



CAMPUS SAFETY & SECURITY

Academy for Nursing and Health Occupations

ESTABLISHED 1978 • WEST PALM BEACH, FLORIDA • OPE ID 412173
JEANNE CLERY ACT DISCLOSURE

Annual Security Report (ASR)

2026 Edition • September 2026

Published in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)** (20 U.S.C. § 1092), the **Safe and Drug-Free Schools and Communities Act (DFSCA)**, and the **Violence Against Women Reauthorization Act (VAWA)**. This report discloses campus security policies and three years of campus crime statistics.

Academy for Nursing and Health Occupations

5154 Okeechobee Boulevard, Suite 201

West Palm Beach, FL 33417 • (561) 683-1400

anho.edu

Contents

THE REPORT

About This Report.....	3
Reporting Criminal Actions & Institutional Response	5
Security and Access to Campus Facilities	7
Safety & Security Policies and Procedures.....	9
Campus Crime, Security Information & Definitions	11

TITLE IX & SEXUAL MISCONDUCT

Policy for Prohibition of Sexual Misconduct.....	14
Sexual Misconduct Complaint Procedure	16
Formal Complaint / Grievance Form	26

PREVENTION, RESPONSE & SUBSTANCE ABUSE

Violence Against Women Act (VAWA): Prevention Programming and Risk Reduction	27
Emergency Response & Evacuation Procedures.....	30
Drug-Free Schools and Communities Act (DFSCA): Drug and Alcohol Abuse Prevention Program	31
Annual Review of This Report.....	34

ATTACHMENTS

A • Incident Investigation / Reporting Policy and Incident Forms	35
B • 2026 Campus Safety and Security Survey & Crime Statistics	38
C • Alarm Procedure	42
D • Lockdown Procedures	44
E • Policy for Use of Telephone Paging System in Case of Emergency	45
F • Disaster Plan / Disaster Evacuation	46
G • Safety Procedure for Active Shooter Situation.....	53

INTRODUCTION

About This Report

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Safe and Drug-Free Schools and Communities Act (DFSCA): Policies, Reporting, Warnings, Notifications, and Sanctions

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

A copy of Academy for Nursing and Health Occupations' Annual Campus Safety and Security Report (also known as our ASR) is attached. This report is distributed in compliance with the Clery Act and is available on <https://www.anho.edu/Download-Catalogue>. Included within this report are ANHO's Drug and Alcohol Abuse Prevention Programs and ANHO's Violence Against Women Reauthorization Act (VAWA). The Drug and Alcohol Abuse Prevention Program as well as Violence Against Women Reauthorization Act are also available online at <https://www.anho.edu/Download-Catalogue>. Congress passed the Violence Against Women Reauthorization Act (VAWA), which included additional amendments to the Clery Act.

The report contains the following attachments:

This Report Contains the Following Attachments

- **Attachment A:** Incident Investigation / Reporting Policy and Incident Forms
- **Attachment B:** 2026 Campus Safety and Security Survey
- **Attachment C:** Alarm Procedure
- **Attachment D:** Lockdown Procedures
- **Attachment E:** Policy for Use of Telephone Paging System in Case of Emergency
- **Attachment F:** Disaster Plan / Disaster Evacuation
- **Attachment G:** Safety Procedure for Active Shooter Situation

Academy for Nursing and Health Occupations' commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime/incident reported at Academy for Nursing and Health Occupations.

We believe student, faculty, and staff behaviors which promote security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the Academy for Nursing and Health Occupations community.

As you read the following report, comments, questions or concerns may be addressed to:

Academy for Nursing and Health Occupations

Attention: IT/Plant Manager

5154 Okeechobee Blvd

West Palm Beach, FL 33417

SECTION I

Reporting Criminal Actions and the Institution's Response

Statement of current policies regarding procedures for students and others to report criminal actions, and policies concerning the Institution's response to such reports.

Students, faculty or staff who wish to report criminal actions, should immediately contact the IT/Plant Manager. The criminal action should then be immediately reported by students, faculty or staff to the local law enforcement authorities for assistance and/or investigation. In an emergency, dial 911. The Academy for Nursing and Health Occupations' Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the Director of Compliance who will follow up on the report personally or assign responsibility to another appropriate administrator to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty, and students.

CAMPUS SECURITY AUTHORITY CONTACT**IT/Plant Manager, Office #301**

561-683-1400 Ext 109

Additional copies of the Academy for Nursing and Health Occupations Accident/Incident Report Form may be requested from the IT/Plant Manager' Office. (Please see Attachment A)

Crime Reporting

Efforts are made to inform the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Crime Alerts – Crime Alerts are published when a crime occurs on or near campus that potentially threatens the campus community.

How to Report Crimes on Campus

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the IT/Plant Manager or other manager, and then to local law enforcement at the non-emergency number, 561-688-3400. In an emergency, dial 911.

Immediately report any crimes or suspicious activity on campus by:

- Calling (561) 683-1400 Ext 109. [This should be the number on campus to which students and staff should report a crime.]

- Completing the Academy for Nursing and Health Occupations' Accident/Incident Report form and submitting to the Director of Compliance.

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the IT/Plant Manager, which can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists the College in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Always use your eyes, ears, and telephone to keep campus officials advised of what you see and hear. Call the IT/Plant Manager' Office when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked
- Anyone tampering with a motor vehicle or loitering in a parking lot
- Persons publicly displaying a weapon
- Persons loitering in dark or secluded areas
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

SECTION II

Security and Access to Campus Facilities

The security of the educational and work environment is a high priority at the Academy for Nursing and Health Occupations. As an effort to demonstrate this, the school utilizes security cameras in public areas, both inside and outside the buildings. Access to the buildings is secured between the hours of 11:00 pm and 7:15 am so that unauthorized individuals are not able to lawfully enter the building. During normal business hours and hours in which the building is accessible, visitors (including vendors, etc.) are required to sign in at the main campus entrance (the main lobby). Additionally, during the course of time on campus, students and staff wear appropriate school-authorized IDs.

Reportable Offenses Under the Clery Act

The Clery Act requires reporting on the following offenses:

- murder;
- rape, fondling, incest, statutory rape
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- liquor law violations;
- drug abuse violations;
- domestic violence
- dating violence
- sexual assault
- stalking
- weapons possession, carrying, etc., law violations
- hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, crimes of larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, or disability.]

Academy for Nursing and Health Occupations is a non-residential School, and does not have a campus police force.

Voluntary confidential reporting: As Academy for Nursing and Health Occupations is a non-residential school, and does not have a campus police force; crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis. Victims are encouraged to report all crimes to the appropriate campus IT/Plant Manager and local law enforcement. In the event the victim is unable to make such a report, the campus IT/Plant Manager or third-party witness is expected to report the crime promptly.

Academy for Nursing and Health Occupations will report to the U.S. Department of Education and disclose in the annual security report statistics the number of crime reports that were “unfounded” and subsequently withheld from its crime statistics during each of the three most recent calendar years.

Academy for Nursing and Health Occupation Campus is in the jurisdiction of the Palm Beach County Sheriffs Department. Non-Emergency Number is 561-688-3400. It is not necessary to have a written memorandum of understanding with this Department.

Crime is a serious problem with no easy solutions. Therefore, all members of the school campus community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While school staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for personal safety rests with each individual.

Safety Tips

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.
- Try not to walk or jog alone. Take a friend or walk in group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Carry a pepper or mace spray as a precautionary measure.
- Avoid returning to campus after dark, or walk in groups to and from buildings.
- Communicate suspicious behavior immediately to a staff or faculty.

SAFETY PROGRAM

Safety and Security Policies and Procedures

Policy:

The Academy for Nursing and Health Occupations will make every effort to offer students a safe secure environment in which to study and learn.

PROCEDURES:

1. Students are not allowed on the School premises prior to 7:15 AM nor after 11:00 PM Monday through Thursday unless there is an Instructor present and permission is granted. This includes student organizations and activities. Under no circumstances will there be a school sanctioned activity on or off premises without an Instructor present to be in charge of safety and security.
2. If it is dark when students are entering or exiting the School or clinical facilities, students will travel in groups. If a student is late and alone, contact an Instructor who will arrange an escort to cars and buses.
3. At clinical facilities and on field trips, Instructors will always be the first to arrive and the last to leave in order to assure that everyone is safe and accounted for. Attendance sheets will be used at all times.
4. Instructors will insure that first aid equipment and phone availability will always be arranged for.
5. Instructors will incorporate the location and use of fire extinguishers, equipment and disaster/evacuation procedures into orientation for the School and clinical facilities.
6. Students should not bring valuables to school or clinical facilities; however, in the event of lost or stolen items, students will complete an incident report with the assistance of an Instructor.
7. In the event of any emergency or criminal action, the student will report to an Instructor immediately. The Instructor will complete a report for the Executive Director's immediate knowledge.
8. The Palm Beach County Sheriff's Department will be contacted to investigate any and all criminal activity and the School will prosecute, if indicated.
9. Students will be informed of all emergencies and criminal actions so that plans for their safety can be made.
10. Students have the responsibility to immediately report any unusual event to their Instructor who will take immediate action and then will utilize the chain of command immediately.
11. A thorough investigation and then disciplinary action, and termination if warranted, will ensue when a student is involved in any wrong doing.
12. When class is in session, classroom doors are kept locked.
13. Faculty/Students should be aware of the emergency telephones in each classroom to call 911 if needed.

Safety /Prevention Programs

Materials and information will be made available to students via the Media Center and Instructor/Counselors on these topics:

1. Sexual Assault awareness, reporting, and prevention
2. Domestic Violence and assistance
3. Preservation of Evidence
4. Crime Prevention programs
5. Victims options
6. Drug and Alcohol programs
7. Harassment and Stalking
8. Witness Protection
9. Legal Aid

Each student is assigned an Instructor/Counselor who will be available to assist with any of the above. Telephone requests for student phone numbers or whereabouts will not be honored for their protection. Name and numbers will be taken and then the student may call back if they wish. Visitors must give their name and wait in the lobby. If a student does not wish to see the visitor, they will be asked to leave and forcibly removed by police if necessary.

SECURITY INFORMATION

Campus Crime, Security Information & Key Definitions

Campus Crime and Security

There has never been a crime at the Academy for Nursing and Health Occupations, where there is evidence of prejudice based on race, religion, sexual orientation, or ethnicity. There has never been a crime at the Academy for Nursing and Health Occupations involving a weapons violation, arrest for drug abuse, liquor laws, murder, forcible or non-forcible sex offenses, or aggravated assault. The Annual Security Report is available in the College's Main Office and will be distributed to each student and employee by October 1st of each year. To obtain information about registered sex offenders in the local area, the following website may be utilized: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>.

Security Information

This information is required under Public Law 102-26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus and non-campus building/public property related to the school.

Should you witness a crime in progress or are a victim of a crime, Academy for Nursing and Health Occupations requests that you follow this procedure:

1. During school hours, notify the Academic Dean or the Executive Director and the Palm Beach County Sheriff's Department immediately, Academy for Nursing and Health Occupations - 561-683-1400, and Palm Beach County Sheriff's Department - 911 or for non-emergency calls - 561-688-3400.
2. If a crime occurs during non-school hours and no faculty or staff member is available, notify the Palm Beach County Sheriff's Department immediately and the Executive Director as soon as possible.
3. Remember: Preserving evidence for proof of a criminal offense is very important. The Academy for Nursing and Health Occupations does not recognize any off campus student organizations. The purpose and authority of faculty and staff is limited to securing the premises and protecting the facility. The enforcement authority of faculty and staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of faculty and staff are referred to and investigated by the local law enforcement agency (if applicable). All crimes that are reported will be posted in the Media Center within a day of the reporting.

To ensure accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report, and such statements may be used by local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

All students are informed about campus security procedures and practices on the first day during orientation. Everyone should remember that personal safety begins with you. The following should be considered:

1. When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleyways.
2. Do not carry large amounts of cash or valuables.
 1. Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables. Try to park in a well-lighted area.
 2. Do not leave books or personal property unattended in the classroom, lobby, media center, or restroom.

Sexual assault prevention programs are available at

Sexual Assault Program — Belle Glade

561-996-4871

Southern Palm Beach County

561-274-1500

Northern Palm Beach County

561-355-2418 Opt. 3

Central Palm Beach County

561-355-2418 Opt. 3

Counseling for sex offense victims — Rape/Victim Hotline

561-833-7273

If applicable and reasonably available, Academy for Nursing and Health Occupations will change the academic situation of a student after an alleged sex offense. If any disciplinary proceedings are held in cases of an alleged sex offense, both the accuser and the accused have the opportunity to have others present. Both the accuser and accused will be informed of the institution's final determination of any institution disciplinary proceeding and any sanction imposed against the accused. Immediate termination may be imposed regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

The following definitions are essential in properly reporting crime statistics:

1. "Campus" — any building or property owned or controlled by the institution that is within a "reasonably contiguous geographic area" of the institution and is used by the institution in direct support (or in a manner related to) the institution's educational purposes. Additionally, property, within a "reasonably contiguous geographic area" of the institution that is owned by the institution but controlled by others must be included in crime statistics if it is used by students and supports institutional purposes (e.g., food or other retail vendor.)
2. "Non-campus building or property" — any building or property owned or controlled by a student organization recognized by the institution. Additionally, a building or property owned or controlled by an institution that is used by students in direct support of or in relation to the institution's educational purpose and is not within a reasonably contiguous geographic area of the institution.

3. “Public property” — all public property that is within the “reasonably contiguous geographic area” of the institution such as the sidewalk, street or a parking facility and that is adjacent to a facility owned or controlled by the institution if the facility is used in direct support of or in a manner related to the institution’s educational purposes.

Preparing the Annual Disclosure

The IT/Plant Manager for the school, has the responsibility of gathering the data used to prepare the annual campus crime statistics report (known as the Annual Security Report – ASR). Campus crime data is gathered the same day that it is reported. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at the school. The resulting data is used to prepare the annual crime statistics report (Please see Attachment B-2026 Campus Safety and Security Survey).

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR’s availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request.

TITLE IX

Policy for Prohibition of Sexual Misconduct

Academy for Nursing and Health Occupations is committed to maintaining a work and learning environment free of unlawful discrimination and harassment, and will not tolerate sexual misconduct by employees, students, teachers, administrators, supervisors, co-workers, vendors, clients, customers, or guests.

Sexual misconduct consists of any unwelcome conduct, whether verbal, physical or visual, that is based upon a person's gender. Such conduct is unlawful and prohibited whenever it affects tangible job benefits, unreasonably interferes with a individual's work or educational performance or creates an intimidating, hostile or offensive working or educational environment.

Sexual misconduct undermines the integrity of the mission of the college. Employees and students have the right to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Academy for Nursing and Health Occupations will not tolerate any form of gender-based or sex-based discrimination including any kind of sexual misconduct against any employee, applicant, or student. Such discrimination violates federal and state law and the Academy for Nursing and Health Occupations policy. ANHO has adopted policies and procedures for the prompt and equitable resolution of complaints of sex-based discrimination and sex-based harassment.

Definition of Sexual Misconduct

Sexual misconduct consists of sex-based discrimination and sex based harassment to include unwelcome sexual advances, requests for sexual favors and other verbal, visual and physical conduct of a sexual nature whenever:

1. Submission to the conduct is made either an explicit or implicit condition of employment or educational objectives;
2. Submission to or rejection of the conduct is used as the basis for an employment or education related decision affecting the employee or student; or
3. The conduct unreasonably interferes with an employee or student's work or educational performance or creates an intimidating, hostile or offensive working or educational environment.
4. Includes harassment or discrimination based on sex stereotypes, sex characteristics, reproductive health, pregnancy or related conditions, lactation, sexual orientation, and gender identity.

Examples of Conduct Constituting Sexual Misconduct

Sexual misconduct can involve an almost infinite variety of conduct. Some examples include:

1. Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly "brushing" against someone or impeding the movement of another person.
2. Sexually offensive comments such as slurs, jokes, epithets and innuendos.
3. Sexually oriented "kidding" or "teasing" or sexually oriented "practical jokes".
4. Suggestive or obscene written comments in notes, letters, invitations or e-mail.

5. Inappropriate, repeated or unwelcome sexual flirtations, advances or propositions.
6. Offensive visual contact such as staring, leering, gestures or displaying obscene objects, pictures or cartoons.
7. Inappropriate or suggestive comments about another person's physical appearance or dress.
8. Exchanging or offering to exchange any kind of employment or educational benefit for a sexual concession, e.g. promising a promotion or raise, or a particular grade in exchange for sexual favors.
9. Withdrawing or threatening the withdrawal of any kind of employment or educational benefit for refusing to grant sexual favor, e.g. suggesting that an individual will receive a poor performance review or lower grade or be denied a raise unless she/he goes out on a date with the supervisor or teacher.

Applicability of Policy

The prohibition against sexual misconduct applies to everyone—teachers, students, administrators, faculty, managers, supervisors, salaried and hourly workers, temporary employees, contractors, customers, suppliers and guests. Academy for Nursing and Health Occupations will not tolerate sexual misconduct of any kind by anyone.

Academy for Nursing and Health Occupations will not retaliate against anyone for reporting or complaining about sexual harassment and will not tolerate retaliation by teachers, administrators, students, supervisors, managers or co-workers.

Discipline for Engaging in Sexual Misconduct.

- Depending on the nature and seriousness of the offense, Academy for Nursing and Health Occupations will impose all appropriate discipline, up to and including termination or dismissal, against any teacher, administrator, student, manager, supervisor or employee found to have engaged in sexual misconduct.
- When a student, customer, guest or other person not employed or enrolled in Academy for Nursing and Health Occupations is found to have engaged in sexual misconduct against an Academy for Nursing and Health Occupations employee, teacher or student, Academy for Nursing and Health Occupations will advise the person and his/her employer of Academy for Nursing and Health Occupations' policy against such misconduct and will take such other action as is appropriate under the circumstances.

TITLE IX

Sexual Misconduct Complaint Procedure

The preponderance of evidence will be the evidentiary standard used at Academy for Nursing and Health Occupations.

Complaints must be referred to the Title IX Coordinator. Any employee who is aware of an issue must immediately notify the Title IX Coordinator. Informal investigations are permissible.

With or without filing a formal complaint, complainants and respondents will be equally advised of the availability of supportive measures, will have their wishes considered regarding supportive services and will be advised of the process for filing a formal complaint.

Both the complainant and the respondent will be entitled to prompt responses as to the receipt of knowledge of the complaint; however, reasonable extension of time may be needed for good cause with notice to parties including the reason for delay.

Both will be treated equally in explaining the processes, collecting evidence, having their evidence objectively evaluated for accuracy and relevancy, and be entitled to a reasonable time frame for resolution.

Neither the complainant nor the respondent will be presumed to be responsible for the alleged conduct. Both will be given time to prepare for meetings and have an advisor of their choice. The advisor may or may not be an attorney. The advisor may inspect and review evidence.

No legally privileged information will be used unless the individual waives the privilege and ANHO will take reasonable steps to protect the privacy of parties and witnesses.

Both will have an opportunity to have conflicts of interest considered.

Both will be able to discuss and gather relevant evidence and have witnesses attend a hearing in the event of a formal complaint. If the witness does not attend the hearing, their testimony cannot be used even if it is written and signed.

The Title IX Coordinator, investigator, or decision-maker will not have a conflict of interest or bias for or against the complainant or the respondent.

Records will be kept for seven years.

Both parties are entitled to no retaliation.

Informal Resolution, if offered:

In lieu of resolving a complaint through ANHO's Title IX grievance procedures. The parties may instead elect to participate in an informal resolution process. ANHO will inform the parties in writing of any informal resolution process it offers and determine if it appropriate. ANHO will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law. Before the initiation of an informal resolution process, ANHO will explain in writing to the parties:

- The allegations
- The requirements of the informal resolution process
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution
- That if the parties agree to a resolution at the end of the informal resolution process; they cannot initiate or resume grievance procedures arising from the same allegations
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties
- What information ANHO will maintain and whether and how ANHO could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed

Supportive Measures:

ANHO will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to ANHO's education program or activity or provide support during ANHO's Title IX grievance procedures or during the resolution process.

Complaints may be dismissed if:

- Evidence is unavailable or unable to be collected or if the alleged incident does not constitute misconduct under Title IX regulations.
- If the respondent is no longer attending or employed at the school at any time during the process or if the complainant notifies in writing, that they wish to withdraw the formal complaint.
- If the complainant withdraws the Title IX Coordinator may pursue the complaint if it is deemed to be of a serious nature.

If the case is dismissed, ANHO will promptly notify the complainant and the respondent of the basis for dismissal as well as notify them of the appeal process.

The attached form is to be completed for initiation of a formal complaint. Each party may have an advisor. Questions must be approved by the chair before asked in cross examination and questions must be relevant to the situation being investigated.

Investigators, complainants, respondents, witnesses and advisors will acknowledge that they have read and understand the training materials on the school's website. The Title IX Coordinator, will assist with explanations or questions about the training. All employees will receive training upon hire, annually, and change of job duties.

If the school believes safety is at risk at any time, it may execute an emergency removal of individual(s) from education or activities. This will be invoked if the school determines an immediate threat to the physical health or safety to any individual. Upon being informed of a notice of removal, an immediate challenge may be filed.

The school may place an individual on administrative leave during and pending the result of the investigative process.

The committee investigating will provide an objective evaluation of relevant evidence.

The Title IX Coordinator, chair, investigator, or decision makers in facilitating an informal resolution, dismissal or conducting a hearing or appeal will be free from conflict of interest or bias and will have received training.

Disciplinary actions may range from a notice of warning through separation.

Determination of responsibility for sexual misconduct will be made at the conclusion of the investigation and until that time, the respondent is presumed not responsible.

Neither party may make false, dishonest statements as noted in the rules of decorum that expect honesty and integrity.

Written notice of the date, time, location, participants, purpose of the hearing, investigative interviews or other meetings will be provided to participants with time to prepare to participate. Proceedings will be recorded.

An investigative summary will be provided to participants at least 10 days prior to a hearing so that written responses and written questions to be asked at the hearing will be presented to the Title IX Coordinator, three days prior to the hearing.

ANHO will objectively evaluate all evidence that is relevant and not otherwise impermissible and including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

Written determination will be provided to the complainant and respondent simultaneously.

Conclusion of informal complaints are expected to be no longer than 8 weeks and formal complaints to be no longer than 16 weeks.

Conditions for Appeal:

- Either the complainant or the respondent may appeal a decision made by the school, however, an appeal is not a new hearing of the matter.
- An appeal is only permissible if there is a procedural irregularity, a policy was not followed, new evidence is discovered or a conflict of interest or bias existed.
- If the appeal is permissible, a new committee will be appointed as noted in the catalog and website, to investigate the basis of the appeal and to make decisions to uphold or to change the original decision.

If the decision is appealed, ANHO will:

- Notify the parties of any appeal, including notice of allegations, if notice was not previously provided to the respondent
- Implement appeal procedures equally for the parties
- Ensure that the decision-maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint
- Ensure that the decision-maker for the appeal has been trained consistent with the Title IX regulations
- Provide the parties reasonable and equal opportunity to make a statement in support of, or challenging, the outcome
- Notify the parties of the result of the appeal and the rationale for the result

When a complaint is dismissed, ANHO will at a minimum:

- Offer supportive measures to the complainant as appropriate
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate
- Take prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within ANHO's education program or activity

Informal Investigation:

ANHO will provide for adequate, reliable and impartial investigation of complaints. The burden is on ANHO – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. ANHO will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. ANHO will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance. ANHO will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- ANHO will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. ANHO will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
- ANHO will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- ANHO will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:

ANHO will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, ANHO will:

- Use the preponderance of the evidence to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that prohibited sex discrimination.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
 - Coordinate the provision and implementation of remedies to a complainant and other people ANHO identifies as having had equal access to ANHO's education program or activity limited or denied by sex discrimination;
 - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within ANHO's education program or activity.
- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Appeal of Determinations, if offered:

ANHO offers the following process for appeals from a determination whether sex discrimination occurred: This appeal process will be at a minimum, the same as ANHO offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.

Informal Resolution, if offered:

In lieu of resolving a complaint through ANHO's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. ANHO does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of a elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Disciplinary Sanctions and Remedies:

Following a determination that sex-based harassment occurred, ANHO may impose disciplinary sanctions or remedies.

Formal Investigation Written Notice of Allegations:

Upon initiation of these Title IX grievance procedures, ANHO will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

- ANHO's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex-based harassment, and the date(s) and location(s) of the alleged incident(s).
- Retaliation is prohibited;
- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence. ANHO provides access to an investigative report: The parties are entitled to an equal opportunity to access the relevant and not impermissible evidence upon the request of any party; and
- ANHO's Code of Conduct policy prohibits knowingly making false statements or knowingly submitting false information during grievance procedures.

If, in the course of an investigation, ANHO decides to investigate additional allegations of sex-based harassment by the respondent toward the complainant that are not included in the written notice or that are included in a consolidated complaint, it will provide written notice of the additional allegations to the parties.

Dismissal of Complaint

ANHO will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

- ANHO will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding.
- ANHO may establish restrictions regarding the extent to which the advisory may participate in these grievance procedures, as long as the restrictions apply equally to the parties.

ANHO will provide the parties with the same opportunities, if any, to have people other than the advisory of the parties' choice present during any meeting or proceeding. ANHO will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. ANHO will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance. ANHO will provide each party and the party's advisory, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:

- ANHO will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence. ANHO will further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
- ANHO will provide a reasonable opportunity to review and respond to the evidence or the investigative report. ANHO will conduct a live hearing as part of its grievance procedures, it will provide this opportunity to review the evidence in advance of the live hearing. ANHO may decide whether to provide this opportunity to respond prior to the live hearing, during the live hearing or both prior to and during the live hearing; and
- ANHO will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures.

Questioning the Parties and Witnesses:

ANHO will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.

When ANHO chooses not to conduct a live hearing: ANHO's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

- Allow the investigator or decisionmaker to ask such questions during individual meetings with a party or witness;

- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decisionmaker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

When ANHO chooses to conduct a live hearing: ANHO's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will allow the decisionmaker to ask such questions and either:

- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the decisionmaker, subject to the procedures for evaluating and limiting questions discussed below: or
- Allow each party's advisor to ask any party or witness such questions, subject to the procedures for evaluating and limiting questions discussed below: Such questioning will never be conducted by a party personally. If ANHO permits advisor-conducted questioning and a party does not have an advisor to ask questions on their behalf, ANHO will provide the party with an advisor of ANHO's choice, without charge to the party, for the purpose of advisor-conducted questioning. In those instances, ANHO will not appoint a confidential employee and may appoint, but is not required to appoint, an attorney to serve as an advisor.

Procedures for the decisionmaker to evaluate the questions and limitations on questions: The decisionmaker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decisionmaker will give a party an opportunity to clarify or revise a question that the decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

Refusal to respond to questions and inferences based on refusal to respond to questions: The decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decisionmaker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

Procedures for a Live Hearing, if offered:

ANHO will conduct the live hearing with the parties physically present in the same geographic location or, at ANHO's discretion or upon the request of either party, will conduct the live hearing with the parties physically present in separate locations with technology enabling the decisionmaker and parties to simultaneously see and hear the party or witness while that person is speaking. ANHO will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review.

Determination Whether Sex-Based Harassment Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, ANHO will:

- Use the preponderance of the evidence or, if applicable, clear and convincing standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties simultaneously in writing of the determination whether sex-based harassment occurred under Title IX including:
 - A description of the alleged sex-based harassment.
 - Information about the policies and procedures that ANHO used to evaluate the allegations;
 - The decisionmaker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred;
 - When the decisionmaker finds that sex-based harassment occurred, any disciplinary sanctions ANHO will impose on the respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by ANHO to the complainant, and, to the extent appropriate, other students identified by ANHO to be experiencing the effects of the sex-based harassment; and
 - ANHO's procedures and permissible bases for the complainant and respondent to appeal.
- ANHO will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, as appropriate, the Title IX Coordinator will:
 - Coordinate the provision and implementation of remedies to a complainant and other people ANHO identifies as having had equal access to ANHO's education program or activity limited or denied by sex discrimination;
 - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within ANHO's education program or activity.
- Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against the respondent; and
- Not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.
- New evidenced that would change the outcome and that was not reasonably available when the determination or dismissal was made; and

- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If a party appeals a dismissal or determination whether sex-based harassment occurred, ANHO will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations,
- Communicate to the parties in writing that ANHO will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

Any additional procedures or bases for appeal ANHO offers will be equally available to all parties.

TITLE IX

Formal Complaint / Grievance of Sexual Misconduct

I understand that my filing of this formal complaint authorizes Academy for Nursing and Health Occupations to begin an investigation of an alleged sexual complaint.

I understand the information listed in the catalog and on the website concerning sexual misconduct.

MY COMPLAINT IS REGARDING (NAME)

THE TIME, CIRCUMSTANCES, AND DETAILS ARE AS FOLLOWS

Signature

Print Name

Date

Address

City, State, ZIP

Phone Number

Email Address

Submit to the ANHO Title IX Coordinator, Joe Molmer, as noted in the catalog and on the website.

VIOLENCE AGAINST WOMEN ACT (VAWA)

Prevention Programming and Risk Reduction

The School engages in educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
3. Defines what behavior and actions constitute consent to sexual activity in the State of Florida
4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

This educational campaign will consist of but not be limited to the distribution of educational materials to new students, participating in and presenting information and materials during student/employee orientation and through newsletters among other means of distribution through the year. The Executive Director also has a directory of services that are available to victims within the community to assist those who have suffered from a criminal act.

Risk Reduction/Warning Signs of Abusive Behavior

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner.
2. Constantly watching what you say to avoid a “blow up.”
3. Feelings of low self-worth and helplessness about your relationship.
4. Feeling isolated from family or friends because of your relationship.
5. Hiding bruises or other injuries from family or friends.
6. Being prevented from working, studying, going home, and/or using technology (including your cell phone.)

7. Being monitored by your partner at home, work, or school.
8. Being forced to do things you don't want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
2. Consider making a report with the Executive Director and ask for a “no contact” directive from the College to prevent future contact.
3. Consider getting a protective order or stay away order.
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From Rape, Abuse and Incest National Network - RAINN)

- Try not to leave your drink unattended.
- Only drink from un-opened containers, or from drinks you have watched being made and poured.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

Traveling around campus

- Make sure your cell phone is easily accessible and fully charged.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a noisemaker on your keychain
- Carry a small flashlight on your keychain.

The Academy for Nursing and Health Occupations has a sexual assault prevention program that includes, but is not limited to the following:

- If an assault occurs, notify the Executive Director immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim
- Change the academic schedule and/or living situation (on campus housing) if victim requests
- Disciplinary actions include dismissal from the School

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local community shelters and services are primary places where individuals may seek assistance in complete confidentiality.

Additional Important Palm Beach Phone Numbers:

Florida Sexual Violence Rape Crisis Hotline
(888) 956-7273

Palm Beach County Victim Services & Certified Rape
Crisis Center
(561) 625-2568

NotAlone.gov
(800) 656-4673

Y.W.C.A. (Services for victims of rape & domestic
violence services)
(561) 640-0050

National Domestic Violence Hotline
(800) 799-7233

SAFE Helpline – Sexual Assault Support for the Military
Community
(877) 995-5247

EMERGENCY MANAGEMENT

Emergency Response and Evacuation Procedures

Academy for Nursing and Health Occupations has in place a campus response protocol. In an emergency or a dangerous situation, upon confirmation with the Executive Director, or designee, of the need for mass notification, the Executive Director or designee will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, etc. (Please see the attached documents: Attachment C-Alarm Procedure, Attachment D- Lockdown Procedures, Attachment E- Telephone Intercom Paging Policy, and Attachment F- Disaster Plan / Disaster Evacuation Plan.

Department of Homeland Security:

“Active shooter awareness- options for consideration”

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

Student Emergency Responses

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place. Safety (Please see Attachment G-Procedure for “Active Shooter” Situation)

SECTION III · DRUG-FREE SCHOOLS AND COMMUNITIES ACT (DFSCA)

Drug & Alcohol Abuse Prevention Program

Statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage-drinking laws, and the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws.

The Academy for Nursing and Health Occupations publishes and distributes annually, to all current students and employees, a copy of the Drug and Alcohol Abuse Prevention Program, which is also included in all published catalogs. New students and employees who join after the initial annual distribution also receive the materials.

Standards of Conduct

The Institution community must adhere to a code of conduct recognizing that the unlawful manufacture, sale, delivery, or unauthorized possession or use of any illicit drug is prohibited on property controlled by ANHO. If an individual associated with the Institution is apprehended for violating any drug- or alcohol-related law on Institution property or while participating in an Institution activity, the Institution will fully cooperate with all law enforcement agencies. Possession or consumption of alcoholic beverages is not permitted on Institution-controlled property, and state laws will be enforced. Selling or furnishing alcoholic beverages to persons under 21, or to persons obviously inebriated, is not permitted on Institution-controlled property.

Drug-Free Policy, Procedure & Program

The purpose of the Alcohol and Other Drug Policy and Program is to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The Institution complies with the Drug-Free Schools and Communities Act (Public Law 101-226). All students and employees should refer to the Drug and Alcohol Prevention Program for information concerning policies and individual responsibilities under the Act. Substance-abuse checks may be required in any setting where the well-being of a patient may be jeopardized. Even after graduation, state certification and licensure may be jeopardized in the event of arrest and conviction for substance-abuse and illegal-drug crimes.

Distribution of information about the program is accomplished by having new students and employees receive and sign a copy; by inclusion in the annual school catalog and the staff Policy and Procedure book; and by publication on the Institution's website. The annual goals of the program are: no impaired students, no impaired staff, and no impaired faculty; and, in the event impaired behavior is exhibited, immediate, compassionate, yet safe action to protect students and patients.

Four-Phase Drug & Alcohol-Free Awareness Program

Phase 1 — Warning of the dangers. Drug and alcohol use impairs memory, alertness, and achievement, and erodes the capacity to perform, think, and act responsibly. It may be grounds for termination of enrollment or other legal action. (Schedule A details the uses and effects of alcohol.)

Phase 2 — Maintaining a drug- and alcohol-free environment. The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited in the Institution's learning environment. Any student or employee must notify the Institution of any criminal drug/alcohol conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the workplace includes ANHO at 5154 Okeechobee Boulevard, Suite 201, West Palm Beach, FL 33417, any teaching site, and any off-site location related to the Institution.

Phase 3 — Local counseling & assistance resources. See Schedule B.

Phase 4 — Non-compliance. Non-compliance may result in required participation in an approved drug or alcohol assistance/rehabilitation program, community service with an appropriate agency, and/or termination of enrollment or employment. (Schedule C describes the applicable legal sanctions.)

Schedule A — Alcohol: Uses and Effects

Alcohol consumption causes marked changes in behavior. Even low consumption significantly impairs the judgment and coordination required to drive safely and increases the incidence of aggressive acts. Moderate-to-high doses cause marked impairment of higher mental functions, severely altering the ability to learn and remember. Very high doses cause respiratory depression and death; combined with other central-nervous-system depressants, much lower doses produce these effects. Repeated use can lead to dependence, and sudden cessation can produce life-threatening withdrawal. Long-term heavy consumption, particularly with poor nutrition, can permanently damage vital organs. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome.

Schedule B — Drug Counseling, Rehabilitation & Assistance Programs

1. Comprehensive Alcoholism Rehabilitation Programs, Inc. (CARP) — 5400 East Ave., P.O. Box 2507, West Palm Beach, FL 33402 • (561) 844-6400.
2. Growing Together, Inc. — 1000 Lake Ave., Lake Worth, FL 33460 • (561) 585-0892.
3. Alcoholics Anonymous, Southern Palm Beach County — (561) 276-4581 • Hotline (800) 407-5299.
4. Narcotics Anonymous, Southern Palm Beach County — (561) 393-0303 • Helpline (561) 848-6262.
5. Drug Abuse Treatment Association (DATA), Outpatient Services — 1720 E. Tiffany Dr., Suite 102, West Palm Beach, FL 33407 • (561) 844-3556.
6. Crisis Line — (561) 530-1234 • Teen Hotline — (561) 930-8336 • Elder Helpline — (561) 930-5040.

Schedule C — Federal Penalties & Sanctions (Illegal Possession of a Controlled Substance)

21 U.S.C. § 844(a) and related provisions.

1. First conviction: up to 1 year imprisonment and a fine of at least \$1,000 but not more than \$100,000, or both.
2. After one prior drug conviction: at least 15 days but not more than 2 years, and a fine of \$2,500–\$250,000, or both.
3. After two or more prior drug convictions: at least 90 days but not more than 3 years, and a fine of at least \$5,000.

4. Special provisions for crack cocaine: a mandatory 5–20 years and a fine up to \$250,000, or both, under specified quantity thresholds.

Additional federal sanctions include forfeiture of property and conveyances used to possess, facilitate, transport, or conceal a controlled substance; civil fines; denial of federal benefits (including student loans, grants, and professional or commercial licenses) for up to 1 year for a first offense and up to 5 years for subsequent offenses; ineligibility to receive or purchase a firearm; and revocation of certain federal licenses and benefits. These are federal penalties only; additional state penalties and sanctions may apply.

Legal Consequences of Substance Abuse in Florida

Florida law imposes escalating penalties for the possession, sale, or delivery of cannabis and other controlled substances. Possession of 20 grams or less of cannabis is a misdemeanor (up to 1 year and a \$1,000 fine); possession of more than 20 grams is a felony (up to 5 years and a \$5,000 fine). Larger quantities carry mandatory minimum sentences that increase with weight, up to 15–30 years and fines up to \$200,000. Sale or delivery within 1,000 feet of a school, college, park, or other specified area is a felony (up to 15 years and a \$10,000 fine). Hashish and concentrates are Schedule I substances subject to felony penalties. Possession of drug paraphernalia is a first-degree misdemeanor. A drug conviction causes a one-year driver-license suspension.

Every state criminalizes driving under the influence of a controlled substance, and many impose additional per se limits. Florida has enacted medical-marijuana and medical-CBD laws for qualifying patients, and some local jurisdictions have decriminalized minor cannabis-possession offenses. When an offense carries a mandatory minimum sentence, the court must impose at least that sentence.

FLORIDA DRIVING UNDER THE INFLUENCE (DUI) — FIRST CONVICTION

DUI is proved by impairment of normal faculties or a blood- or breath-alcohol level of .08 or above. For a first conviction: fines of \$500–\$2,000 (\$2,000–\$4,000 if the level is .15 or higher, or a minor is in the vehicle); a mandatory 50 hours of community service; probation and incarceration not exceeding one year; and imprisonment of not more than 6 months (9 months in aggravated circumstances), which may be served at a residential treatment program credited toward the term. License reinstatement requires completion of DUI school and treatment, an examination, and applicable fees. For second, third, and fourth convictions, consult the Florida Department of Highway Safety and Motor Vehicles.

Institutional Sanctions for Alcohol & Drug Violations

- Any member of the Institution community found consuming or selling drugs on Institution property is subject to discipline on a case-by-case basis, based on the seriousness of the situation, up to and including dismissal.
- In all cases, the Institution abides by local, state, and federal sanctions regarding unlawful possession of drugs and consumption of alcohol; additional state penalties may apply.
- The Institution has adopted a zero-tolerance policy regarding underage drinking.
- Successful completion of an appropriate rehabilitation program by an individual confirmed to have violated alcohol/drug policies who later seeks admission or readmission will be considered on a case-by-case basis.

PROGRAM EVALUATION

Annual Review of This Report

ANHO conducts an annual review of this Annual Security Report and its data. The review includes a determination of the number of drug- and alcohol-related violations and fatalities that occur on the Institution's campus or as part of its activities, and the number and type of sanctions imposed as a result. The annual review is conducted as part of the Institution's annual evaluative report to determine whether the program is effective or must be modified, and the review is kept on file in case of an audit. ANHO is not required to send the review to the U.S. Department of Education unless requested to do so. If the program is found not to be effective, a Corrective Action Plan will be developed and used to increase effectiveness. This report is retained for three years after the fiscal year in which it was created and is available upon request.

Dissemination of the ASR

1. A tab on the ANHO website contains the entire ASR.
2. The ASR is completed annually by October 1 and distributed to all staff, faculty, and students.
3. Staff and faculty signature forms are filed in the personnel file.
4. Student signature forms are kept in the financial aid file.

ATTACHMENT A**ACADEMY FOR NURSING AND HEALTH OCCUPATIONS**

Incident Investigation/ Reporting Policy

A report is required for all accidents/incidents that occur at or on school property, at or on clinical training site property, and when on route between school and authorized training site, observational sites, or other authorized assigned locations.

This policy applies to all students, staff, faculty and patients.

An accident or incident is defined as any unusual event posing harm, the threat of, or risk of harm, to anyone involved.

PROCEDURE:

1. Immediately following an incident, a factual objective report will be compiled with information from those involved and those witnessing the incident.
2. A full investigation including preventative measures for future use will be completed by the Academic Dean or Designee as applicable.
3. The report will be immediately shared with the Executive Director, i.e., before the close of the work day.
4. Insurance company will be notified as warranted.
5. A follow-up management plan will be developed and conducted until the situation is resolved.
6. Incidents will be evaluated and improvements made as part of the annual system of evaluating and improving vital school functions and services to students.

INCIDENT REPORTING

In the event that an incident occurs, immediately prior to, during or immediately after the school day, or pertaining to school business, an incident report must be filed immediately.

The incident report will be completed by an Instructor if it involves an Instructor, a student or a patient. Incident report will be completed by staff member if the incident involves the staff members.

All incident reports will be completed and submitted to the Academic Dean within 24 hours of the incident. The Academic Dean will recommend appropriate follow-up and will report to any other appropriate agencies as necessary.

EVALUATION:

The Safety Committee reviews all incident reports quarterly to determine that whether or not there was a relation or continued correlation between incidents. The committee offers feedback for the prevention of continued incidents or accidents. The IT/Plant Manager evaluates all data on an annual basis and presents findings to all instructional personnel and administrative staff at an annual staff meeting via the incident/ accident summary.

Incident/Accident Report

Forms 785

INCIDENT/ACCIDENT REPORT

PERSON INVOLVED		(Last name)	(First name)	(Middle initial)	Adult ☐ Child ☐ Male ☐ Female ☐ Age _____
Date of incident/accident		Time of incident/accident AM ☐ PM ☐		Exact location of incident/accident	
		Resident's room _____		Hallway ☐ Bathroom ☐ Other ☐ Specify _____	
RESIDENT ☐ List diagnosis if contributed to incident/accident	Resident's condition before incident/accident				
	Normal ☐ Confused ☐ Disoriented ☐ Sedate ☐ ug _____ Dose _____ Time _____) Other ☐ Specify _____				
	Were bed rails ordered? Yes ☐ No ☐		Were bed rails present? Yes ☐ No ☐		If yes, Up ☐ Down ☐
	Was a restraint in use? Yes ☐ No ☐		Was height of bed adjustable? Yes ☐ No ☐		If yes, Up ☐ Down ☐
Physical restraint ☐ Type _____		Chemical restraint ☐ Specify _____			
EMPLOYEE ☐	Department		Job title		Length of time in this position
VISITOR ☐	Home address				Home telephone
OTHER ☐	Occupation		Reason for presence at this facility		
Equipment involved ☐ Property involved ☐ Describe _____					Was person authorized to be at location of incident/accident Yes ☐ No ☐
Describe exactly what happened; why it happened; what the causes were. If an injury, state part of body injured. If property or equipment damaged, describe damage.			TYPE OF INJURY		
			1. Laceration ☐		
			2. Hematoma ☐		
			3. Abrasion ☐		
			4. Burn ☐		
			5. Swelling ☐		
			6. None apparent ☐		
			7. Other (specify below) ☐		
			Indicate on diagram location of injury:		
Vital signs (if applicable) when the resident is supine and at 1 and 3 minutes after standing (if unable to stand, use supine to sitting position)			LEVEL OF CONSCIOUSNESS		
Vital signs	Initial Incident supine	One minute after standing	Three minutes after standing		
Temperature					
Pulse					
Respirations					
Blood pressure					
Name of physician notified			Time of notification _____ AM/PM		Time responded _____ AM/PM
Name and relationship of family member/resident representative notified			Time of notification _____ AM/PM		Time responded _____ AM/PM
Was person involved seen by a physician? Yes ☐ No ☐ If yes, physician's name _____			Where? _____		Date _____ Time _____ AM ☐ PM ☐
Was first aid administered? Yes ☐ No ☐ If yes, type of care provided and by whom? _____			Where? _____		Date _____ Time _____ AM ☐ PM ☐
Was person involved taken to a hospital? Yes ☐ No ☐ If yes, hospital name? _____			By whom? _____		Date _____ Time _____ AM ☐ PM ☐
Name, title (if applicable), address and telephone number of witnesses			Additional comments and/or steps taken to prevent recurrence:		
SIGNATURE/TITLE/DATE			SIGNATURE/TITLE/DATE		
Person preparing report			Medical Director		
Director of Nursing			Administrator		

Courtesy Briggs Corporation, Des Moines, IA.



Mosby's Textbook for Nursing Assistants, 7th ed.

Copyright © 2008, 2004, 2000, 1996 by Mosby, Inc., an affiliate of Elsevier Inc. All rights reserved.

Sorrentino

First Report of Injury or Illness

FIRST REPORT OF INJURY OR ILLNESS

FLORIDA DEPARTMENT OF FINANCIAL SERVICES DIVISION OF WORKERS' COMPENSATION

For assistance call 1-800-342-1741
or contact your local EAO Office

RECEIVED BY CLAIMS-HANDLING ENTITY	SENT TO DIVISION DATE	DIVISION RECEIVED DATE

PLEASE PRINT OR TYPE

NAME (First, Middle, Last)		Social Security Number	Date of Accident (Month-Day-Year)	Time of Accident ☐ AM ☐ PM
HOME ADDRESS Street/Apt #: _____ City: _____ State: _____ Zip: _____		EMPLOYEE'S DESCRIPTION OF ACCIDENT (Include Cause of Injury)		
TELEPHONE Area Code Number				
OCCUPATION		INJURY/ILLNESS THAT OCCURRED	PART OF BODY AFFECTED	
DATE OF BIRTH ____/____/____	SEX ☐ M ☐ F			

EMPLOYER INFORMATION

COMPANY NAME: _____ D. B. A.: _____ Street: _____ City: _____ State: _____ Zip: _____	FEDERAL I.D. NUMBER (FEIN)	DATE FIRST REPORTED (Month/Day/Year)
TELEPHONE Area Code Number	NATURE OF BUSINESS	POLICY/MEMBER NUMBER
EMPLOYER'S LOCATION ADDRESS (If different) Street: _____ City: _____ State: _____ Zip: _____ LOCATION # (If applicable) _____	DATE EMPLOYED ____/____/____	PAID FOR DATE OF INJURY ☐ YES ☐ NO
PLACE OF ACCIDENT (Street, City, State, Zip) Street: _____ City: _____ State: _____ Zip: _____ COUNTY OF ACCIDENT _____	LAST DATE EMPLOYEE WORKED ____/____/____ RETURNED TO WORK ☐ YES ☐ NO IF YES, GIVE DATE ____/____/____	WILL YOU CONTINUE TO PAY WAGES INSTEAD OF WORKERS' COMP? ☐ YES LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP ____/____/____
	DATE OF DEATH (If applicable) ____/____/____ AGREE WITH DESCRIPTION OF ACCIDENT? ☐ YES ☐ NO	RATE OF PAY ☐ HR ☐ WK \$ _____ PER ☐ DAY ☐ MO Number of hours per day _____ Number of hours per week _____ Number of days per week _____
Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information commits insurance fraud, punishable as provided in s. 817.234, Section 440.105(7), F.S. I have reviewed, understand and acknowledge the above statement. _____ EMPLOYEE SIGNATURE (If available to sign) DATE _____ EMPLOYER SIGNATURE DATE		NAME, ADDRESS AND TELEPHONE OF PHYSICIAN OR HOSPITAL AUTHORIZED BY EMPLOYER ☐ YES ☐ NO

CLAIMS-HANDLING ENTITY INFORMATION

☐ 1(a) Denied Case - DWC-12, Notice of Denial Attached ☐ 1(b) Indemnity Only Denied Case - DWC-12, Notice of Denial Attached ☐ 2. Medical Only which became Lost Time Case (Complete all required information in #3) Employee's 8 TH Day of Disability _____/_____/_____ Entity's Knowledge of 8 TH Day of Disability _____/_____/_____ ☐ 3. Lost Time Case - 1st day of disability _____/_____/_____ Full Salary in lieu of comp? ☐ YES Full Salary End Date _____/_____/_____ Date First Payment Mailed _____/_____/_____ AWW _____ Comp Rate _____ ☐ T.T. ☐ T.T. - 80% ☐ T.P. ☐ I.B. ☐ P.T. ☐ DEATH ☐ SETTLEMENT ONLY Penalty Amount Paid in 1 st Payment \$ _____ Interest _____ 1 st Payment \$ _____			
REMARKS:			INSURER NAME
INSURER CODE #			CLAIMS-HANDLING ENTITY NAME, ADDRESS & TELEPHONE
EMPLOYEE'S CLASS CODE			
EMPLOYER'S NAICS CODE			
SERVICE CO/TPA CODE #			CLAIMS-HANDLING ENTITY FILE #

Form DFS-F2-DWC-1 (10/2016) Rule 69L-3.025, F.A.C.

ATTACHMENT B

FEDERAL DATA COLLECTION

2026 Campus Safety and Security Survey

The Academy for Nursing and Health Occupations completed the U.S. Department of Education's Campus Safety and Security Survey for the 2026 data collection. The Department's completion certificate for the submission appears below, followed by the three-year crime-statistics disclosure reflecting the data submitted in that survey.

Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for
**Academy for Nursing and Health
Occupations**
(412173)

were completed and locked on **September 22, 2026**.

Thank you for your participation in the 2026 data collection.

This certificate was prepared on **September 22, 2026**

Official data is available through the U.S. Department of Education Campus Safety and Security website at ope.ed.gov/campussafety.

Crime Statistics — Three-Year Disclosure

0

The Academy for Nursing and Health Occupations reported **zero (0)** Clery Act offenses, arrests, disciplinary referrals, hate crimes, and unfounded crimes across all Clery geographies for calendar years **2023, 2024, and 2025**. The tables below reflect the data submitted in the 2026 U.S. Department of Education Campus Safety and Security Survey.

Criminal Offenses

Offense / Category	2023		2024		2025	
	OC	PP	OC	PP	OC	PP
Murder / Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Geography key: **OC** = On Campus · **PP** = Public Property.

Violence Against Women Act (VAWA) Offenses

Offense / Category	2023		2024		2025	
	OC	PP	OC	PP	OC	PP
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Geography key: **OC** = On Campus · **PP** = Public Property.

Arrests

Offense / Category	2023		2024		2025	
	OC	PP	OC	PP	OC	PP
Weapons: Carrying, Possessing, Etc. Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Geography key: **OC** = On Campus · **PP** = Public Property.

Disciplinary Actions / Referrals

Offense / Category	2023		2024		2025	
	OC	PP	OC	PP	OC	PP
Weapons: Carrying, Possessing, Etc. Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Geography key: **OC** = On Campus · **PP** = Public Property.

Hate Crimes

Offense / Category	2023		2024		2025	
	OC	PP	OC	PP	OC	PP
Murder / Non-negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0	0	0

Geography key: **OC** = On Campus · **PP** = Public Property. A hate crime is a criminal offense listed above that is motivated by the offender's bias against the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability. No hate crimes were reported in any Clery geography for the calendar years 2023, 2024, or 2025.

Unfounded Crimes

Offense / Category	2023		2024		2025	
	OC	PP	OC	PP	OC	PP
Crimes reported and later determined to be unfounded	0	0	0	0	0	0

Geography key: **OC** = On Campus · **PP** = Public Property. No crime reports were withheld from these statistics as unfounded during the reporting period.

ATTACHMENT C**ACADEMY FOR NURSING AND HEALTH OCCUPATIONS**

Alarm Procedure

POLICY FOR FIRE EMERGENCIES:

The Academy for Nursing and Health Occupations has a policy that requires a report for all fires and fire drills. The following policy applies to all staff and faculty. Please see attached Fire Drill Report. After the emergency or drill is complete a corrective action analysis of the fire drill report will take place in order to improve for the future.

I. THE INDIVIDUAL DISCOVERING THE FIRE-SMOKE/DISASTER WILL:

- Remove anyone who may be in immediate danger
- Announce the disaster over the intercom
- Activate the fire alarm (located on the second (2nd) floor south-west atrium (nearest classroom #2))
- Call “911”
- Close doors
- Control fire, if possible (if small/contained area)
- Evacuate to East side of building, if necessary (Refer to accompanying “Evacuation Policy for Disaster Preparedness”)

II. THE ACADEMIC DEAN AVAILABLE WILL ASSUME COORDINATING ROLE AND:

- Activate the alarm, announce on intercom, call “911” if not already done and activate procedure for Evacuation
- Circulate, oversee, assign as necessary
 1. Triage – assign charge person
 2. Establish PR/media person
 3. Identify availability of cell phone for emergency notifications
 4. Ensure proper procedures are being followed by students and staff
 5. Assign student or faculty member to front of parking lot to direct fire department personnel when they arrive
 6. Check to ensure building is empty (as is feasible and in coordination with fire department)
- Ensure all faculty, students and staff are responding to the alarm, and Emergency First Aid box and AED are taken to evacuation site
- Obtain attendance report from all classes and from office manager or designee after attendance has been taken

III. INDIVIDUAL INSTRUCTORS WILL:

- Take their daily attendance record

- Direct orderly evacuation of class out of building, (with the instructor being the last to leave the classroom) toward the furthestmost east end of the parking lot. Class is to remain together in a group.
- Instructor is last to leave classroom and ensure room is empty and door is closed
- Attendance is to be checked to account for all students
- Attendance report is to be given to Assistant Academic Dean in charge
- In the event that a fire or fire drill occurs during off hours and no management staff are present, a faculty member of most seniority will take administrative duties including checking and evacuating all classrooms, offices, and bathrooms. This will include using the red stickers to indicate that all areas have been evacuated. If the designated faculty member is in charge of a classroom at the time, they will need to assign another person to take charge of their class and keep track of their student attendance.

IV. IT/PLANT MANAGER

- Ensure safe evacuation of office personnel and visitors
- Ensure all back-up tapes, CDs, etc are in fire safe file cabinets that are closed (take keys)
- Assign office staff to assist as needed
- Account for all office staff
- Notify building management of situation
- Take petty cash for emergency purchases

V. RECORDS DEPARTMENT WILL:

- Close and lock fire-safe file cabinets and take keys
- Evacuate to East side of building

ATTACHMENT D

ACADEMY FOR NURSING AND HEALTH OCCUPATIONS

Lockdown Procedures

POLICY:**“LOCKDOWN” STATUS**

1. Lockdown status occurs when there is a threat or potential threat (to personnel, students, and others who are in the school building) which requires immediate intervention to guard the safety of personnel, students and others, for example: Police action in neighborhood; Extreme weather conditions; Student disturbance or violence; Telephone threat to personnel or students, missing person, abduction, etc. Lockdown status will only be announced when local authorities call for “lockdown”. At that time they will secure the perimeter of the school.
2. The first ANHO employee to become aware of the potential threat immediately notifies the administrative person on site of the (potential) threat. If the potential threat is within the school or parking lot, 911 is to be called immediately.
3. The administrative person on site is notified of the local authority declaring “lockdown” and utilizes the paging system to notify all classes and offices and will designate a Control Central Triage Area.
4. The administrative person in charge assigns one faculty member to the first floor and one faculty member to the second floor to insure all students and personnel are behind locked doors (classrooms and offices) and that there are no students or others in the atrium. The atrium is to be kept clear of all people.
5. All classrooms, offices and front and back gates are closed and locked. No one is to enter or leave the building. Everyone will be available to the Sherriff’s Department for questioning.
6. All students and personnel are behind locked doors and away from windows. No one is to leave the safety of the room they are in until the “all clear” is announced. No one is to trespass a designated crime scene area.
7. Should there be an incident of any kind involving a student, faculty member or staff resulting in injury, no matter how minor, an incident report is completed and treatment and follow-up is documented.
8. The administrative person on site will be in contact with the Palm Beach County Sheriff’s Department to determine the status of the situation and will inform all those in the building via the paging system of the continued status of the lock down.
9. When the “all clear” is given by the Sheriff’s Department and it is known that the threat is over, the administrator on site will page that the “lockdown” is terminated.
10. Depending on the time of day of the incident and the status of the lock down, the oncoming shift (employees and students) will be notified should it be deemed unsafe for them to come to the building.
11. A record of the entire event will be documented.

ATTACHMENT E

ACADEMY FOR NURSING AND HEALTH OCCUPATIONS

Policy for Use of Telephone Paging System in Case of Emergency

Purpose: To effectively notify students, faculty and staff of emergency situations by utilizing ANHO's telephone paging system.

Policy: In case of emergency situations, the safety of students, faculty and staff will be enhanced by using the telephone paging system.

PROCEDURE:

1. Telephones have been installed in each office and classroom/media center/lab throughout the school with paging capability.
2. In the event of a dire emergency, you or a student should dial 911 directly from any phone without using a code.
3. The "Page/Intercom" button is for emergency/safety use ONLY. All classrooms, SIM Lab, Media Center, & Computer Lab phones are programmed with a code for staff and faculty use only.
4. To use page/intercom throughout the school:
Press: "Page/Intercom" button and speak clearly
5. Examples of emergency paging Press "Page/Intercom" button and say:
 1. Disruption Help – Room # _____
 2. Fire – Room # _____
 3. Medical Help – Room # _____
6. Neither staff nor faculty can use the intercom/paging for anything other than an emergency as this will be very disruptive to school services.

To contact a specific office, leave handset on phone and push the extension.

ATTACHMENT F

ACADEMY FOR NURSING AND HEALTH OCCUPATIONS

Disaster Plan

I. Survival Strategies:

A. What would happen if the Academy for Nursing and Health Occupations had to be closed for:

- One Day: No interventions would be necessary
- One Week: Safety of building and contents would be prepared; all those able to return to work would be invited to prepare building for re-opening; students would be contacted to inform that classes would resume on “x” date and time.
- One Month: A business strategy would be developed to insure the financial viability of the school as well as planning for use of other facilities for classes or arrange for temporary distance learning. In addition, there would be communication with regulatory agencies, ie: Department of Education, Board of Nursing and Council on Occupational Education re: nature of the disaster and plan for continued operation both academically and financially.

B. What if employees could not get to work?

- A plan would be developed to accommodate car pooling including the use of company vehicles. The faculty list of addresses and phone contacts would be used to establish this plan. Online learning will be considered on a temporary basis.

C. What would happen if the school could open but the students couldn't get to school?

- A plan would be developed and communicated to car pool including the use of company vehicles. The student roster listing addresses and phone contacts would be used to establish this plan. Online learning will be considered on a temporary basis.

D. What would happen if the school could open but vendors and suppliers couldn't meet the needs?

- Contact Palm Beach County Emergency Management Department (561-712-6400) for possible assistance. Also members of the College's Advisory Committee for assistance.

E. What if the company does not have the resources/funds to recover?

- An emergency fund is set-up with the Department of Education specifically for funding student “training-out” situations. Other options: establish a line of credit with local bank, obtain a low-interest, small business loan, etc.

II. Protecting the business and physical assets:

A. Building:

- The Academy for Nursing and Health Occupations occupies the building at 5154 Okeechobee Blvd., West Palm Beach, FL 33417. The protection of the building is the responsibility of the owner of the building:
ANHO WPB LLC

B. Physical Assets:

- See inventory list (Appendix A--On File With ANHO)
 - Inventoried items are secure will hurricane windows & doors

C. Office Files/Equipment:

- All employee files are backed up daily on College's server as well as in Cloud for safety and continuity
- Make duplicates of Staff/Faculty Roster and Faculty to take home student listing for each of their classes.
- Remove any and all stored items from floor
- All financial and student records are to be in fire proof cabinets.

D. Information Management (Safety):

- All files (Student, Employee, Financial, Academic, Business Operations) are backed-up on server as well as in Cloud for continuity.

E. Personnel & Student Assets:

- Training and Education of all personnel and students related to roles and responsibilities in preparing for a disaster
- Implementation of the plan in a timely fashion insofar as is possible prior to the onset of a disaster
- Evacuation of all personnel and students insofar as is possible prior to the onset of a disaster
- All personnel and students are educated to the maintenance of a safe environment both prior to and following a disaster
- All personnel and students insure management has up to date information re: current addresses, telephone numbers (both home and cell) and other specifics that will assist the school in maintaining contact. (See Appendix B--On File With ANHO)).

III. Insurance:

- Agent and contact person for all insurance companies listed below:
Brown & Brown of Florida, Inc.
1661 Worthington Road, Suite 175
West Palm Beach, FL 33409
Phone: 561-688-5074 / FAX: 561-686-2313/Email: alexander.webb@bbrown.com
- Insurances for: General Liability, Automobile, Workers' Comp, Property, Bond

IV. Plan Review and Update:

- Items to consider during annual review and update of disaster plan:
 1. Has the business changed since last year?
 2. Are there new employees who need information about disaster planning?
 3. Is the contact/communication list been updated
 4. Have there been any changes made within the facility?
 5. Has new equipment been added?
 6. Have there been additions/deletions to vital records?

V. Emergency Supplies:

- See Appendix C (On File With ANHO) for inventory list of Emergency Supplies.

VI. Weather Monitoring/Storm Tracking:

- Weather monitoring will take place via radio, television and/or internet
- The management team will take responsibility for monitoring the weather
- The management team will communicate disaster related information to the employees and students at specific intervals to be determined by the nature of the disaster

VII. Timeline for Decisions/Action (when advanced notice is practicable):

- See Appendix D (On File With ANHO) for Timeline specific information

VIII. Business Shutdown Strategy/Procedure

- The timing of business shutdown will differ and occur in accordance with disaster type and onset, for example, airplane crash within one mile of facility or local terrorist attack vs. approaching hurricane. Each type and timing of disaster will dictate response parameters. Biological situations will be dictated by Health Department authorities.
- Shutdown decisions will be made by the Director, or in her absence, the management team in consultation with the Director.
- Prior to shutdown, the emergency preparedness plan will be implemented by all available staff, keeping as priority the safety of students and employees

IX. Employee/Student Release/Recall Procedures

- Release and recall procedures will vary according to the type of disaster, however, safety for all employees and students will guide these decisions.
- It is imperative that current telephone numbers and email addresses of all students and employees be on file with the school.
- All employees will inform their immediate supervisor of any changes in contact information

- All instructors will distribute the current available student roster to classes and have students update email addresses and telephone numbers
- Recall procedures will be instituted when safety has been established. Communication/call lists will be implemented for employees, by management team and for students, by instructors.

X. Post Disaster Priorities:

- Assess the condition of facility. Ensure it is habitable and safe (Director or designee)
- Determine reentry status and requirements (Director or designee)
- Communicate with employees to determine status, condition and availability and when to report to work (Management Team)
- Contact Insurance Company as necessary
- Assess the status of essential functions necessary to operate the business
- Communicate with vendors and suppliers regarding operational status and needs
- Photograph or videotape your facility to document damage and losses to facilitate insurance claims processing
- Maintain a daily log of all actions taken
- Make essential repairs to facilitate operations
- Protect salvageable assets and prevent further damage from rain, rust, corrosion, mildew, mold, etc.
- Advise all employees and students of assistance programs as you learn of them.
- If a graduation ceremony is planned, upon return from a disaster, contact guest speaker and graduation site to insure plans remain viable. If not, other arrangements for graduation ceremony will need to be made.

XI. Reentry/Access

- All management team members will keep a copy of this plan with him/her at all times. Attached to this plan is a copy of the Business Occupational License as proof of association with the business (see Appendix E--On File With ANHO).
- Telephone numbers to contact re: reentry/access:
Palm Beach County Sheriff: (561) 688-3000
Palm Beach County Emergency Management: (561) 712-6400

XII. Damage Assessment:

- See Appendix F (On File With ANHO) for Damage Assessment Format.

XIII. Protection of Salvageable Assets:

- If possible, cover broken windows and openings in roof
- Water soaked documents should be separated and air dried as soon as possible
- To prevent corrosion, dry any metal objects thoroughly and rub or spray with oil or other corrosion preventative product

- Do not dispose of anything until it has been examined by an insurance adjuster

XIV. Service Interruptions:

- Potential estimated time for service interruptions:

Major Roads passable:	4 days – 3 weeks
Food and Water available at relief centers:	4 days - 7 days
Water/sewer Service restored:	3 days – 2 weeks
Cell Phone Service:	1 – 5 days
Regular phone service:	2 days – 5 weeks
Power restored:	2 days – 5 weeks
Insurance claims adjuster arrival:	3 days – 4 weeks

ACADEMY FOR NURSING AND HEALTH OCCUAPTIONS

EVACUATION POLICY FOR DISASTER PREPAREDNESS

In the event that it becomes necessary to evacuate the Academy for Nursing and Health Occupations premises due to a disastrous situation involving flood, electrical problem, bomb threat, wind damage, fire, terrorist attack or other major problem, this policy will immediately be in effect and will apply to all persons on the Academy for Nursing and Health Occupations property.

AUTHORITY TO EVACUATE

Authority to order an evacuation shall rest with the following people in the order as listed:

1. Fire/Emergency Chief (supercedes everyone if present, if not proceed)
2. Executive Director of School or Designee
3. Academic Dean
4. Dean of Student Services
5. Office Staff
6. If dictated by the needs of the incident, the person in authority will coordinate response efforts emphasizing five basic priorities:
 1. Life safety
 2. Incident stabilization
 3. Property conservation
 4. Environmental protection
 5. Evidence preservation

HORIZONTAL EVACUATION

Horizontal evacuation will be defined as moving from one end of the building to another, away from danger and toward exits and emergency help.

VERTICAL EVACUATION

Vertical evacuation is evacuation from the second floor to the ground floor.

DO NOT USE ELEVATORS

EVACUATION TEAM:

An evacuation team will be appointed to serve the following functions:

- Person in authority to direct
 - Triage person to prioritize
1. Immediate
 2. OK to wait for help

3. Dead or near dead

- Equipment and supplies person to procure what's needed
- First aid personnel to tend to those in need
- Messenger to seek help as needed.

Communicator (Executive Director of School or Academic Dean) – to relay information

1. To faculty /staff who in turn will contact all their students
2. Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Phone # (850) 245-3200 or 1-888-224-6684, E-Mail Address: Brianne.Rucker@fldoe.org
3. Commission of the Council on Occupational Education, 7840 Roswell Rd, Bldg 300, Suite 325, Atlanta, GA 30350, Phone: 770-396-3898 or 800-917-2081, E-Mail Address: Kirk.Nooks@council.org.
4. Florida Board of Nursing, 4052 Bald Cypress Way, BINCO2, Tallahassee, FL 32399, Phone #: 850-245-4125, E-Mail Address: MQANursing@DOH.State.FL.US
5. Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 P. (404) 975-5000 | F. (404) 975-5020 E-Mail Address: nard@acenursing.org
6. Media as needed by School Executive Director only.

-Communicator is to keep a record of who they have contacted. Information needs to be given prior to, during, and after disaster when “all clear” is determined and business has returned to normal.

- Recorder to record events and times
- Valuables – to secure important records and school property
- Movers and Carriers to move handicapped and/or injured to safety.

REMINDERS FOR AUTHORITY PERSON

- Remain calm, send for help
- Close all doors for smoke containment
- Set up a command center in a safety area
- Head count, prior to and at end of move
- Designate First Aid area in parking lot far away from danger
- Hold hands for chain
- Use sheets, blankets for 2-4 man stair carry or drag
- Use wheelchairs and carts and dolly to transport first people then valuables
- Use sheet and blankets for log rolling
- Always use nearest exit away from danger area taking extinguishers along
- Assign tagging handicapped and injured with name and nature of compromise
- If safe, conduct last check of danger area to see that all are out
- If time allows, assign unplugging electrical equipment and shutting lights

ATTACHMENT G

ACADEMY FOR NURSING AND HEALTH OCCUPATIONS

Safety Procedure for “Active Shooter” Situation

POLICY:

The following guidelines have been developed for “active shooter” situations in accordance with the best practices established by law enforcement experts. First and foremost, never permit anyone you do not know to follow you (or “tailgate” you) into a building. If you observe any suspicious activity, immediately call 911.

PROCEDURE:

If it is possible to do so safely, exit the building immediately when you become aware of an “active shooter” incident, moving away from the immediate path of danger, and take the following steps:

1. Notify anyone you may encounter to exit the building immediately
2. Evacuate to a safe indoor far area away from the danger and take protective cover in case of explosion.
3. Call 911, providing the dispatcher with the following information:
 1. Your name
 2. Location of the incident (be as specific as possible)
 3. Number of shooters (if known)
 4. Identification or description of shooter(s)
 5. Number of persons who may be involved
 6. Your exact location
 7. Injuries to anyone, if known
4. Individuals not immediately impacted by the situation are to take protective cover within their shelter-in-place location, staying away from windows and doors until notified otherwise by the authorities.
5. Remember to act in the following order (This order is considered the safest response as the situation unfolds):
 1. Flee if it is safe
 2. Hide if it is not safe to flee
 3. Fight to save lives

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended for safe hiding:

1. Go to the nearest safe space
2. Close and lock the door

3. Notify 911 – including the following information:

1. Your name
2. Your location (be as specific as possible)
3. Number of shooters (if known)
4. Identification or description of shooter
5. Number of persons who may be involved
6. Injuries if known

4. Turn off the lights

5. Seek protective cover

6. Keep totally quiet and act as if no one is in the room – silence all cell phones

7. Do NOT answer the door

8. Wait for Police Department or Palm Beach County Sheriff's Department to assist you out of the building.

The Police are trained and equipped to respond to an incident of this nature. Before they arrive, remember flee if safe to do so, hide if it is not safe to flee, or fight if confronted by the attacker. Once the Police respond to ANHO, they will be responsible for all tactical operations.

Senseless incidents such as this are hard to predict, understand or explain.

Please note: Taking certain precautions and actions may help prevent and reduce the risk of this type of incident occurring at ANHO. We encourage all members of the community to take an active role.

- Immediately report suspicious persons or activities to ANHO Administration.
- Keep ANHO Administrators aware of any personal or relationship problem that has the potential to lead to violence
- If there is someone in the ANHO community that you know who is in emotional distress, please notify ANHO Administration immediately. They can assist with identifying confidential counseling or other assistance that can be obtained for the person.
- If you know of an off campus situation involving a member of the ANHO community that could affect the school, please inform ANHO Administration.
- Any threats of violence or indications of volatile behavior, regardless of how insignificant it may appear, need to be reported.
- Know how to get immediate help in an incident. If possible, carry a cell phone and program 911 into it for instant calling.

If you wish to report information while remaining anonymous, you can contact the Executive Director or any Dean and your request will be honored.