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SOUTH FLORIDA  
BIBLE COLLEGE  
&  
THEOLOGICAL  
SEMINARY

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## 2019 Annual Crime Report

Whether you are a current or prospective SFBC student, faculty, staff or simply a visitor to our website, we would like to thank you for taking time to read the 2018 Crime Awareness, Campus Security and Sexual Assault Data Annual Report. SFBC is committed to a campus community with the safest and most secure environment possible for everyone.

The Jeanne Clery Disclosure of Campus Security Policy Statistics report is prepared to communicate campus crime statistics, policies and security information. The SFBC Campus Safety Team takes the instruction and learning of God's Word very seriously, but we also take the safety of our students, faculty, staff and visitors as a high priority as well.

Jeanne Clery, a 19-year-old Lehigh University freshman, was assaulted and murdered in her dorm room in April 1986. The Jeanne Clery Act was enacted in the belief that crime awareness can prevent campus victimization. The law requires colleges and universities receiving federal funding to prepare, publish, and distribute, by October 1 of each year, campus security policies and crime statistics. These campus security policies and crime statistics must be distributed through appropriate publications or mailings, to all current students and employees, and made available to any applicant for enrollment or employment upon request.

To learn more about the Jeanne Clery Disclosure of Campus Security Policy Statistics Act please visit <http://clerycenter.org/>.

This report provides evidence of a safe campus environment for the study of God's Word. Campus crime, arrest and referral statistics include those reported to SFBC Campus Safety Officers as well as to designated campus safety authorities. This report includes statistics from the previous three years for specified crimes reported on campus and on public property within, or immediately adjacent to and accessible from the campus.

This report also includes institutional policies concerning campus security, sexual violence, alcohol and drug use, crime prevention, the reporting of crimes and other matters. Persons may also obtain a printed copy of this report from the Dean of Student Services.

Dean of Student Services

## Table of Contents

Introduction .....	2
SFBC Mission and Vision Statement .....	4
Annual Crime Statistics .....	4
Security Policies .....	8
Alcohol and Drug Policies .....	10
Sexual Violence (SaVEACT) .....	14
Policy .....	14
Definitions .....	15
Procedure .....	17
Emergency Plan and Purpose .....	19
General Evacuation Procedures .....	22
Active Shooter .....	23
Hurricane and Natural Disasters .....	26
Fire .....	28
Fire Drills .....	29
SFBC Campus Map .....	30
Helpful Telephone Numbers .....	31
Conclusion .....	32

## SFBC Mission Statement

South Florida Bible College & Theological Seminary is an institution of higher learning where the Bible is central in preparing men and women for ministry to serve Christ and His Church through Biblical thought and Christian life.

## SFBC Vision Statement

South Florida Bible College & Theological Seminary (SFBC) believes in pursuing the unreachable and chasing an image of a God-breathed community that is working towards the mission of God in their everyday lives. SFBC trusts in God to accomplish the following impossible tasks, more than we can even ask or think (Ephesians 3:20):

- Building up, Striving for, and Maintaining a spiritual vibrant community.
- Serving as a resource for the local community and impacting all nations with the Gospel of our Lord Jesus Christ.
- Pursuing a diverse student and faculty demographic that includes people from various nationalities, denominations, and cultures (Revelation 7).
- Pursuing a biblical foundation in every aspect of instruction, producing academically competent scholarship for the global church.

## **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (By Calendar Year)**

Offense	Year	On Campus	Public Property
Murder/Non-negligent Manslaughter	2018	0	0
	2017	0	0
	2016	0	0
Negligent Manslaughter	2018	0	0
	2017	0	0
	2016	0	0
Rape	2018	0	0
	2017	0	0
	2016	0	0
Fondling	2018	0	0
	2017	0	0
	2016	0	0

Incest	2018	0	0
	2017	0	0
	2016	0	0
Statutory Rape	2018	0	0
	2017	0	0
	2016	0	0
Robbery	2018	0	0
	2017	0	1
	2016	0	5
Aggravated Assault	2018	0	0
	2017	0	0
	2016	0	0
Burglary	2018	0	0
	2017	0	0
	2016	0	0
Motor Vehicle Theft	2018	0	0
	2017	0	0
	2016	0	0
Arson	2018	0	0
	2017	0	0
	2016	0	0
<b>Arrests</b>			
Weapons: Carrying, Possession, etc.	2018	0	0
	2017	0	0
	2016	0	0
Drug Abuse Violations	2018	0	1
	2017	0	0
	2016	0	0
Liquor Law violations	2018	0	0
	2017	0	0
	2016	0	0
<b>Disciplinary Actions</b>			
Weapons: Carrying, Possession, etc.	2018	0	0
	2017	0	0
	2016	0	0
Drug Abuse Violations	2018	0	0
	2017	0	0
	2016	0	0

Liquor Law violations	2018	0	0
	2017	0	0
	2016	0	0
<b>Unfounded Crimes</b>			
Unfounded Crimes	2018	0	0
	2017	0	0
	2016	0	0
<b>Violence Against Women</b>			
Domestic Violence	2018	0	0
	2017	0	4
	2016	0	4
Dating Violence	2018	0	0
	2017	0	0
	2016	0	0
Stalking	2018	0	0
	2017	0	0
	2016	0	0
<b>Hate Crimes</b>			
Race	2018	0	0
	2017	0	0
	2016	0	0
Religion	2018	0	0
	2017	0	0
	2016	0	0
Sexual Orientation	2018	0	0
	2017	0	0
	2016	0	0
Gender	2018	0	0
	2017	0	0
	2016	0	0
Gender Identity	2018	0	0
	2017	0	0
	2016	0	0
Disability	2018	0	0
	2017	0	0

	2016	0	0
Ethnicity	2018	0	0
	2017	0	0
	2016	0	0
National Origin	2018	0	0
	2017	0	0
	2016	0	0

HATE CRIME REPORTING:

There were no hate-crimes reported for 2018.

Mailing Address:

South Florida Bible College

Attn. Dean of Student Services

2200 SW 10<sup>th</sup> Street

Deerfield Beach, FL 33442

Email: [studentservices@sfbc.edu](mailto:studentservices@sfbc.edu) Website: <http://www.sfbc.edu>

South Florida Bible College Security Policies and Procedures:

Procedures and facilities for students to report criminal actions or other emergencies:

Requests for security assistance or reports of suspected criminal activities and emergencies for on-campus matters may be made as follows:

By telephone:

FOR EMERGENCIES 24-HOURS A DAY, 7 DAYS A WEEEEK, DIAL 911.  
FOR NON-EMERGENCIES DURING NORMAL CAMPUS OPERATIONS DIAL  
(954) 637-2268 to contact Campus Security.

Policy for preparing this Annual Security Report for the disclosure of campus crime statistics:

SFBC compiles and publishes this Annual Security Report on or before October 1. The Institution gathers statistics from all “campus security authorities” as defined by the Clery Act for inclusion in this report.

Policy regarding persons and organizations to whom reports of crimes and emergencies should be made for the purpose of making timely warnings and for inclusion in the Annual Security Report:

For the purpose of making timely warning to the SFBC community, reports of crimes and emergencies should be made directly to the SFBC Security. When the crime or emergency concerns the safety and welfare of the SFBC community, SFBC issues a Security Alert through the SFBC email system and the posting of notices in the campus facilities and classrooms.

Security Staff:

Security officers are hired by SFBC personally and have a documented security guard license. These officers are on campus to facilitate the safety of the students.

Policy regarding confidential reporting of crimes to South Florida Bible College:

SFBC strives to protect the identity of those reporting crimes to the extent that the law allows. SFBC does not usually accept anonymous reports unless the information can be substantiated by means other than the caller’s veracity. If a police report is made, SFBC cannot ensure privacy of the complaint as it is a public record.

Policies concerning the safety of and access to campus facilities:

It is unlawful for any person to trespass on the grounds or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of the campus. SFBC reserves the right to refuse to allow persons having no legitimate business to enter on property under its control, and may eject any person from the property on his or her refusal to leave peaceably on request. All visitors to the campus are subject to the rules and regulations of the College. SFBC buildings are open to students, faculty, staff and visitors during prescribed hours in accordance with the rules and regulations of the College.

Policy regarding security considerations used in the maintenance of campus facilities:

The Physical Resources is a support organization dedicated to the educational mission of SFBC. The department maintains the buildings, grounds and utility systems, and provides custodial services for the SFBC campus. Students are encouraged to report maintenance problems such as missing lights, plumbing problems or elevators that are not in service to the nearest departmental office and/or Facilities (954-637-2272).

SFBC provides a basic campus safety service. However, safety and security must be everyone's concern and you are encouraged to support your campus security staff in this effort. Security officers patrol the campus during the hours of operation Monday through Friday and provide assistance and support for students and staff.

Report any suspicious behavior on campus to Security, no matter how minor it may appear. The safety of SFBC is everyone's concern. It may be through direct involvement or by observation only but by reporting an incident you will be positively affecting everyone's safety and security. To report any incidents on campus, go to the Security desk located by the front door or call Security at (954) 637-2268 during and after business hours. If the crime is very serious or resulted in physical harm and there is a need for law enforcement action, call 911 then call Security.

### Drug-Free Schools and Campuses Amendment:

In compliance with the Drug-Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, South Florida Bible College & Theological Seminary clearly prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances by students and employees on campus property or as any part of campus activities. A copy of the statement of policy is distributed annually to all students and employees.

#### Alcohol and Drug Policy

Alcohol consumption is expressly forbidden on institutional premises under any circumstances. The consumption and/or possession of any alcoholic beverage by any person less than 21 years of age are forbidden as provided by state law.

In compliance with the Drug-Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, South Florida Bible College & Theological Seminary clearly prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances by students and employees on campus property or as any part of campus activities. A copy of the statement of policy is distributed annually to all students and employees. Any student that is found admitting to or proven to have violated the SFBC Standards of conduct will be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for criminal prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program.

The policy of SFBC is to maintain a drug free workplace. As a condition of continued employment, all SFBC employees must comply with this policy. The term “workplace” is defined as SFBC property, any SFBC sponsored activity, or any other site where the employee is performing work for SFBC or representing SFBC. The term “drug” as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. The Drug-Free Workplace Act of 1989 applies to all employees of the Institution. Any employee that is found guilty of an offense involving a controlled substance on the premises or property owned or controlled by the institution shall be subject to disciplinary action, including termination, or will be required to satisfactorily participate in an approved drug assistance rehabilitation program.

## HARASSMENT POLICY

It is the policy of South Florida Bible College (SFBC) that bullying, discrimination, and harassment within our community, in any form, is prohibited. For the purposes of this policy, harassment is defined as unwelcome conduct, whether verbal or physical, based upon a person's protected status (race, color, gender, age, religion, marital status, national origin, veteran status or disability as defined by applicable federal and state laws and regulations) and which affects tangible job benefits or opportunities; interferes with work performance, or creates an intimidating, hostile, or offensive work environment. In most instances, harassment involves an abuse of power or authority by an individual who has control over the employment or academic status of another. However, harassment can occur between peers (e.g., student-against-student harassment).

One form of harassment, sexual harassment, merits a more detailed discussion. Special provisions relating to sexual harassment are included in the following section.

All members of the SFBC community are urged to immediately report all incidents of harassment whenever they occur. The following sections address the Requirement to Report, Complaint Procedure, and Protection from Retaliation for all instances of harassment.

## SEXUAL HARASSMENT

SFBC is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the wellbeing of any member of the SFBC community. No student or employee, male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, whether verbal, written, or physical. This includes inappropriate behavior from a member of the same sex. Sexual harassment of any type will not be tolerated and is expressly prohibited. Those who engage in sexual harassment may be subject to civil and criminal penalties. Sexual harassment is grounds for disciplinary action, which may include reprimand, demotion, dismissal, or other appropriate action, depending upon the nature of the harassment.

Sexual harassment is especially destructive when it threatens relationships between teachers and students, or supervisors and subordinates. Through control over grades, salary decisions, changes in duties or workloads, recommendations for graduate study, promotion, etc., a teacher or supervisor can have a decisive influence on a student, staff, or faculty member's career at the college. Sexual harassment in such situations constitutes an abuse of the power inherent in a faculty member's or supervisor's position. Faculty and staff are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it a

responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off-campus.

**Sexual Harassment Defined:** Sexual harassment does not refer to occasional compliments of a socially accepted nature. It refers to behavior that is not welcome; is offensive; harms morale; creates a hostile, intimidating, or offensive work environment; and which consequently interferes with work effectiveness. Normal, courteous, mutually respectful, pleasant, or non-coercive interactions acceptable to both parties are not considered to be sexual harassment.

Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile or offensive working environment. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Students and employees are prohibited from harassing other students and employees whether or not the incidents of harassment occur on the college premises and whether or not the incidents occur during working hours.

Sexual harassment encompasses a wide range of conduct. The examples listed below are not intended as an exhaustive list of prohibited conduct.

- A. Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature (e.g. pinching, patting, touching the body, brushing up against, tickling, hugging, kissing, or other similar physical conduct).
- B. Continued or repeated unwelcome offensive behavior including sexual flirtations, advances, propositions or other sexual comments (e.g. whistling, leering/ogling, lewd gestures, noises, off-color or suggestive language; lewd remarks, innuendoes, sexual jokes, or comments about a person's body, appearance, sexuality or sexual experience). This includes behavior directed at or made in the presence of any individual who indicates, or has indicated in any way, that such conduct in his or her presence is unwelcome.
- C. Preferential treatment or promises of preferential treatment to a student or employee for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward.
- D. Displaying or distributing any written or graphic material, including calendars, posters, drawings and cartoons that are sexually suggestive, sexually demeaning or pornographic.
- E. Threats and demands to submit to sexual requests as a condition of employment or academic status (e.g. assignment, compensation, advancement, career

development), as well as offers of job benefits, or academic opportunity in return for sexual favors.

Sexual harassment may result from an intentional or unintentional action and can be subtle or blatant. The context of events and the totality of the circumstances surrounding those events are important in determining whether a particular act or series of events constitutes sexual harassment.

**Requirement to Report:** In order for SFBC to take appropriate corrective action, it must be aware of any instance of harassment or related retaliation. Therefore, the college requires anyone who believes that he or she has experienced or witnessed sexual or other form of harassment or related retaliation to seek assistance from the appropriate campus resource (as outlined in the next section) by coming forward promptly with concerns or complaints.

Supervisors must deal expeditiously and fairly with allegations of sexual harassment within their department, taking all complaints or concerns of alleged or possible harassment seriously. They are to ensure that harassment or inappropriate sexually oriented conduct is reported to the Office of Human Resources immediately so that a prompt investigation can occur. Supervisors should take any appropriate action to prevent retaliation or prohibited conduct from reoccurring during and after any investigations or complaints. Supervisors who knowingly allow or tolerate sexual harassment or retaliation are in violation of this policy and subject to discipline.

**Complaint Procedure:** If a student or employee believes that he or she has been subject to sexual harassment or any unwanted sexual attention, they should make their unease and/or disapproval directly and immediately known to the harasser whenever possible. If the situation is not immediately resolved, or if the employee is unable to or uncomfortable to address the alleged harasser directly, he or she should report the incident to the appropriate authority as outline below.

A student with a complaint of harassment against a faculty member, staff member, a member of the administration, or another student should make initial contact with the Dean of Student Services. Alternate contacts include the student Chaplain, Executive Vice President, and the President. The contact person will complete a written incident report and forward to the Director of Human Resources.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

SFBC will handle the matter with as much confidentiality as possible. The college will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Director

of Human Resources. However, if someone from that office is the subject of the investigation, the Dean of Faculty (faculty) or the Dean of Student Services (staff or student) will direct the investigation.

The Director of Human Resources, or the leader of the investigation, is responsible for ensuring that both the individual filing the complaint and the respondent are aware of the college's sexual harassment policy and investigation. He or she is to explore informal means of resolving sexual harassment complaints and notify the police if criminal activities are alleged.

As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be that sexual harassment did occur, and corrective action (reprimand, demotion, dismissal, or other appropriate action) will be communicated in writing to the complainant and respondent. Appeals to this process may be conducted by seeing the Dean of Students or Human Resources Director.

All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee's personnel file. Although filed separately, all personnel related files will be kept in the Office of Human Resources. In cases involving students, all documents will be maintained by the Office of the Dean of Students.

**Protection Against Retaliation:** There will be no retaliation of any kind against individuals who, in good faith, report instances of sexual or other form of harassment, or who participate in or are witness to a procedure to redress a complaint of sexual or other form of harassment is prohibited not only by college policy but also by state and federal law. Retaliation is a serious violation which can subject the offender to sanctions independent of the merits of the harassment allegation. Any individual found to have violated this provision will be subject to disciplinary action, up to and including dismissal.

## CAMPUS SAVE ACT

### POLICY CONCERNING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

SFBC values the intrinsic worth of every individual, and we are committed to providing our faculty, staff, and students with a safe learning and working environment. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. (Luke 12:7 *"But even the hairs of your head are all counted. Do not be afraid; you are*

*of more value than many sparrows." Galatians 6:12 "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you may also be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ." NIV)*

Because of our high value on the life and safety of each member of the SFBC community and in compliance with the Jeanne Cleary Act (Cleary Act), the Campus Sexual Violence Elimination Act (SaVE Act), and the Violence Against Women Reauthorization Act (VAWA), SFBC has adopted policies and procedures to specifically prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the SFBC Community (students, faculty, and staff) as well as third party contractors and visitors.

SFBC will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this policy, in any form. Such acts of violence are prohibited by policy, as well as state and federal laws. Individuals whom SFBC determines have engaged in these types of behaviors are subject to discipline up to and including expulsion from SFBC.

#### SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING DEFINED

**Sexual Assault** refers to any sexual act without the explicit consent of the recipient of the behavior. In some cases, this may include force. Force may include, but is not limited to, the use of or display of a weapon, physical battering, or immobilization of the other person. Consent shall be defined as the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Psychologically pressuring or coercing an individual or any attempt to take advantage of an individual under duress or when incapable of making a decision on his or her own is a direct violation of the policy. This includes situations in which an individual is under the influence of alcohol, drugs and/or prescribed medications, and it also includes incest and statutory rape.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by:

- an individual's current or former spouse,
- an individual's current or former cohabitant
- a person with whom the individual shares a child
- a person whom the individual is in any other situation protected by domestic or family violence law

**Dating Violence** is defined as violence by a person who has been in a romantic or intimate relationship with the victim.

**Stalking** refers to conduct directed at a specific person that would cause a reasonable

person to fear for his/her or another person's safety or suffer substantial emotional distress.

## SFBC EDUCATION PROGRAMS AND EFFORTS

SFBC is committed to providing every student, faculty, and staff member with educational resources to raise awareness and promote strategies to effectively prevent sexual assault, domestic violence, and stalking before they occur.

- **New Student Orientation:** SFBC's orientation program addresses support services available to all new, returning, and transfer students through a series of presentations given by the Dean of Student Services and the Executive Vice President.
- **Safety Officers:** A Campus Safety employee is available during all nights that classes are offered.

## RIGHTS OF THE VICTIM

SFBC encourages and affirms the rights of any SFBC community member who believes that he or she has experienced sexual assault to report and seek assistance from the appropriate on-campus resource or off-campus authority by coming forward promptly with concerns or complaints. SFBC also encourages the victim of sexual assault to report the incident to the Dean of Student Services, the Title IX coordinator, and/or the President to consider campus corrective action if the perpetrator is another student or SFBC employee.

SFBC is committed to the safe, sensitive, confidential, and fair handling of sexual assault situations. There will be no retaliation of any kind against individuals who, in good faith, report situations involving sexual assault.

## LOCAL RESOURCES

- Student Chaplain 954-637-2280
- Dean of Student Services 954-637-2272
- Community Christian Counseling 954-989-1444
- Broward County Police Department 954-480-4300

## INFORMATION AND PREVENTION TIPS ON SEXUAL ASSAULT AND VIOLENCE AGAINST WOMEN

- <http://www.womenshealth.gov/violence-against-women/>
- <http://www.cdc.gov/violenceprevention/sexualviolence/index.html>

## BYSTANDER INTERVENTION

The Women's Resource & Rape Assistance Program (WRAP) defines a bystander as:

"Anyone who plays the same role in an act of harassment, abuse or violence – but is neither the perpetrator nor the victim. It is someone who is present and thus potentially in a position to discourage, prevent, or interrupt an incident."

For more information on bystander intervention techniques, please visit: <http://www.wrapn.org/active-bystander.html>

## SEXUAL ASSAULT COMPLAINT PROCEDURE

1. A student with a complaint of sexual assault involving a fellow student, faculty, or staff member, a member of the administration, or another member of the campus community should make initial contact with one of the following:
  - a. SFBC's Title IX Coordinator: Josiah Stephan, [jstephan@sfbc.edu](mailto:jstephan@sfbc.edu)
  - b. Director of Campus Safety: Hector Perez, [security@sfbc.edu](mailto:security@sfbc.edu)
2. Employees should make initial contact with one of the following:
  - a. Executive Vice President: Josiah Stephan, [jstephan@sfbc.edu](mailto:jstephan@sfbc.edu)
  - b. President: Mary Drabik, [mdrabik@sfbc.edu](mailto:mdrabik@sfbc.edu)
3. Any student, faculty, or staff may present an oral or written report (incident report form) of the facts as they know them regarding the alleged violation which will be referred to SFBC's Title IX Coordinator or the Dean of Student Services
4. If an investigation concludes that more likely than not (preponderance of evidence) that an act of sexual assault, domestic violence, dating violence, or stalking has occurred, a meeting will be arranged with the accused individual.
5. The accused individual will receive written or verbal notification from the Dean of Student Services and/or the Executive Vice President that there is an alleged sexual assault.
6. All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling, how to conduct a proceeding in a manner that protects the safety of each individual and promotes accountability.
7. SFBC seeks to investigate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that is filed with the college within 20 days of receipt of that complaint, unless mitigating circumstances require the extension of time frame beyond 20 days. Such circumstances may include the

complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, college breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

8. In all investigatory and adjudication proceedings conducted by the college concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearing, both the complainant and the respondent will be afforded the same process rights as referred to in the Student Handbook, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.
9. When a student is accused of any violation of the student conduct code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard.
10. When the Title IX Coordinator or Dean of Student Services completes an investigation, both the complainant and the respondent shall simultaneously be informed verbally and in writing within seven business days of the outcome of the investigative or adjudicative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding; both parties will receive the same process rights if an appeal is granted; and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.
11. For additional information about student conduct proceedings, please consult the SFBC Student Handbook. For more information about employee conduct, please consult the SFBC Employee Handbook or the Faculty Handbook.

### *Health and Safety Procedures*

#### Safety:

Safety of students, personnel, and visitors at South Florida Bible College is of great importance. The college assumes the primary role of providing a safe atmosphere in which to work and study. Students and employees must contribute to the safe atmosphere by assuming their own responsibility for safety.

While it is the college's objective to train for skill and speed, it is the college's policy that safety shall not be sacrificed for speed or shortcuts.

Every attempt shall be made to reduce the possibility of accidents. It is the intent of South Florida Bible College to comply with safety laws and applicable standards mandated by the State of Florida, applicable OSHA standards, and standards set by the manufacturers of equipment used at the college.

Each student should be alert to prevent injury to herself/himself and to others. Students should avoid damaging equipment, tools, and buildings. All safety practices should be followed at all times in the operation of equipment. Instructors will provide specific rules for each program area. Students should not attempt to operate machines or equipment for which they have not received instruction by the instructor.

In case of sickness or minor accidents, students should first inform the program instructor. Appropriate first-aid treatment will be provided. If necessary, the college will telephone the individual noted as the emergency contact person by the student to come to the college for the injured or sick student. No emergency or sick room is maintained at the college. A first-aid kit is located in the administrative office.

In case of a serious accident, an ambulance may be summoned. If possible, permission from the adult student or guardian of the minor student will be secured prior to summoning an ambulance. Personnel in charge at the time of the accident shall make such determination. All medical expenses are borne by the student.

The college safety coordinator (Dean of Student Services) shall be notified in all safety/accident situations.

### SFBC Emergency Notification

The SFBC Emergency Notification System uses text and e-mail to alert SFBC students and employees in the event of an emergency or urgent situation. Alert messages are sent to registered mobile phones and e-mail addresses. It can be activated by logging into your Populi account and verifying your mobile number

and/or email address.

The SFBC Emergency Notification System is the primary method for distributing emergency situations or operation related changes to employees and students. SFBC will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The SFBC Emergency Notification System will be utilized when it is determined that there is a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.” The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An emergency notification will be released as soon as reasonably necessary and —without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

How Campus Timely Warning Notices are issued:

Campus timely warning notices will be issued to students, faculty and staff upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim.

This information may be disseminated to campus community members via a variety of mechanisms or mediums.

#### TYPES OF EMERGENCIES/LEVELS OF RESPONSE:

In the context of this document, a crisis is considered an event, threat or action that can cause death or significant injury to students, faculty, staff or the public, disrupt College operations or cause physical damage to facilities or the environment. A crisis can be caused by natural or technological events or by criminal or hostile actions or threats. Any emergency could be categorized as Level 1, 2 or 3 depending on its nature or severity. Such events may be categorized by level as:

**LEVEL 1 – MINOR INCIDENT:** A minor incident is defined as a local event with limited impact, which does not affect the overall functional capability of the College. A Level 1 minor incident affects a subset of the campus rather than the entire institution, e.g. vehicle accidents, medical emergency, etc.

Planning and response is carried out at a limited local level. The emergency system would not be used.

**LEVEL 2 – EMERGENCY:** An emergency is defined as a serious event that significantly disrupts one or more operations of the College. Examples include but are not limited to structural fires, campus disruptions, explosive or other harmful devices or threats, homicide, suicide attempt, abducted person, workplace violence or civil disturbance. The emergency system would be activated to the extent necessary.

**LEVEL 3 – DISASTER:** A disaster is defined as a very serious event that seriously impairs or halts the operations of SFBC. A Level 3 disaster affects the entire campus and the surrounding community. Examples include but are not limited to natural disasters such as hurricanes, tornados, floods or fires. The emergency system is fully activated.

### Assumptions

An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

The succession of events in an emergency are not predictable, hence published support and operational plans will serve only as a guide and checklist and will require modification during an event to meet the requirements of the emergency.

Disasters may affect residents in the geographical location of the College; therefore, state, city, county and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48-72 hours).

All crises are newsworthy and may receive media coverage.

For the purpose of this policy, the term “students” includes Center for Continuing Studies participants and CBS registered students.

### Evacuation Plan:

An evacuation may become necessary in the event of any occurrence which may threaten the safety of lives. Such occurrences may include, but are not limited to

fires, gas leaks, storms, and drills. Never assume, when the alarm sounds, that the evacuation is “just another drill.”

1. Instructors are designated to ensure that all persons are successfully evacuated and shall assume the additional responsibility for seeing to it that any disabled individuals are escorted to safety.
2. Remain calm. Presence of mind is the key factor to a successful evacuation.
3. If a closed door is extremely hot to touch, seek another exit.
4. Immediately exit the classroom and building according to the posted evacuation route for your area.
5. If a smoke-filled room or hallway is encountered, get down on the floor and crawl toward the exit to avoid noxious or toxic gases as much as possible.
6. Upon exiting the building, get as far away as designated, a minimum of fifty feet. Stay with your group.
7. During this time, remain quiet and calm.
8. Do not reenter the building until authorized by an official of the college.

### Evacuation Procedures for People with Disabilities

People with disabilities will often need assistance evacuating. Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

Use the following guidelines:

- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.
- If the situation is life threatening, call 911.
- Check on people with mobility disabilities during an evacuation.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in
- immediate danger and cannot wait for professional assistance.

- In particular, be aware when assisting someone with a disability.
- The individual with the disability is the best expert in his or her disability, so ask that individual for advice before lifting or moving him/her.
- Take extra time when communicating with people who are deaf, hearing impaired or speech impaired.
- Never separate a disabled person from his or her assistive aids: wheelchairs, canes, hearing aids, medications, special diet food, urinary supplies, etc.
- A disabled person's equipment may not be working after a disaster occurs, or it may be insufficient for emergency circumstances.
- A service animal, usually a dog, is an assistive aid used by some blind, deaf and mobility-impaired people. A disaster may temporarily confuse service animals and they may not be able to help their owners as effectively as before the disaster.
- Some individuals with emotional and developmental disabilities may be too unsettled to respond appropriately to instructions and directions, such as a public address announcement to evacuate a building. Some disabled individuals may need to be in a quiet place for a while to regain their composure; others may even try to hide from rescue workers.
- Some individuals with significant mental or learning disabilities might not understand the significance of "Keep Out" signs and barricade tape.

Active shooter:

The safety and security of our staff, faculty and students is our highest priority. It is our goal to prepare and educate the SFBC community to the best of our ability for possible emergency situations. With the increase in active shooter/armed intruder incidents nationwide, we believe it is best to be prepared and on how to handle an active shooter situation if it ever occurs in the future.

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

We cannot predict the origin of the next threat; assailants in incidents across the nation have been students, staff, faculty and others. In many cases, there were no

obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and others on the campus.

Guidance to faculty, staff and students:

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

#### Active Shooter – Shelter-in-Place

If an active shooter is outside the building:

Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911.

Advise the 911 dispatcher of what is taking place, and inform him/her of your location; remain in place until the police or a campus administrator known to you, gives the “all clear” announcement. Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty they are being issued by a police officer.

If an active shooter is in the building:

Determine if the room you are in can be locked and if so, follow the same procedure described above.

If you cannot lock the room, determine if there is a nearby location that you can reach safely and can be secured, or if you can safely exit the building.

If you cannot safely exit the room or building, quickly move to the same wall as the interior door, as far away from the door as possible. Quietly put something (desks, file cabinets, chairs, etc.) between you and the shooter. If several individuals are in the room, space yourselves apart to avoid becoming a “group” target for the shooter. Refrain from creating any loud noises, and place your cell phone in “silent” mode so it does not ring audibly and reveal your location.

If you decide to move from your current location, follow the instructions outlined below.

If an active shooter enters your office or classroom:

Try to remain calm. Dial 911.

Alert police to the shooter's location; if you cannot speak, leave the line open so the dispatcher can listen to what is taking place.

Attempting to overpower the shooter with force should be considered a very last resort; after all other options have been exhausted.

If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was near the shooter.

If you decide to flee during an active shooting situation:

Make sure you have an escape route and plan in mind.

Do not attempt to carry anything while fleeing.

Move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.

Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

Do not try to drive off campus until advised it is safe to do so by police services or College administrators.

What to expect from responding police officers:

Police officers responding to an active shooter are trained in "rapid deployment" procedures and proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible.

The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment.

The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers. Be aware as you are attempting to exit the area. Responding officers may not recognize you, and may need to confirm your identity before allowing you to proceed.

The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all

witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

### Hurricane Plan:

The stages of hurricane announcements given by the National Hurricane Center are as follows: tropical storm (winds in excess of 39 mph can be expected), hurricane watch (winds of at least 74 mph may affect the area within 24-36 hours), hurricane warning (winds of at least 74 mph are expected in the area within 24 hours).

The decision to close the college is not determined by the Broward County School System, so employees and students should make this distinction when listening to media reports of closures. The President or Vice President may close the college in advance of a hurricane warning depending on local conditions; however, classes will be canceled once a hurricane warning has been issued by the National Hurricane Center. Class cancellations and closures can occur independent of college closure. Supervisors will attempt to contact employees by telephone when the decision to close the college is made, and employees should maintain awareness of closure decision by following media announcements and/or calling supervisors.

### Natural Disasters:

Natural disasters might include events such as tornadoes, hurricanes, flooding, etc. It is assumed that sufficient notification will be given to execute the procedures defined in this section. If insufficient time does not allow orderly execution of procedures, emergency action must be taken by those aggressive personnel willing to take the role of responsible leadership with wisdom and common sense. It is, therefore, imperative that all students become very familiar with the general guidelines set forth herein so that they may be able to think clearly and act decisively and safely in the event of some unexpected natural disaster.

Any person or persons having knowledge of a tornado or violent storm or the potential for such in the vicinity of the college should notify the Dean of Student Services. Upon receiving such notification, the Dean of Student Services (Safety and Health Coordinator) will initiate emergency procedures.

1. Upon hearing the announcement of an impending disaster, instructors will lead students to hallways with no windows. Everyone is to sit on the floor with knees up, heads on knees and hands on heads or kneel with hands on heads.
2. Remain in designated area until "all clear" is sounded.

### Civil Disorder:

Gates and doors will be closed. Entry into the facility will be strictly controlled. Strict security of the facility will remain in effect until the emergency is over.

### Bomb Threat:

A bomb threat can be received by anyone. Every threat should be taken seriously. If a bomb threat is received by mail or message, record in writing the exact time and the type of threat. Then notify the college administrators.

When a telephone call is received:

1. Prolong the conversation as long as possible in order to get as much information as possible.
2. Be alert for distinguishing background noises such as music, voices, aircraft, church bells, traffic, etc.
3. Note distinguishing voice characteristics.
4. Ask where and at what time the bomb will explode.
5. Ask what kind of bomb it.
6. Ask why he or she set the bomb.
7. Note whether the caller indicated knowledge of the college by descriptions of locations.
8. Notify college administrators.

Be suspicious of a package if:

1. The package fits the description or location given by the caller.
2. Written on the package is "Bomb," "Danger," "Do not open." etc.
3. The package does not fit in the surrounding.
4. No one knows where the package came from.
5. The package is not of the correct size and weight and may be emitting a sound. (Ticking, humming, etc.)

If a suspected bomb is found:

1. Do not accept the package marking as legitimate.
2. Do not touch it.
3. Do not use a radio near the package.
4. Keep all loud noises away.

5. Leave it for qualified bomb disposal personnel.

If an evacuation is necessary, it will be handled by college administrators.

1. Students will follow prescribed evacuation exit procedures for fire.
2. Students will not return to the buildings until the emergency is declared over by the Sheriff's Department or Police Department, and are advised to return by the administrative staff.

### Inclement Weather Policy:

Weather so severe as to endanger student safety or college property may cause the Vice President to close the college until conditions improve. The Vice President will call all radio and television stations by 9:00 a.m. to announce whether classes will be held.

### Fire:

In the event of a fire, the alarm should be activated and evacuation of the building begun. If possible, locate a fire extinguisher and extinguish the fire. If unable, a 911 call should be made immediately. Ensure the evacuation of the building has taken place. The emergency system will go into effect at this time.

### IF YOU ENCOUNTER SMOKE OR FLAMES:

Crawl low under the smoke to get to clean air areas.

Test the door before opening by kneeling or crouching at the door.

Reach up as high as you can and touch the door and knob with the back of your hand.

If the door is hot, use another escape route.

If the door is cool, open it cautiously and continue along your escape route.

Isolate fire by closing off doors if possible.

Follow the evacuation route as outlined on the fire escape map located in each room of the building.

If you are on a second floor, evacuate using stairwells. Do not use the elevators.

Follow directions from those in authority.

Stay calm.

Once you are safe and the immediate emergency procedures have been followed, notify your vice president or the Director of Real Estate Operations.

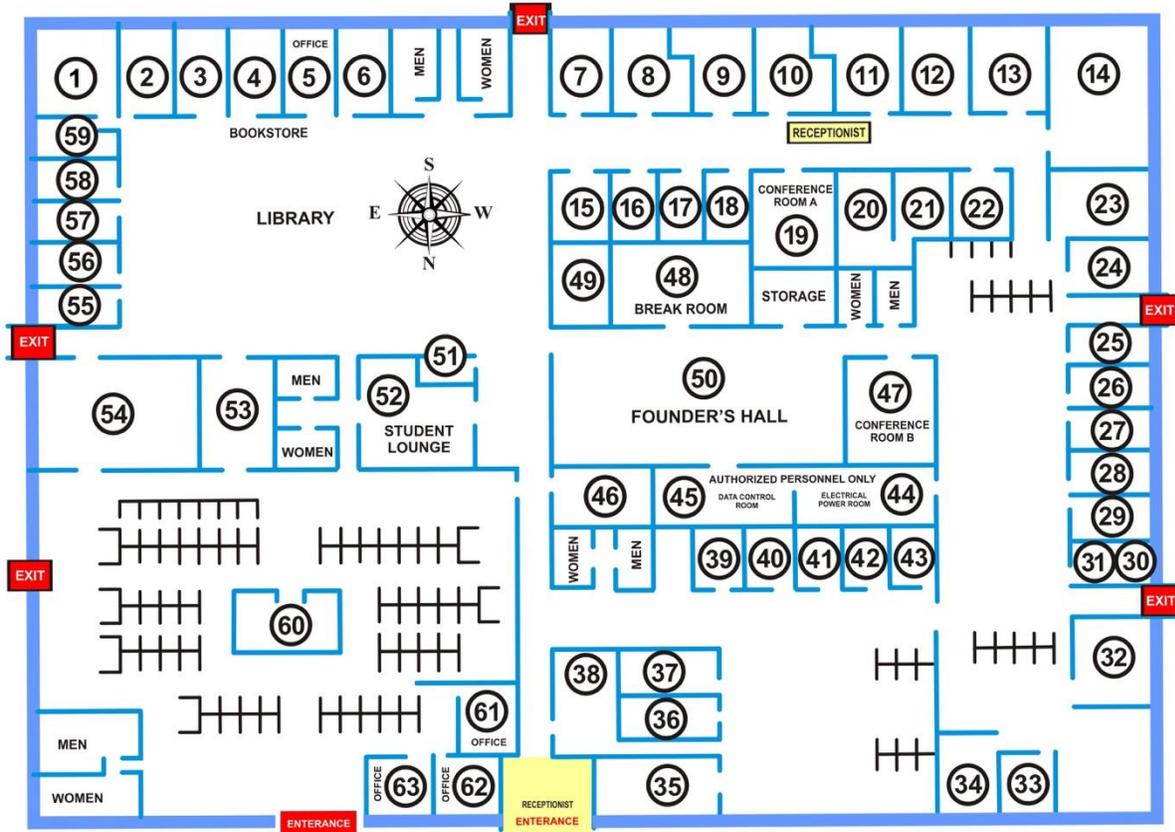
### Fire Drill Regulations:

Fire drills will be conducted every semester as a safety measure in carrying on activities at the college. The following steps are to be observed and executed during fire drills and in the event of a fire:

1. Sounding the alarm for drills:
  - a. The alarm of a fire drill at present is a continuous buzzing.
2. Upon hearing the fire alarm, all students and personnel are to:
  - a. Exit each department and office in an orderly manner using the nearest exit as outlined by the evacuation map posted in each area.
  - b. Line up fifty feet from the building making sure not to block fire lanes and wait for instructions.
3. In the event of a fire:
  - a. Anyone who sees the fire first should sound the alarm by pulling the fire alarm switch.
  - b. Upon hearing the alarm, all students and personnel are to follow the instructions as pointed out in procedures for evacuation.
4. In a class having disabled students, the instructor and another student must:
  - a. Assist the student in exiting the building.
  - b. See to the safety of the disabled student.
5. If clothing should catch on fire:
  - a. Avoid panic.
  - b. Smother flames by wrapping the victim in a blanket or coat, or by rolling the victim on the floor or ground.

# Map of South Florida Bible College

## SOUTH FLORIDA BIBLE COLLEGE FLOOR PLAN



1. **Paula Stevenson**, Librarian
2. **Phyllis Wright**, Dean of Students
3. **Dr. Esa Autero**, Dean of Faculty
4. **Bookstore**
5. **Office**
6. **Bruce Wagner**, Librarian Assistant
7. **Room 101**
8. **Room 103**
9. **Dr. Joseph Guadagnino**,  
Chancellor
10. **Beth Hall**, Director of EAP
11. **Dr. Mary Drabik**, President
12. **Room 111**
13. **Room 113**
14. **Room 114**
15. **Room 102**
16. **Room 104**
17. **Room 106**
18. **Room 108**
19. **Conference Room A**
20. **Executive Kitchen**
21. **Room 110**
22. **Counseling Lab**
23. **Financial Department**
24. **Zildenei Wenceslau**, CFO
25. **Criss Bertling**, Director of HR
26. **EAP Office D**
27. **EAP Office C**
28. **EAP Office B**
29. **EAP Office A**
30. **Kevin Clarke**, Associate Professor
31. **Daphney Lundi**, Associate  
Professor
32. **David Backthakumar**, Dean of  
Assessment
33. **Dr. Jodyann Reid**, Dean
34. **Josiah Stephan**, Vice President
35. **Germil Agenor**, Dean of  
Enrollment
36. **Lara Ferreira**, Admissions Director
37. **Aline Barbosa**, Admissions
38. **Room148**
39. **Samantha Silva**, Intl. Student  
Coordinator
40. **Dr. Thomas Drabik**, Dir. of  
Financial Aid
41. **Filing Room**
42. **Dr. Michael Rackley**, Registrar
43. **Joshua Drabik**, Director of  
Marketing
44. **Electrical Power Room**
45. **Data Control Room**
46. **Security Room**
47. **Conference Room B**
48. **Break Room**
49. **Dr. Becky Emerson**, Chaplain
50. **Founder's Hall**
51. **Library Journal Room**
52. **Student Lounge**
53. **Maintenance Room**
54. **Room 150**
55. **Study Room 1**
56. **Study Room 2**
57. **Study Room 3**
58. **Study Room 4**
59. **Dr. Becky Emerson**, Chaplain
60. **Office/Future Use**
61. **Room 145**
62. **Room 146**
63. **Room 147**

## Helpful Telephone Numbers

### SFBC Campus Numbers

SFBC Campus Security	954-637-2268
SFBC Facilities	954-637-2268
SFBC Student Services	954-637-2272

### Useful External Emergency Local Numbers

Name of Agency	Contact Number
Ambulance/Fire/Police/Sheriff	911
Ambulance Non-Emergency	954-480-4300
American Red Cross	954-797-3800
North Broward Hospital	954-941-8300
City of Deerfield	954-480-4200
Electric - FPL	1-800-468-8243
Fire Non-Emergency	954-764-4356
Gas - Florida City Gas	1-888-352-5325
Broward County	954-831-4000
Hazardous Materials	954-480-4200
Health Department	954-467-4700
Poison Control	1-800-222-1222
Water	954-480-4370

## CONCLUSION

This Annual Security Report is a requirement and we take satisfaction in the minimal number of reported crimes. However, we willingly seek the challenge of assuring a safe and secure atmosphere for our students, employees and persons who visit the campus. We attempt to accomplish this by providing ample security, emergency notification, reporting procedures, and timely response to issues that might periodically arise. As we review the statistical tables for our campus we are continuing to see ways we can improve our security presence. Our goal will always be to provide the safest environment possible for our students, faculty and staff.