

THE ART INSTITUTE OF JACKSONVILLE  
JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS  
OCTOBER 1, 2011

**INTRODUCTION**

The Art Institute of Jacksonville is providing the following information to all of its employees and students as part of the campus' commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this report, please contact the President, at (904) 486-3001.

**I. CAMPUS SECURITY AND CRIME PREVENTION POLICY**

The Art Institute of Jacksonville Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Notification of the reports availability is made via memo placed in employee's mailboxes and delivered to students via email or the Student Handbook.

**REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs. Reports are kept in a secure location in the Dean of Student Affairs' office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of the university that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around The Art Institute of Jacksonville facilities to the Dean of Student Services either in person or by calling (904) 486-3050. If the Dean is not available, you may contact the Dean of Academic Affairs at (904) 466-3013 and the Jacksonville Police Department by dialing 911 or (904) 630-0500.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Jacksonville Police by dialing 911 and then notify the Director of Student Affairs.

**POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Student Affairs. Reports are kept in a secure location in Dean of Student Affairs' Office. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by the Dean of Student Affairs.

**SECURITY AND ACCESS TO THE INSTITUTE**

It is the policy of the university that access to all campus facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to college policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff, and faculty in Jacksonville may be asked to show their valid identification card to gain access to campus facilities.

**ACCESS TO ACADEMIC BUILDINGS**

Access to facilities of the campus, which are either academic or administrative in nature, are granted without immediate restriction during normal operating hours. The facilities are locked by officers overnight, and then reopened in the morning for academic and administrative purpose.

All exterior lighting and landscaping is kept in good order. The parking lot lights and building entrance lights are kept on from dusk to dawn everyday. Fixtures are checked for burned out lamps on a daily basis. The hedges and shrubs around the building and in the parking areas are trimmed on a weekly basis by our landscape company. The sidewalks and means of egress are kept clear of obstructions and are well lighted.

**CAMPUS LAW ENFORCEMENT**

A safe environment is everyone's responsibility. Each student, faculty and staff members should follow security policies and procedures to ensure the safest possible environment.

You are encouraged to report all criminal acts or other emergencies promptly and accurately to the President or any campus official listed in this report. The President's office will have incident/accident reports for you to complete if you should witness or be informed of any criminal activity occurring at The Art Institute of Jacksonville.

Allied Barton Security Group maintains security at The Art Institute of Jacksonville and the surrounding area. Liberty Property Trust security patrols the exterior areas of the facility during non business hours. They are instructed to enforce campus security policies. These employees do not have the authority to arrest but will have the authority to evict unauthorized persons from the campus premises and will notify local law enforcement by dialing 911 for all actual or suspected criminal activities, including trespassing.

The following is a description of "security" personnel responsibilities:

1. The Allied Barton employed by The Art Institute of Jacksonville has the authority to maintain good order in any building controlled by the college. They may ask any person who is causing a disturbance to leave the property. Should any situation deteriorate to the point of physical violence, they have instructions to notify the police.
2. Hours of Operation

Main Building

Monday - Thursday 6:30 a.m. to 11:00 p.m.

Friday 6:30 am to 11:00 pm

Saturday 7:30 a.m. to 11:00 p.m.

- Presently, Art Institute of Jacksonville key staff members, Allied Barton Security Group, and Liberty Property Trust have access to the building when it is officially closed.

## RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of Jacksonville is located in the city of Jacksonville, Duval County, Florida. The campus maintains a close working relationship with the Jacksonville Sheriff's office with periodic contact initiated by the college personnel to ensure that the college is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided by bulletin board notices, notices read by instructors in classrooms and notices via email.

## PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new campus employees and students are instructed on crime awareness and prevention during New Student Orientation and New Hire Orientation, and Training Programs during which they are encouraged to be responsible for their security and that of others. The orientation programs include a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, and procedures for reporting any criminal activity or emergency.

## PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIME

The campus provides in-service programs for students, faculty and staff designed to heighten awareness of crime and its prevention. These in-service programs are sponsored by the counseling department as part of the Professional Development Workshops. These workshops are conducted by local law enforcement officials, National Safety Council, Citizens Against Crime, National Crime Stop Program or Crime Prevention Unit. Some of the workshops offered approximately twice a year are Crime Prevention Day. In the event that the campus while working with local police determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms and notices in the student newsletter. The contact information for local authority is:

Duval County Sheriff's Office

904-630-0500

## EMERGENCY NOTIFICATION

The Emergency Notification and Evacuation Policy also known internally as the Crisis Management plan is distributed annually to current employees and enrolled students and is made available to prospective students as part of the Student Consumer Information Act.

- The Art Institute of Jacksonville uses a voluntary electronic emergency notification system, known as *The Art Institute of Jacksonville My Campus Aler*. In an emergency, *The Art Institute of Jacksonville My Campus Alert* will enable authorized college officials to reach members of the community through mechanisms other than regular college email and telephones. The Art Institute will also update the telephone system to reflect the emergency. The students, faculty and staff will be notified through the school's internal email system and the school's web site. Evacuation procedures are posted on the outside of all the school's classrooms. The school's emergency response and evacuation are tested on an annual basis.
- Overview of Crisis Management:**

The Art Institute of Jacksonville recognizes the need to be as prepared as possible for crises and controversies. This document is designed to act as a resource in times of crisis and also is a reminder of the importance of preparing for a possible crisis situation.

The procedures contained in this document reflect the actuality that combination goals can be as vital to address as the physical components of a crisis. Experience shows that companies must not only do the right thing, but must be seen as doing the right thing; for example, crisis management teams need facts to address the situations in which they find themselves, yet they are often so preoccupied with addressing the physical crisis that fact gathering becomes impossible. Advance preparation and training can help alleviate this problem.

For the purpose of this guide, the definition of a crisis or emergency is any incident occurring on Ai campus community. Examples of emergencies may include: bomb threat, sexual assault, murder, major fire or power outages, suicide, natural disaster, legal claims against Ai or irreparable harm to Ai's reputation and business prospects, or any situation that, in the judgment of others, poses a threat of life in danger or property damage.

Any member of the Ai faculty or staff should exercise sound judgment when making a decision to call 911. When in doubt, it is campus policy to err on the side of caution. After reporting an incident to the 911 operator, the CMT should contact either campus President who will then, as the situation merits, contact EDMC legal counsel and Program Chairs/Department Directors.

- Crisis Management Team Members**

Presidents of Ai Jacksonville

Executive Assistant to the President

Director of Administrative and Financial Services

Human Resources Manager  
Senior Director of Admissions  
Dean of Academic Affairs  
Dean of Student Affairs  
Technology Support Supervisor

- **Crisis Media Management: Step-by-Step Procedure**

***Step One: Channel the Information***

Any Ai employee, upon learning of or suspecting a crisis situation, should immediately contact a member of the Crisis Management Team. Because time is of the essence in crisis situations, employees must be especially persistent in tracking down a member of the CMT.

***Step Two: Assemble the Crisis Management Team***

The CMT will be activated by the school President or his/her designee upon notification that an emergency situation has developed that warrants a coordinated response by Ai. Upon learning of an incident, the school President or his/her designee calls an emergency meeting in the following manner:

- 1) Dean of Student Affairs, Dean of Academic Affairs, and the President of Ai will contact each other and will inform the closest Executive Assistant to contact all EC members in the building.
- 2) The EC will meet in the office of the Ai President. The Ai President or his/her designee immediately contacts EDMC with news of the crisis.
- 3) Depending on the nature of the emergency, the Ai President may contact Liberty Properties.

In the event it is not possible to meet on campus because of the type of crisis, alternative locations include the residence of an Executive Committee member or other property managed by Liberty Properties. The alternate location will be announced based on circumstances

The CMT will oversee the management of the crisis by taking the following steps:

***Step Three: Define the Crisis***

The CMT will rely on the support of the entire organization to quickly gather information pertaining to the crisis. The CMT should research the following before making any public statements:

What happened?

In what order and when did the events occur?

Why did it happen?

What is Ai going to do about it?

What past actions has Ai taken to prevent such a crisis?

What is the status of the official investigations?

What are the names and contact information of those involved?

***Step Four: Prepare the Message***

The CMT will discuss appropriate response alternatives for Ai, developing several courses of action, and then select the best as is determined by consensus.

**Important Elements:**

- Show concern for the victim(s) and his/her families.
- Communicate how Ai is handling the situation.
- Demonstrate a solid track record.
- Demonstrate measures that Ai has taken to prevent such a crisis.
- Communicate what measures Ai will take to prevent such an occurrence from happening in the future.
- Show speed of response and completeness of information.

**Tool:**

- Media spokesperson
- Fact sheet/press releases

### ***Step Five: Establish Communication Systems***

In times of crisis, Ai must be seen by its constituents as actively managing the situation. For this reason, it is especially important that Ai keep its many audiences apprised of how it is handling the crisis. The CMT should take care to utilize the communication system that will most effectively reach each audience.

#### **Internal Audiences:**

- Employees
- Students
- Parents of students
- Alumni
- Board of Trustees
- Curriculum Advisory Board
- EDMC
- Communications systems: meetings, e-mail, communication coordinators, Program Chairs/Department Directors, telephone, fax, newsletters and Web site.

#### **External Audiences:**

Media Tools: press release, press conference, media visits, telephone, fax, newsletters, Web site.

- Employers
- Business partners
- Industry leaders
- Government
- Neighbors

Tools: visits, fax, telephones, e-mail and letters.

### ***Step Six:***

#### **Crisis Audit**

In the aftermath of a crisis, the usual response is a strong desire to move forward and resume the normal activities of Ai. However, in order that Ai is best prepared to handle the next crisis, the CMT must evaluate how the crisis plan was effective and useful, where the plan fell short, and what changes should be made to the plan.

#### ***Follow-up Combination***

Once the CMT determines that the crisis situation has passed, Ai should communicate the news to both its internal and external audiences. The message can be disseminated in the form of a letter, newsletter, or meeting, and should outline how the crisis was handled, what we learned, and how we plan to move forward.

- **E-mail Communication**

Please be aware that your employee e-mail account is intended for business purposes only. Always keep in mind that your e-mail account can be admissible information and you should communicate in a professional and responsible manner.

- **School/Campus Closing**

*Crisis: Extreme inclement weather conditions, loss of water or electricity for an extended time, or gas line break.*

In the event it is necessary to close the Jacksonville campus due to an emergency, Executive Committee members will notify Program Chairs/Department Directors, who, in turn, will notify his/her employees and faculty. If classes are in session during an emergency closing, faculty will announce the closing and any appropriate instructions to their classes. If classes are not in session during an emergency closing, the campus phone system will be updated to reflect the closing, Alert Find will be activated to notify students and local media will be notified.

The decision to close the campus is made by the Ai President or his/her designee.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

At the present time, The Art Institute of Jacksonville does not have any off-campus student organizations.

## **DRUG AND ALCOHOL POLICIES**

In keeping with section 120 (a) through (d) of the Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided annually to all Art Institute of Jacksonville students and employees.

The Art Institute of Jacksonville follows the policies for use of alcoholic beverages during school sponsored functions as described below:

- State and municipal laws prohibit anyone under the age of 21 from being served alcoholic beverages.
- Signs reciting the above municipal and state law will be posted in the Student Lounge.
- Wine and beer are the only alcoholic beverages that may be served. Food must also be served simultaneously. Non-alcoholic beverages must also be offered.
- Advertising of the event must not promote the presence of alcoholic beverages as the focus of the gathering.
- The University does not have a license for the sale of alcoholic beverages. Therefore, the sale of alcoholic beverages on the school’s premises or at any school-sponsored function is prohibited.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the property of or as part of any activity sponsored by The Art Institute of Jacksonville. The institution enforces all state and federal laws concerning illegal drugs.

Drug and alcohol use policies and abuse prevention will be discussed during Orientation. Information on drug and alcohol abuse prevention will be distributed to students and employees once per academic year.

Any student or employee who fails to abide by the policies regarding the possession, use, or sale of alcoholic beverages or illegal drugs will be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program. The program must be approved for such purposes by federal, state, or local health law enforcement or other appropriate agency.

For students, the Dean of Student Affairs’ Office in conjunction with the President’s Office will provide referrals to specific programs of counseling, treatment, or rehabilitation. For employees, the Department of Human Resources in conjunction with the President’s Office will provide referrals to specific programs of counseling, treatment, or rehabilitation.

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Student Services Department at least once a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s request, a counselor, security, the Director of Student Affairs, the Executive Committee or other campus officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.
- Call someone to be with you, you should not be alone.

## **Counseling and Student Services**

It is also recommended that victims call the Rape Crisis Hotline at 904-721-RAPE (7273). It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, The Art Institute of Jacksonville will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that the college personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, the transfer of classes.

The Sexual Assault Response Center (SARC)  
403 West 10<sup>th</sup> Street Jacksonville, FL 32206  
(On the corner of 10th Street and Boulevard)  
904-630-6330 or 904-358-7273

Victim Services Division, Community Services Department of the City of Jacksonville

2-1-1 Hotline Services are available 24 hours a day. Hotline services provide assistance for suicide, rape, substance abuse, homelessness, hunger, and parenting.

## **Academic and Living Situation**

A victim of a sex offense may request that his or her academic situation be changed. To make a request, the victim should contact the Dean of Student Affairs' Office. Every effort will be made to accommodate reasonable requests. Schedule changes including section changes, course drops, and course additions will be accommodated. Requests for a Leave of Absence will also be accommodated.

## **Campus Disciplinary Action and Sanctions**

Victims of sexual assault perpetrated by another student may request the committee responsible for student evaluation hold a disciplinary hearing against the accused sex offender. The committee responsible for student evaluation will allow both the victim and the accused to present their case to the committee as part of the disciplinary procedures. Both the victim and the accused will have the right to have others present during disciplinary procedures. Both the victim and the accused have the right to be notified of the outcome of such proceedings. The accused will have the right to appeal the committee's decision based upon due process or bias only.

If the institution determines a forcible or non-forcible sex offense has occurred, sanctions may be imposed upon the sex offender which include warning, probation, dismissal, and referral to law enforcement agencies for prosecution.

## **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders is made available to the public under section 170101(j) of the Violent Criminal Control and Law Enforcement Act of 1994. This information may be obtained from the Florida Department of Law Enforcement by visiting their website at [www.fdle.state.fl.us](http://www.fdle.state.fl.us). The internet may be accessed by students and staff from any open computer lab on campus.

FDLE also has a toll-free number (1-888-357-7332) for information. Requests may be made between the hours of 8:00am and 7:00pm, Monday through Friday.

## **CRIME STATISTICS**

The CAMPUS first began offering classes to students on January 2007 and therefore does not have statistics to report for the time period prior to that date. School-Sponsored Housing started in 2008.

## The Art Institute of Jacksonville

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.

**CRIME STATISTICS** The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

Criminal Offenses	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense									
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	1	0
Aggravated Assault	0	0	0	0	3	0	0	0	0
Burglary	0	6	0	0	7	0	0	5	0
Motor Vehicle Theft	0	1	0	0	1	0	0	2	0
Arson	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	8	0	0	11	0	0	8	0



*Arrests/Persons Referred for Campus Disciplinary Action*

	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
<b>Arrests</b>									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	1	0	0	1	0	1	5	0
<b>Disciplinary Actions</b>									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>0</b>

\* Includes school-sponsored housing: 8343 Princeton Square Blvd East - Jacksonville, FL 32256 and 8214 Princeton Square Blvd East - Jacksonville, FL 32256 - stats reported for this specific site through local law enforcement.

\*\* Public property includes the sidewalks immediately adjacent to the campus, including the parking facility in front of the campus and the thoroughfare between the campus and parking facility.

**MISSING PERSON NOTIFICATION POLICIES AND PROCEDURES**

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to the Dean of Student Affairs. It is the policy of the Art Institute of Jacksonville that the Student Affairs Department will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Student Affairs Department will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

The Student Affairs Department will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at The Art Institute of Jacksonville can identify, through school sponsored housing orientation to designate a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with Student Affairs Department. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should the Student Affairs Department not be able to locate a person reported missing within twenty-four (24) hours of the report, the Student Affairs Department would then notify your designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Student Affairs Department will immediately notify local law enforcement agencies within this 24 hour window, as well as any other agencies where the missing student may be.

**NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED:** For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing.

For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

## **FIRE EVACUATION POLICY**

**College Policy on Reporting of Fires:** Any member of the community who becomes aware of any active or past fire must notify Dean of Student Affairs or Residence Life Coordinator of Housing and Residential Life immediately.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Evacuation procedures are posted in each individual apartment. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire department and/or the Dean of Student Affairs or the Residence Life Coordinator of Housing and Residential Life. No occupant will re-enter a building until clearance is given by fire department and/or the Dean of Student Affairs or the Residence Life Coordinator of Housing and Residential Life.

### **Prohibited Items in School Sponsored Housing:**

Items prohibited in the campus houses include, but are not limited to:

- Candles, incense, open flames
- open heating coils
- grills
- Smoking is prohibited in all school sponsored housing and all academic and administrative buildings.

### **Community Responsibilities**

Additionally, all members of the school sponsored housing community are required to:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Department of Student Affairs or fire officials during a drill or an actual alarm. In 2009, there were 0 fire drills performed because of the nature of the property, however we did cover evacuation procedures during housing orientation.
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Department of Student Affairs.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Residence Life Coordinator.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

### **What should I do if I discover a fire?**

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm. If there is no nearby fire pull station, call 911.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
5. Assemble outside your building at the predetermined location.
6. Follow the instructions given by the Student Affairs Officials and the Jacksonville Fire Department.

### **School Sponsored Housing Fire Safety and Sprinkler Systems**

Below is a listing of housing fire safety systems

#### **The Art Institute of Jacksonville Residential Fire Systems**

<b>Building</b>	<b>Smoke Detectors</b>	<b>Fire Extinguishers</b>	<b>Fire Station Pulls</b>	<b>Sprinkler System</b>
Bentley Green Apartment	X	X	n/a	n/a