on-campus student housing facilities.*

***Wolford College was only utilizing a noncampus location in Port St. Joe starting in March 2010. Crime statistics are only reported from data between March-December 2010.*

****Wolford College was only utilizing a noncampus location in West Palm Beach starting in September 2010. Crime statistics are only reported from data between September-December 2010.*

CRIME STATISTICS: The data reported above was compiled by the Associate Director of Doctoral Education, the Program Effectiveness Manager, and the Office Manager. Data are also collected from the Collier County Sheriff’s department on crime statistics from the area directly surrounding Wolford College as specified by the Clery Crime Policies. The non-campus location data was collected from the Port St. Joe City Police Department and the West Palm Beach City Police Department, respectfully. The Student Right to Know and Campus Security Act requires certain information regarding crime and policies related to security are prepared, published and distributed to all students, employees and applicants.

FIRE STATISTICS: Wolford College does not have any on-campus student housing facilities, so there are no fire statistics.