



Florida International Training Institute

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ANNUAL SECURITY REPORT

As of December 31st, 2022.



Annual Security Report

As required by Public Law 101-542, as amended by Public Law 102-325, Title 11, Crime Awareness and Campus Security Act of 1990, Policy and Statistical Disclosures, Florida International Training Institute, Inc., has established policies regarding campus security. The school encourages all students and employees to report criminal incidents or other emergencies, on campus directly to the Campus President, student advisor, instructor and the area security. The school publishes a crime statistics report annually. It is available to prospective students, faculty and employees at the admissions office. The report is also posted on at the school's bulletin board.

Policy and Procedures for Campus Safety. Security Reporting and Fire Safety

Campus security policy: Report to campus security authorities or local police agencies (Call 911). If considered by the institution threat to students and employees.

School faculty and staff are to take whatever measures are required to protect themselves. Employees are encouraged to become aware and responsible for their personal safety and that of others.

Crime reporting procedures: It is the policy of Florida International Training Institute that any incident which constitutes a **crime under local, state or federal law** may be reported to the police. Any activity which would constitute a felony crime MUST be reported to the appropriate law enforcement agency. Such crimes include, but are not limit to: Murder, forcible and non-forcible sex offenses, rape, robbery, aggravated assault, burglary, arson and motor vehicle theft.

In case of an emergency or criminal action, students and staff are authorized to **Call 911**. The Admissions Office should be notified immediately whenever emergency assistance has been summoned.

Security and Access to Campus Facility: Students are required to wear their school uniform and Picture Identification all times. No trespassing signs are posted at the entrance of the school. All visitors must provide an ID such as Drivers Licensed and must have authorization to enter the facility.

Weapons: The unauthorized possession and/or use of any weapon are strictly prohibited on school property and are cause for immediate dismissal. Weapons may include such items as firearms, explosives, unauthorized possession of a knife, etc.

Sex Offenses: Students and employees should immediately report all alleged sex offenses to the school director. Physical evidence is crucial for the successful prosecution of sex offenders and therefore should be preserved for proof pf a criminal offense. Students and employees will be informed of their option to contact the local police. Also, the school personnel will assist the student or employee in notifying police authorities, if desired.

Sex Offenders registry may be found at the:

Miami Dade County Sexual Offender and Predator Search:
<https://gisweb.miamidade.gov/sexoffenders/>

Victims of sexual offenses will be referred to professional counselors as necessary or desired by the victim.

FITI has established the following procedures for campus disciplinary proceedings:

1. Both the accuser and accused are entitled to have others present during a disciplinary proceeding
2. Both parties shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

The Institute's final determination will be limited to the alleged sex offense and any sanction imposed against the accused.

FITI may impose any of the following sanctions as a result of a disciplinary proceeding regarding sexual assault, or other forcible and non-forcible sex offense:

- Require the accused to provide proof professional counseling is being received
- Administratively dismiss the accused student or employee
- Suspend the student or employee disciplinary hearing pending the completion of legal proceedings
- Dismiss the accuser's accusations as unfounded, if appropriate.

Timely Warning Provision: FITI will make timely reports to the campus community on crimes that are considered a threat to other students and employees. Timely reporting to the campus community for this purpose will be decided on a case-by-case basis in light of all the facts surrounding an alleged crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Depending on the particular circumstance of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the School Director is responsible for the timely warning and they will be issued to students verbally in class, and manually posted on bulletins, providing the school with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the School Director.

Incident Reporting Procedures: The administration of FITI has developed policies and reporting forms to encourage and ensure the proper recording of criminal actions or emergencies on campus.

FITI's Campus Identification: FITI is located on 72nd Avenue NW 25th Street in the City of Miami. The institution is located on the first floor of the building 7265. The front/back parking is available for parking.

All faculty and staff must report crime and emergency situations to ensure proper record keeping and follow up for each incident. Incident Report Forms should be completed and filed with the School Director within 48 hours of the incident.

Safety and Security Orientation:

Crime prevention and personal safety are issues that concern all staff, faculty, and students at Florida International Training Institute. For students, these issues are initially addressed during **new student orientation**, and **annually thereafter** when the policy is distributed. For staff and

faculty, these issues are discussed during new employee orientation, and annually thereafter during performance evaluations.

Crime Prevention Educational Awareness:

Florida International Training Institute schedules several educational awareness programs throughout the year for its students and employees. Programming includes topics that promote an awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, personal safety, self-defense, crime prevention, and drug and alcohol abuse prevention. Institutional staff or guest speakers including the local police, rape crisis intervention experts, and other social service personnel make presentations.

Sex offense programming provides information to students and employees regarding procedures to follow when reporting such an offense, the available options of notifying law enforcement officials, the possible sanctions for committing such offenses and the availability of counseling services.

Students are made aware of safety and security programming via notices posted to student bulletin boards and in the school newsletter.

Annual Crime Report

Based upon Calendar year January 1, 2018 thru December 31, 2018

Total occurrences On Campus

Offense	2020	2021	2022
Sex Offenses	0	0	0
Forcible and Non-Forcible	0	0	0
Criminal Homicide	0	0	0
Murder, Non negligent and Negligent	0	0	0
Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor-Vehicle Theft	1	0	0
Arson	0	0	0
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0

Emergency Procedures

For immediate assistance call 911.

Emergency Operations Plan

I. **PURPOSE**: Any situation arising from natural disasters and/or the operations of the School facilities, which results in a threat to the safety of the students, staff, and public requires response by the Florida International Training Institute. School resources will be committed to reducing the impact on the expected level of safety and property. To accomplish this mission, state laws, county ordinances, and existing School policy and procedures will be applied.

This standard operating procedure is established and provides guidelines and responsibilities for the proper utilization and administration of the FITI Emergency Operations Plan.

II. **POLICY**: To ensure the efficient operation and restoration of services in the event of an emergency, all FITI personnel are mandated to perform the responsibilities assigned and delineated on this procedure.

I. GENERAL

A. Provisions

This plan provides for:

Protection of students, staff, and public.

Protection of property from damage and destruction.

B. **Implementation**: Implementation of any portion of this plan will depend upon the seriousness of a situation and notification to those concerned to execute any of the operational phases in the plan.

C. **Emergency Alert and Emergency Standby**: During the early stages of any possible emergency or condition, FITI personnel must be informed and kept aware of the developing situation. Inherent in the FITI function is a stated employee responsibility to protect School properties at all times.

1. FITI is aware of and concerned to not imposing unnecessary restrictions on an employee's off-duty time; however, the contingencies of a potential emergency condition that indicates that FITI resources may be committed to reduce the condition demands that measures be taken to facilitate the implementation of the plan. For example, in the case of the building's first-floor flooding, employees can be called to assist in moving furniture, computers, and perishable items to the second floor.

2. Should circumstances warrant, FITI personnel may be notified of a potential or developing emergency condition and placed on emergency alert or emergency stand by circumstances other than natural disasters require specific procedures for immediate response to correct the developing or existing condition and restore the level of service for the School to provide the appropriate level of learning process in its mission statement.

a. **Emergency Alert**: Off-duty employees are notified that a potential emergency condition exists or is developing that may require reporting for duty, subject to later notification.

Employees will provide contact capability via residence and alternate telephone number, another person, or by periodically consulting the alternate contact source every four hours. Personnel on approved vacation, sick, or extended leave will not be placed on emergency alert.

b. **Emergency Standby:** Off-duty employees are notified that a potential emergency exists or is developing and that a requirement to report for duty is imminent, subject to later notification. Employees will be personally available via residence or alternate telephone number. Personnel on approved vacation, sick, or extended leave will not be placed on emergency standby. The FITI School Director will announce the readiness condition for this type of emergency prior to the implementation of any operational phase.

3. Only the School Director may initiate an emergency alert or emergency standby prior to the implementation of any operational phase. Neither emergency alert nor emergency standby readiness condition will extend beyond eight hours without the approval of the School Director.

4. Employees who are notified and have been placed on emergency alert or standby will maintain a state of readiness appropriate for the nature of the emergency. When called to report for duty, employees will report as expeditiously as possible, no later than two hours after personal notification. Compensation entitlement shall be in accordance with School policy and procedures.

II. OPERATIONS

A. **Operational Phases:** FITI has designed its operational phases to cope with situations in a manner befitting the seriousness and urgency. Upon implementation of any operational phase, affected departmental sections will ensure the appropriate logistics for which they are responsible.

B. **Alert Notification:** The School Director Office will maintain a current listing of all personnel by name, home or alternate telephone, and paging device. Employees shall report to their immediate supervisors any changes in the contact information immediately. The changes will be notified to the School Director and updates entered as received.

Upon the implementation of any operational phase, the FITI School Director will notify the affected supervisors, who will notify employees as required to have coverage during the operational phase under implementation.

Duties and Responsibilities

The FITI School Director upon notification of an emergency affecting all or any of the School facilities will activate the appropriate operational phase and will notify the supervisory personnel responsible for the completion of the activation of the operational phase as previously shown in the Alert Notification section of this plan.

Emergency Procedures

I. **GENERAL**

These procedures establish responsibilities for all FITI personnel to safeguard their lives as well as the lives and property of others and to provide protection for the School equipment and property.

A. **Post Occurrence Duties**

After the immediate emergency/natural disaster, many safety problems may still exist. Post occurrence duties include, but are not limited to:

Inspect all affected areas to ascertain conditions.

Contact responsible persons for areas which have been damaged.

Initiate property damage assessment.

Restore service to appropriate areas affected by the emergency/natural disaster.
Begin procedures established in the operational phases.
Prepare after-action report.
Any action deemed necessary by the FITI School Director.

II. TORNADO ADVISORIES

A. Severe Weather Warning:

A formal National Weather Service message advising the possibility of severe weather in a specified area of School facilities, including severe thunderstorms, high winds, heavy rainfall, and the possibility of tornadoes.

B. Tornado Watch:

National Weather Service announces that atmospheric conditions might be conducive to tornado development during a specified period of time in the surroundings of any School branches.

C. Tornado Warnings:

Warnings issued when a tornado has actually been sighted in the area of School facilities or is indicated on radar.

III. RADIOLOGICAL INCIDENTS

During the imminent or actual radiation release from the Florida Power and Light Company, Turkey Point Nuclear Power Plant, appropriate response is necessary to safeguard life and property. FITI must establish control to avoid confusion, which could result in injury or property damage. Coordination with the local Emergency Management authorities will serve to facilitate appropriate preparedness.

Upon the declaration of any unusual event or alert related to a radiological incident, including accidents that may occur in connection with the transportation or use of radioactive material, FITI will make the necessary notifications according to established procedures. Contingent upon circumstances, FITI will implement the required operational phase.

When the School determines that evacuation of designated areas is mandatory, supervisors shall ensure that all systems are shut down and FITI personnel are aware and prepared to evacuate the designated School facilities. The objective is to provide maximum protection to FITI personnel, which will permit the most effective performance consistent with the situation. Warnings and alert procedures received will be properly disseminated. During an evacuation, FITI personnel will exercise care to prevent panic.

IV. HURRICANE OPERATIONS PLAN

A. Purpose

To establish procedures and areas of responsibility for the Florida International Training Institute in the event that a hurricane is approaching or hurricane conditions are considered imminent. The plan establishes operating status during these conditions and provides basic information to FITI personnel for actions to be taken before and after a hurricane.

B. General

During hurricane conditions, appropriate response is necessary to safeguard the lives of students and personnel, as well as the School properties. Coordination with local Emergency Management authorities will serve to facilitate the appropriate hurricane preparedness.

The objective is to ensure the effective and efficient operation and restoration of services by the Florida International Training Institute to students.

1. Definitions

a. **Advisory:** Weather advisory messages are issued by the National Hurricane Center concerning tropical storms and hurricanes. An advisory states details relative to the location, intensity, direction of travel, and speed of a tropical storm or hurricane.

b. **Bulletin:** A bulletin is a public release from the National Hurricane Center during periods between advisories, announcing the latest details on the tropical storm or hurricane.

c. **Gale Warning:** A warning of winds within the range of 39-54 mph (34-47 knots). Gale warnings may precede or accompany a hurricane watch.

d. **Tropical Disturbance:** A moving area of thunderstorms in the Tropics that maintains its identity for 24 hours or more.

e. **Tropical Depression:** A rotary circulation at surface with highest wind speeds of 38 mph (33 knots).

f. **Tropical Storm:** A distinct rotary circulation with constant wind speed within the range of 39-73 mph (34-63 knots).

g. **Hurricane Watch:** Advance statement issued by the National Hurricane Center. The Hurricane Watch is not a warning, but does indicate a hurricane is near and that attention should be given to subsequent advisories. It implies possibility of dangerous conditions within 24 to 48 hours. Precautionary action should be taken in case hurricane warnings are forthcoming.

h. **Hurricane Warning:** A warning that indicates that hurricane winds of 74 mph (64 knots) and higher or a combination of high water and rough seas are expected on a specified coastal area. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately or at least within the next 12 to 24 hours. When a warning is announced it is of utmost importance that all precautionary measures and actions be instituted for protection of life and property.

i. **Storm Surge:** The increase in water level due to the action of the wind on the ocean surface and the low barometric pressure of the storm system.

j. **Hurricane:** A violent storm originating over tropical waters, with winds near its center reaching 74 mph and higher. In size, the storm may range from 50 to 1,000 miles in diameter.

k. **Hurricane Classifications:** The Saffir-Simpson Hurricane Scale based on the hurricane's present intensity. This is used to provide an estimate of the potential property damage and flooding expected along coastal areas from a hurricane landfall. Wind speed is the determining factor in the scale.

Category One Hurricane: No serious damages to building structures. Damages primarily to unanchored mobile homes, shrubbery, and trees. Some damage to poorly constructed signs. Some coastal road flooding and minor pier damage.

Category Two Hurricane: Some roofing material, door, and window damage of buildings. Considerable damage to shrubbery and trees with some trees blow down. Considerable damage to mobile homes, poorly constructed signs, and piers. Coastal and low-lying escape routes flood 2-4 hours before the arrival of the hurricane center.

Category Three Hurricane: Some structural damage to small residences and utility buildings with a minor amount of curtain-wall failures. Damage to shrubbery and trees with foliage blown off trees and large trees blow down. Mobile homes and poorly constructed signs are destroyed. Low-lying escape routes are cut by rising water 3-5 hours before the arrival of the hurricane center. Flooding near the coast destroys smaller structures with larger structures damaged by battering of floating debris. Terrain continuously lower than five feet above mean sea level may be flooded inland eight miles or more. Evacuation of low-lying residences within several blocks of the shoreline may be required.

Category Four Hurricane: More extensive curtain-wall failures with some complete roof structure failures on small residences. Shrubs, trees, and all signs is blow down. Complete destruction of mobile homes. Extensive damage to doors and windows. Low-lying escape routes may be cut by rising water 3-5 hours before arrival of the hurricane center. Major damage to lower floors of structures near the shore. Terrain lower than 10 feet above sea level may be flooded requiring massive evacuation of residential as far inland as six miles.

Category Five Hurricane: Complete roof failures on many residences and commercial buildings. Some complete building failures with small utility buildings blown over or away. All shrubs, trees, and signs are blown down. Complete destruction of mobile homes. Severe and extensive door and window damage. Low-lying escape routes are cut by rising water 3-5 hours before arrival of the hurricane center. Major damage to lower floors of all structures located less than 15 feet above sea level and within 500 yards of the shoreline. Massive evacuation of areas on low ground within 5-10 miles of the shoreline may be required.

C. Hurricane Watch

1. General Instructions

When a hurricane watch is announced the following will be accomplished:

- a. Personnel who are off duty will be placed on standby.
- b. Existing conditions within a specific area of School facilities may require unilateral action by the concerned School Director.
- c. The School Director or designee will announce when personnel without hurricane assignments will be excused from duty. On-duty employees will be relieved to secure homes and families.
- d. The FITI School Director will activate hurricane operations

2. Computer System Procedures

Prior to personnel leaving their workplace because of a pending hurricane, the following will be accomplished:

- a. Ensure that all data in the Shared Files server is backed up on a compact disc and stored in a cool, dry place. A duplicate copy of data is made for off-site storage.
- b. Remove diskettes from floppy drives and compact discs from the CD-ROM disk drives.

- c. Turn off personal computer (PC) system, including the central processing unit, monitor, printer and any uninterruptible power supply. Remove all electrical cables and plugs from electrical outlets. Disconnect and remove cables from all PC components.
- d. Move all components away from windows and doors, or any location susceptible to wind and rain. Wrap heavy gauge plastic around all PC equipment.
- e. All equipment should be picked up off the floor and placed on tables, chairs or cabinets, in case of flooding.
- f. Upon returning to work, inspect all components for signs of wind or water damage. Contact the FITI Network Services Section to report damage and for assistance to connect equipment.
- g. Prior to powering up the equipment, make sure that all cables, plugs, and sockets are dry and clear of debris. Do not power up any equipment which has sustained water immersion or intrusion.

D. Hurricane Warning

Issuance of a hurricane warning indicates that a hurricane is imminent and precautionary measures should be completed. The following are placed in effect:

1. The School President or designee will make the decision when the School is to close.
2. All FITI personnel and students are to report to work and classes unless ordered by the School Director not to report. Every employee is to contact his immediate supervisor for instructions.
3. Advance hurricane warning from the National Hurricane Center is the basis to allow sufficient lead time to install protective hurricane shutters in designated School buildings, if applicable. Shutters will be installed upon instructions received from the FITI School Director.

E. Hurricane In-Progress

Personnel and students should stay at home.

F. Post-Hurricane Operations

1. After-Action Report

After-action reports will be submitted to the FITI School Director within 48 hours after cessation of hurricane conditions. The FITI School Director will review the reports and submit a condensed document to the School President within three days.

2. Return to Work

Employees will return to work when the National Hurricane Center announces hurricane warnings are being lowered. If the hurricane warning is lowered at a time which would leave the employee less than half of a normal work period, the employee will return to work at the beginning of the next normal work period.

3. Assessment of Damage

The Maintenance Zone supervisors and assigned personnel will survey the School facilities, assess damages, and report conditions expeditiously to the FITI School Director. FITI personnel will restore normal equipment and building operations as quickly as possible. Damages will be repaired when weather permits and the appropriate safe conditions allow it. The exterior and grounds will be assessed for damage when weather permits and repairs commenced as quickly as possible.

V. Utility Interruptions and Other Emergencies

A. Purpose

To provide the earliest possible notice to all concerned personnel of planned or emergency interruption of any utility and equipment services provided by the Florida International Training Institute.

B. Definitions

Utility

Electrical, water, sewer, and air conditioning.

Scheduled Shutdown

Generally, any shutdown for preventive maintenance and ordinary or emergency repairs, which can be scheduled for the convenience of users.

Unscheduled Shutdown

Any unexpected shutdown due to equipment failure or failure of utilities provided by outside suppliers which could not be foreseen.

C. Policy

Whenever possible the shutdown of utility or equipment services will be at a time and in a manner which will cause the least amount of expense and inconvenience to all concerned School entities.

Water leaks and air conditioning problems shall be treated as emergencies because of their potential for disruption to academic operations of the School and damage to School property respectively. Designated FITI personnel will respond immediately to these types of service interruptions/failures.

D. Procedure

1. Scheduled Interruptions

For a scheduled interruption to a building, a notification will be sent by the FITI School Director or designee to the supervisor of the affected entity or school 48 hours prior to the scheduled shutdown. The notification will include dates and times, estimated downtime of the service/equipment, and contact numbers. The notified entities will ensure that all subordinate personnel are made aware of the scheduled shutdown. Requests for backup utilities will be coordinated with the FITI School Director and approved whenever possible and reasonable.

2. Unscheduled Interruptions

Because of the nature of unforeseen, accidental utility/equipment interruptions, advance notification cannot be given. In these cases, the appropriate FITI personnel will notify the interruption to the School Director as soon as it is possible. The FITI School Director or designee will notify the entities within the affected areas of the estimated downtime. Requests for backup utilities will be coordinated with the FITI School Director and approved whenever possible and reasonable.

Substance Abuse Prevention Policy

Florida International Training Institute supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. FITI is extremely concerned about the safety and well-being of its students. Of additional concern is the Institute's reputation as a premier provider of professionals in the health industry and as technicians in the Refrigeration and Air conditioning industry. A violation will result in FITI taking appropriate action up to and including termination.

Purpose

The Institute believes the unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous. Alcohol and drug abuse not only have an adverse effect on safety, but also on the health and welfare of the entire community. The Institute's objectives in this policy include the following:

- To establish and maintain a safe, healthy environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help;
- To preserve the reputation of the Institute within the community and industry at large;
- To continue achieving its high placement rate;
- To reduce the number of accidental injuries to persons or property;
- To reduce absenteeism and tardiness; and
- To improve the success rate of the student body

Drug and Alcohol Policy

The Institute has developed a strict and rigidly enforced policy regarding drug and alcohol abuse.

THE INSTITUTE CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.

The Institute will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on Institute property or at any of its officially sponsored activities. This includes all forms of synthetic marijuana, regardless of the legality of the substance and student-sponsored social activities if they are considered sponsored by the school. The Institute will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding illegal possession or use of drugs or alcohol can have penalties, including community service, suspension or loss of driver's license, jail time and fines. For the state of Florida specific statutes and penalties on drug and alcohol offenses, please reference the following link – www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display .

Possible federal sanctions for illegal possession or individual federal trafficking penalties can range from 1 year to life in prison and/or have a penalty ranging from \$1,000 to \$8 million. The minimum sentence for a violation after two prior convictions for felony drug offenses is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual. For the most up-to-date federal trafficking penalties information, visit the website of the U.S. Drug Enforcement Administration at www.dea.gov/agency/penalties.htm.

FITI recognizes alcohol and drug abuse may have an adverse effect on classroom performance and is concerned with this impact. In addition, the Institute recognizes the significant health risks associated with the use of illegal drugs and the abuse of alcohol. While the frequency, duration and severity vary, there are a number of serious health consequences. For all drugs, there is a risk

of overdose leading to convulsions, coma and death. Mixing certain drugs can also be lethal. Below is a list of some potential health risks:

Alcohol

- vitamin deficiencies
- stomach ailments
- alcohol poisoning
- liver disease
- weight gain and high blood pressure
- depressed immune system
- cancer
- heart or respiratory failure

Drugs

- tremors and seizures
- nausea, rapid heart rate
- skin disorders
- depression and disorientation
- paranoia and psychosis
- memory impairment
- weakened immune system (HIV and Hepatitis C)
- impotence
- heart attack
- respiratory failure.

The Institute recognizes alcohol and drug abuse may be successfully treated, enabling the student to return to a satisfactory performance level. Students who have a substance abuse problem are encouraged to voluntarily seek assistance and deter others from engaging in illegal drug or alcohol use, possession or distribution.

Violation of this policy will result in the Institute taking appropriate action, up to and including termination and/or requiring the student to participate satisfactorily in a drug abuse, alcohol abuse or other assistance/rehabilitation program

Substance Abuse Prevention Policy – General Procedures

The Institute will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Prevention Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity

WILL NOT BE TOLERATED. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Possession of illegal drugs, drug paraphernalia or alcohol is prohibited.

When the Institute becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Prevention Policy, the Institute will immediately investigate.

As a result of such investigation and in the Institute's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement ● referral to an approved rehabilitation/counseling agency (CMHC)
- termination
- referral for prosecution

Students should be aware that FITI may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the Institute supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes
- erratic behavior (aggressiveness)
- inability to perform job/task
- smell of alcohol or marijuana emanating from student's body
- inability to carry on a rational conversation
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- attendance failure

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the Institute will provide students with a copy of the Substance Abuse Prevention Policy. Students are hereby notified that **COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE PREVENTION POLICY IS MANDATORY.** IN ORDER TO ENSURE COMPLIANCE, FITI MAY CALL STUDENT TO THE OFFICE UNDER THE FOLLOWING CIRCUMSTANCES:

- After an accident occurring at the Institute.
- If the Institute believes an individual has been observed possessing or using a prohibited substance on campus.
- When the Institute believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
- When the Institute believes a student is impaired during school hours or while engaged in Institute business or Institute-sponsored activities.
- Upon notification by proper authorities of alleged violations of the Substance Abuse Prevention Policy.

Available Assistance/Referrals

Advising and referrals to outside agencies are available from an Institute Advisor who has an "open door" policy and is available to students. Information from students will be kept confidential. Exceptions to confidentiality will occur when there is risk of bodily harm to others or as required by law. In addition, the Institute Advisor must take appropriate action when he or she becomes aware that a student is in violation of this Substance Abuse Prevention Policy.

A list of referrals such as Community Mental Health Centers, Alcohol and Substance Abuse centers and outside agency assistance programs are available at the institution's office for assessment and treatment.

Any questions regarding this Substance Abuse Prevention Policy should be directed to the School Director.