

# **SAFETY AND EMERGENCY PREPAREDNESS MANUAL**

**2022-2023**

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## **I. Mission & Policy Statement Regarding Safety on Campus**

Developing a safe and secure environment where a quality education may be achieved by an integral effort of the campus community. Within our campus community, the Student Services Department of Millennia Atlantic University (MAU) acting in the interest of public safety, is committed to its leadership role in developing programs, methods, and approaches to assist the institution toward achieving a reasonably safe and secure environment. All members of the departments are sensitive to the unique nature of the University community and they serve in assisting the institution in the achievement of our goals. It is only through our collective efforts that our mission will be accomplished.

Providing a safe campus environment for students and employees is of utmost importance to the University. This is accomplished with the cooperation of the local authorities, administration, faculty, and student body.

Administration, faculty, and students are required to adhere to all local and state laws and ordinances, applicable federal laws and University policy. The University cooperates with law enforcement agencies to enforce all laws and University personnel will contact the appropriate law enforcement agencies, as necessary.

The Safety and Emergency Preparedness Manual is not intended to be an all-inclusive, comprehensive set of directives, but rather an organized series of guidelines that may be used in a variety of crisis management situations.

## II. Public Safety Services

All employees are expected to be familiar with and to follow procedures outlined in the Millennia Atlantic University Safety and Emergency Preparedness Manual and Annual Security Report.

All students should become familiar with the Natural Disaster Preparation Guide with information provided by the City of Doral on how to manage natural hazards, technological hazards, terrorism and other disasters and emergencies: <https://www.cityofdoral.com/police/emergency-preparedness/>

MAU Safety and Emergency Preparedness Manual and Annual Security Report is available to all MAU community through the institution's website at <https://www.maufl.edu/media/mau-safety-emergency-preparedness-manual-and-annual-security-report.pdf>. A digital copy is provided to students, staff and faculty members involved in its procedures.

### a. Incidents

Most emergency incidents on campus will be identified by students, faculty, staff or visitors. If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential to immediately call 9-1-1 and to notify the President and Campus Director at 786-331-1000 Ext 301.

MAU also provides emergency mass notification capabilities to students, family, faculty and staff combining all available communication methods into a single system concept called MAU ALERTS. Regardless of which notification methods are utilized to reach the recipients, all emergency notification and warning messages originate from MAU ALERTS. For more information about our emergency notification methods, visit our MAU ALERTS on the MAU website [www.maufl.edu](http://www.maufl.edu)

### b. Who to Contact?

If you observe or are experiencing a true emergency, requiring the immediate assistance of the police, ambulance, or fire rescue, please dial "911." If you are calling this emergency number from a mobile phone, make sure to tell the dispatcher of your location right away.

#### Phone Numbers

**On campus:** (786) 331-1000 Ext. 301

**Life-threatening situations:** Call from on or off campus: 911

(then call (786) 331 -1000 Ext. 301)

**Safety Alerts:** MAU Alerts <https://www.maufl.edu/en/news-and-events/mau-alerts>

**Tropical Weather Alerts:** <https://www.maufl.edu/en/news-and-events/mau-alerts>

**MAU Campus Location:**

Millennia Atlantic University  
3801 NW 97th Avenue  
Doral, Florida 33178

You should make note of this address within your telephone contact list. Certain mobile devices are not linked to the local emergency 911 location tracking system.

Assistance is offered for medical emergencies, fires, and criminal incidents, and other emergency situations. If there is a life-threatening emergency and 9-1-1 is called, always notify the school officials at the front desk, so that they may coordinate with emergency responders when they arrive.

**c. Incident Investigation and Reporting**

When an incident is reported to the University, an incident report will be completed, and the matter will be investigated if necessary. The Campus Director, in conjunction with the Vice President of Administrative and Financial Affairs, will determine the disposition of the matter reported and will recommend the appropriate action to be taken. The Student Services Department informs students of proper procedures for reporting incidents and how to request assistance by contacting the university. The Student Services office will follow up with the student on the appropriate actions taken by the University.

If you have been the victim of a crime, our first concern is for your safety. Make sure that you go to a safe place and then consider reporting.

We encourage all MAU community who have been the victim of a crime to file a report for a variety of reasons. The first is to activate the University's procedures in the emergency management. Another is to determine whether it is necessary to issue a timely alert to the campus community to warn potential threat. Crime reports help to establish patterns which can aid local officers in finding the perpetrator. Insurance or medical claims that may be made because of the incident often require a crime report. And finally, the University can assist you in reporting these incidents to local law enforcement agencies if determined necessary.

Students and employees should refer to the designated MAU Campus Director or agency when reporting or seeking help on a criminal incident as stated on the chart below.

Type of report	Who to contact	Contact information
Report an incident that occurred or is occurring <b>on campus</b>	President & Campus Director	Call (786) 331-1000 Ext 301  Or email the report at <a href="mailto:amaza@maufl.edu">amaza@maufl.edu</a>
Report a criminal incident that occurred or is occurring <b>on campus</b>	Local Law enforcement agency: City of Doral Police Department  <b>(And then contact)</b>  President & Campus Director	Non-emergency: (305) 593-6699  Emergency: 911  <b>(And then contact)</b>  Aristides Maza Duerto <a href="mailto:amaza@maufl.edu">amaza@maufl.edu</a>
Report a criminal incident that occurred or is occurring <b>off campus</b>	City of Doral Police Department	Non-emergency: (305) 593-6699  Emergency: 911
Injury or Medical Emergency <b>on campus</b>	General Hospital    <b>(And then contact)</b>  President & Campus Director	General Hospital: Baptist Health Hospital- Doral  9500 NW 58 <sup>TH</sup> St Doral, FL (786) 595-3900  Emergency: 911  <b>(And then contact)</b>  Aristides Maza Duerto <a href="mailto:amaza@maufl.edu">amaza@maufl.edu</a>

Injury or Health Emergency <b>off campus</b>	General Hospital	General Hospital: Baptist Health Hospital- Doral  9500 NW 58 <sup>TH</sup> St Doral, FL (786) 595-3900  Emergency: 911
Fire Rescue	Doral Fire Department	Phone: (786) 331-5000  Emergency: 911

If you have a concern or would like to submit anonymously an incident report, please send an email to [fileareport@maufl.edu](mailto:fileareport@maufl.edu). Incident reports may be on the base of discrimination, sexual misconduct, violence, academic misconduct, complaints & grievances, and others. Information submitted will be kept confidential and anonymous, within the limits of the law. The report should include location of incident, date, and time when the incident occurred, description of the incident, how did you become aware of the incident (personal knowledge, witnessed, heard from other people), description of what you saw/know about the incident.

Submission of this incident report will not result in an immediate emergency response. If you need immediate response, please refer to the emergency contacts mentioned above. Incident reports would be kept in the "Incident Report Log" by the Campus Director office.

#### **d. Individual Responsibility**

No safety guideline is a complete substitute for common sense, nor can safety guidelines be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School Campus Director. All injuries and accidents should be reported to the supervisor/instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

#### **e. Medical Attention**

Anything requiring more than minor attention is to be referred to the local hospital. Hospital and primary care near campus:

##### **Baptist Health Hospital- Doral**

9500 NW 58<sup>TH</sup> St  
Doral, FL  
(786) 595-3900

##### **Baptist Health Primary Care**

9915 NW 41<sup>st</sup> ST  
Doral, FL  
(786) 595-9900

Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

#### **f. Firearms**

Firearms, ammunition, explosives, or other weapons are prohibited on the school property.



Exceptions to this policy are limited to the following instances:

Law enforcement agencies in performance of their normal duties may carry firearms on School property.

### III. Safety and Security on Campus

The University relies on the City of Doral's Police Department for law enforcement authority. The University guidelines concerning safety and access to campus facilities are in the student manual. These guidelines are reviewed with students during the Orientation Day at the beginning of each semester and send to the faculty and staff each year.

The university has an ID cards system with a magnetic field that is used to open the main entrance of the campus facility. ID cards are issued by all students, faculty, and staff. It is the policy of the University to close the main entrance to its facilities to public access at 6:00 PM, necessitating ID cards to access the facilities. During office hours, when the front door is open for the public, a valid MAU ID will still be required to use the elevator to access classrooms floors and offices. The use of the ID card is mandatory, and the procedures are described in detail in the student, employee, and faculty manuals. Also, the University maintains a video surveillance system that records who enters/exits the University facilities. All visitors must sign in at the reception area to receive a visitor ID, before they can visit the campus facility.

#### a. The Violence Against Woman Act (VAWA)

The Violence Against Woman Act (VAWA) is a federal program that protects women against all types of violence and abuse, including domestic violence and sexual violence.

The HEA defines the new crime categories of domestic violence, dating violence, sexual assault, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

- **Domestic violence** (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Florida domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Florida.
- **Dating violence** (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), means any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined

based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; and (iii) The frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- **Sexual Consent:** is the explicit approval and permission to engage in sexual activity demonstrated by clear actions, words, or writings. Informed consent is **freely and voluntarily given, it is mutually understood by all parties involved**. If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- **Stalking** (as defined in the VAWA amendments to the Clery Act), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Millennia Atlantic University strongly encourages the reporting of domestic violence, dating violence, stalking, discrimination, sexual misconduct, and will take prompt and effective steps to stop the discrimination, prevent its recurrence, and remedy its effects. Reporting may help in overall recovery, feelings of personal safety, and to protect others in the future.

If you believe you are a victim of any of these situations, you can and should seek out help and assistance from the following contacts

#### **Student Services and Placement Office**

3801 NW 97<sup>TH</sup> Ave  
Doral, FL 33178  
(786) 331-1000 Ext 203  
[studentsvcs@maufl.edu](mailto:studentsvcs@maufl.edu)  
[fileareport@maufl.edu](mailto:fileareport@maufl.edu)

Local Law enforcement agency to report an incident that occurred on or off campus  
Call 911.

#### **Notice of Non-violence**

Millennia Atlantic University is committed to providing educational and work environment that is free from unlawful harassment and sexual misconduct.

The University maintains a strict policy prohibiting sexual misconduct, relationship violence, and any kind of harassment or discrimination on the basis of sex, race, color, religion, national origin, disability, gender identity or expression, sexual orientation, age, military or veteran status, marital status, genetic information or any other protected characteristic. Likewise, ethnic, religious, age-related, disability,

gender or sexual orientation considerations will not be used as the basis for academic or employment decisions affecting any student, faculty member or employee.

The University prohibits retaliation of any kind (harassment, threats, intimidation, etc.) against anyone for making an inquiry about possible violations. Instances of retaliation should be reported to the Campus Director/ President or to Student Service Manager.

The Institution does not have campus law enforcement but does have on-campus staff trained on issues related to dating violence, domestic violence, sexual assault, and stalking. Local law enforcement has full authority to take any actions on our campus facilities if it deems it reasonable. The Police Department offers sexual assault education and information programs upon request.

## **b. Sexual Harassment**

The University does not tolerate sexual harassment of its students from any member of the University's community including faculty, staff, and other students.

For the purposes of this Title IX (9) Policy, "sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:

An employee of MAU conditioning the provisioning of any:

- Educational benefit, aid, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo).
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to MAU's education program or activity.

An employee of MAU who violate this policy will follow the disciplinary guidelines stated under the Employee Manual.

- **Sexual Consent:** is the explicit approval and permission to engage in sexual activity demonstrated by clear actions, words, or writings. Informed consent is **freely and voluntarily given, it is mutually understood by all parties involved**. If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- **Sexual assault** (as defined in the Clery Act), which includes an any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent; the Clery Act defines the following prohibited behaviors as:
- **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age

or because of his/her temporary or permanent mental incapacity.

- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - is sexual intercourse with a person who is under the statutory age of consent.

### **Reporting:**

The Student Services Department is available to assist with crisis intervention, medical and legal questions, referrals to outside agencies, liaison to professors for academic problems, and assistance with reporting to law enforcement and reporting of a sexual assault incident. These services are free and confidential. Student Services also has educational information available about sexual offenses.

Reports may be made at any time by telephone, email, or mail to the Student Services and Placement Manager using the contact information set forth below. Reports also may be made in-person during regular business hours.

MAU is committed to promptly responding to all complaints of discrimination or harassment and to dealing fairly with complaining and responding parties alike

### **Student Services and Placement Office**

3801 NW 97<sup>TH</sup> Ave  
Doral, FL 33178  
(786) 331-1000 Ext 203  
[studentsvcs@maufl.edu](mailto:studentsvcs@maufl.edu)  
[fileareport@maufl.edu](mailto:fileareport@maufl.edu)

Local Law enforcement agency to report an incident that occurred on or off campus  
Call 911.

### **Student Disciplinary proceedings:**

According to MAU Student Code of conduct and responsibility, MAU students are expected to maintain a spirit of discipline and cooperation with the University staff, faculty, and administration so all activities may be carried out in a regular and orderly manner inside the University facilities and treat the University staff and the student's colleagues with respect and must comply with the University's rules and policies.

In the event a student is suspended or is arrested for alleged dating violence, domestic violence, sexual assault, or stalking, he or she will not be allowed back into school until presentation of written documentation indicating that the matter has been resolved to the satisfaction of the University. Only at this point will reinstatement of the student's enrollment status be reconsidered.

Millennia Atlantic University is committed to provide disciplinary proceedings that include a prompt, fair, and impartial process from the initial investigation to the result. We will require simultaneous notification to accuser & accused through the process.

- **Timeline**

Reports may be made at any time by telephone, email, or mail to the Student Services and Placement Manager using the contact information set forth below. Reports also may be made in-person during regular business hours.

MAU is committed to promptly responding to all complaints of discrimination or harassment and to dealing fairly with complaining and responding parties alike.

- **Decision making process.**

Millennia Atlantic University is committed to provide disciplinary proceedings following trained officials in the matter. The decision process will follow the communication received by the designated official on the case.

- **Possible sanctions**

In accordance with the severity of their offense, with a reprimand, a temporary suspension, failing grade in a course or courses or expulsion from the University. Students who violate local, state, or federal laws while enrolled in the University may be subject to immediate dismissal.

- **Possible protective measures offer to the victim.**

Possible accommodations to the victim may include changes on class or work circumstances; academic accommodations; counseling; health and mental health services; and disability services information.

**If you are sexually assaulted:**

1. Get to a safe place. Call a friend or someone else to be with you.
2. If you know you want to report to the police, call 9-1-1 and say, "I want to report an assault." You will need to give your name and other information.
3. If you are not sure what you want to do, call the Roxcy Bolton Rape Treatment Center in Miami at 1 -305-585- 7273 (RAPE) – this hotline is answered 24 hours a day. You do not have to give your name. The advocate will talk with you about your options, rights, and choices.
4. You can also talk to our Student Services and Placement Manager. He/she will help you with your decisions about what to do.

5. If you are not sure about reporting but think you might want to later, you must make a police report now to obtain an evidence exam. The evidence exam can only be done if you make an official report. You have the right to change your mind later about being involved in a legal case.
6. Do not eat, drink, wash, shower, go to the bathroom, douche, or clean up. As hard as this is, your body comprises the evidence in a sexual assault. If you have already done these things, it is still okay to make a report; be sure to let the officer know.
7. If you do not want to report to the police, it is still a good idea to have a medical exam to see if you were injured internally and to check for sexually transmitted diseases and pregnancy. You can do at an emergency room at a hospital or have a private physician do the exam.
8. It is important to note, however, that all health care providers are legally required to report to the police any suspected sexual or physical assaults. This does not mean that YOU must talk to the police.

### **c. Campus Sexual Assault Programs to Prevent Sex Offenses**

Millennia Atlantic University is committed to the education of its students and believes in a secure and enjoyable environment that allows all the students to discover their potential. MAU policies prohibit sexual assaults. This policy applies to campus activities, MAU student organizations, MAU sponsored students' activities and students. The policy prohibits physical abuse, threats of violence, or conduct that threatens the health or safety of any persons on University property or in connection with official University functions. Such abuse, threats, or conduct may include sexual assault perpetrated either by a stranger or an acquaintance.

The Millennia Atlantic University holds trainings with staff on Sexual Harassment prevention and provides sexual assault awareness and prevention information each year. Additionally, helpful resources are provided to all students, during orientation. General information is also provided within the University's catalog and student manual. The University also maintains general information that can be found within the Student Services Department.

More information on sexual assault report on campus is provide on the Crime Statistics Report.

#### **d. Description of safe and positive options for bystander intervention**

**Bystander intervention** (as defined in the VAWA amendments to the Clery Act), means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

#### **There are five steps to helping when witness to a problematic or potentially problematic situation (Adapted as defined by StepUpprogram.org)**

1. Notice the Event: People are busy, distracted, on their phones, talking, texting, not aware of their surroundings – some don't want to notice. Pay attention to what is going on around you.
2. Interpret It as a Problem: Sometimes it is hard to tell if someone needs help. Error on the side of caution and investigate. Don't be sidetracked by ambiguity, conformity, or peer pressure.
3. Assume Personal Responsibility: If not you, then who? Do not assume someone else will do something. Have the courage and confidence to *Be The First!*
4. Know How to Help: NEVER put yourself in harm's way but *Do Something!* Help can be direct or indirect.

#### **Consider both direct and indirect ways to intervene:**

- **Direct:** You take responsibility as the primary helper.
- **Indirect:** You request that someone else take responsibility as the primary helper (e.g., the Police, Emergency Medical Trained or EMT personnel, Athletic Administrators, etc.)

#### **More Strategies for Effective Helping (Adapted from StepUpprogram.org)**

#### **Emergency Helping — General Strategies (Adapted from StepUpprogram.org)**

There are numerous strategies you can use for effective helping.

- Emergency Helping (General Strategies)
- Calm the person.
- Gather information.
- Look at options.
- Provide support.

- Know appropriate referrals.
- Do not become enmeshed.
- Look for the best exit strategies (getting out of the situation) for those involved.
- Be clear and direct with all your requests.
- Make safe choices; consider the level of risk in choosing an action for intervening.
- Understand boundaries and limits — don't be a hero. Remember verbal fights can quickly turn into physical fights. \*\*\*It is often better to WALK AWAY.
- Intervene early — before a problem becomes a crisis or disaster.
- Publicly state your commitment to helping. "I will do X."
- Engage other bystanders — You do "Y."
- Discuss consequences that the person cares about — Encourage VALUE BASED DECISIONS.
- Assess personal exposure/liability when actions you know about are criminal.
- Call 9-1-1 if it is not safe or prudent for you to help directly.

**Tips that may reduce your risk for many different types of crimes, including sexual violence (adapted information according to RAINN -Rape, Abuse & Incest National Network)**

- **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus near police station, and a local sexual assault service provider. Program the campus security number into your cell phone for easy access.
- **Stay alert.** When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
- **Make others earn your trust.** A University environment can foster a false sense of security. They may feel like fast friends but give people time to earn your trust before relying on them.
- **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your house or University memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
- **Be secure.** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the apartment, tell security or a trusted authority figure.



**Warning signs in a college-age adult such as these, it's worth reaching out to them (according to RAINN -Rape, Abuse & Incest National Network):**

- Signs of **depression**, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- **Self-harming** behaviors, thoughts of suicide, or suicidal behaviors
- Low self-esteem.
- **Sexually transmitted infections (STIs).**
- Anxiety or worry about situations that did not seem to cause anxiety in the past.
- Avoiding specific situations or places.
- Falling grades or withdrawing from classes.
- Increase in **drug or alcohol use.**

**Signs that Someone May Be In an Abusive Relationship** (according to RAINN -Rape, Abuse & Incest National Network)

The majority of sexual assaults are committed by someone the victim knows, such as a friend, family member, acquaintance, or partner.<sup>1</sup> Often, abusive partners will try to cut the victim off from their support system. As someone outside of the relationship, you have the potential to notice warning signs that someone may be in an abusive relationship or at risk for sexual assault.

Some warning signs include:

- Withdrawing from other relationships or activities, for example, spending less time with friends, leaving sports teams, or dropping classes.
- Saying that their partner doesn't want them to engage in social activities or is limiting their contact with others.
- Disclosing that sexual assault has happened before.
- Any mention of a partner trying to limit their contraceptive options or refusing to use safer sexual practices, such as refusing to use condoms or not wanting them to use birth control.
- Mentioning that their partner is pressuring them to do things that make them uncomfortable.
- Signs that a partner controlling their means of communication, such as answering their phone or text messages or intruding into private conversations.
- Visible signs of physical abuse, such as bruises or black eyes.

## Helpful Resources

- Florida Department of Law Enforcement Registered sex offenders:  
<https://offender.fdle.state.fl.us/offender/sops/neighborhoodSearch.jsf>
- Roxcy Bolton Rape Treatment Center in Miami at 1 -305-585- 7273 (RAPE)
- RAINN (Rape, Abuse & Incest National Network) <https://www.rainn.org/>
- National Sexual Assault Hotline (FREE/ Confidential/ 24.7): 800.656.HOPE
- Substance Abuse and Mental Health Services Administration  
[www.ncadi.samhsa.gov](http://www.ncadi.samhsa.gov)

### e. Illegal Drugs and Alcohol

The University has a zero- tolerance policy on the illegal use of alcohol and illegal drugs inside the University campus. It is also the policy of the University that the unlawful possession, use, or distribution of illicit drugs by students on campus property, or in conjunction with any University, or University-related activities, is prohibited.

Students who violate this policy will be referred to the appropriate law enforcement agency for prosecution and be immediately suspended until the matter has been resolved. In the event a student is suspended or is arrested for a drug related offense, he or she will not be allowed back into school until presentation of written documentation indicating that the matter has been resolved to the satisfaction of the University. Only at this point will reinstatement of the student's enrollment status be reconsidered.

It is unlawful for any person to sell, manufacture, deliver or possess with intent to sell, manufacture, or deliver a controlled substance. Any person violating the provisions of Florida Law and ordinances of Dade County in this regard may be guilty of a felony or, in some cases, a misdemeanor of the first degree, and may be subject to punishment as provided in Florida law or municipal codes. This punishment can include imprisonment, fines, and forfeiture of property. It should also be noted that under Florida's sentencing guidelines, punishment may become successively more severe for second and third violations.

The Millennia Atlantic University has established a Drug and Alcohol- Free Awareness Program (DAFAP). This information is provided to all students, staff, and faculty members during orientation at the beginning of each semester and/or during their employment interview, and general information is also provided within the University's catalog and student manual. The University also maintains general information about treatment facilities that can be found within the Student Services Department.

## Helpful Resources

- Substance Abuse Hotline [www.hazelden.org](http://www.hazelden.org)
- Alcohol Screening [www.alcoholscreening.org](http://www.alcoholscreening.org)
- Strategies for Safe Drinking [www.yourstrategy.org/meaning.html](http://www.yourstrategy.org/meaning.html)

### f. Lost and Found

The lost and found rules are intended for property safeguarding, control and disposition of property that has been turned over to MAU's administration. All lost and found items should be turned in to the front desk for keeping until claimed.

All items will be logged in and documented. Description of the item, value, location, date and time item was last observed. All found/recovered items turned in to the front desk will be immediately logged. A specific log (Recovered Items Log) has been constructed for the purpose of documenting all found items brought to "the lost and found desk" located at the front desk in the university main lobby. Identification of the person who found the item will be obtained and placed in the log, along with where the item was located, time the item was turned in, description of the item and finally, the initials of the person receiving the item.

In the event an owner is located, a specific log (The Claimed Items Log) has been created to document individuals claiming an item from "the lost and found desk." The documentation listed above will be repeated but, on this occasion, the individual claiming the item must provide their signature and phone number before an item can be released.

All cards (debit cards and credit cards) will be reported as lost to the issuing bank and then destroyed. All found MAU ID cards will be turned in to the Student Services Department.

All state issued drivers licenses and other similar identification cards will be mailed to the person at the address listed on the card itself.

All found items left unclaimed for over two months, will be turned over to the Student Services Department where items are retained in the lost & found cabinet for a predetermined period not to exceed 1 month and later destroyed.

### g. Parking Policies

Parking safety on campus is everyone's concern; therefore, we are counting on faculty, students, and staff to follow the guidelines to prevent crime and accidents.

There is ample parking in a well-lit parking lot in the immediate vicinity of the main entrance.

Below are some tips to observe for your safety:

- Never leave personal belongings unattended. Keep your valuables out of sight and reach. For people not to know where your valuables are, secure them before you park on campus.
- Report any suspicious activity, even if you are not the victim. Lock your car and keep your keys in a safe place.
- Report lost or stolen property immediately. The faster you report, the better the chances to recover items.
- Stay alert and tuned into your surroundings. Be aware who is around and prepared to react accordingly.

If you are a victim of a crime, please report it immediately to the appropriate authorities.

The following policies are in effect during ALL HOURS of parking operation and they apply equally to all students, faculty, and visitors:

- MAU ID card must be present upon entering the school's facility. ONLY valid ID cards will open the front door, elevator, offices areas, and the library. Student access will be granted Monday to Friday 9:00 AM - 11:00 PM and Saturdays from 9:00 AM to 07:00 PM. This schedule may vary upon need.
- Vehicles must be driven slowly and cautiously in and around the parking areas.
- Always follow and obey all directional and stop signage.
- Take a minute or two to make sure you locked your vehicle correctly and all property is safely put away. Make sure you have your keys before locking your vehicle.
- Handicapped spaces are reserved for vehicles with the proper permits permitting parking for those with disabilities. Violators are subject to a parking citation from the City of Doral Police Department.
- Any unauthorized vehicle left at the facility overnight may be towed at owner's expense.
- Watch for pedestrian traffic when driving through the parking lot. Pedestrians have the right-of-way.
- Park within marked spaces ONLY.
- No parking is allowed at the front door area. Any motor vehicle parked in an area not marked for parking, will be towed at the owner's expense.
- Do not use flashers for temporary parking.
- No double parking is permitted; please do not block the flow of traffic. No

skateboards are permitted on campus.

- Parking is at the sole risk of staff, faculty, students, and visitors. The University accepts no responsibility for damage, loss, or theft to vehicles or contents.

## IV. Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

Smoking is prohibited except in designated smoking areas. Please refrain from smoking in nonsmoking areas, and exercise extreme care regarding the fire hazards associated with smoking. Non-smoking areas are: inside the building, emergency exits stairs, balconies, front door of the building area. A designated smoking area is on the first floor next to the building.

If a fire should occur, call 911 and then contact your supervisor/faculty or the Campus Director.

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely). The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUISHER AND AGENT
Ordinary Combustible Materials Such as Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid and Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments and Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

## V. Severe Weather

### a. Hurricane

During hurricane season, the Campus Director will remain in contact with appropriate authorities and will keep students, faculty, and staff advised of local road conditions.

The Atlantic Hurricane season officially begins June 1st and ends November 30th. Should an emergency exist, the University will inform our community through MAU Alert page on our website and share the information through institution's social media accounts (Twitter, Instagram, and Facebook).

Hurricane are classified into five categories by the Saffir – Simpson Scale based on their wind speed, central pressure, and damage potential.

### Saffir–Simpson scale

Category	Wind speeds			
	m/s	knots (kn)	mph	km/h
Five	≥ 70 m/s	≥ 137 kn	≥ 157 mph	≥ 252 km/h
Four	58–70 m/s	113–136 kn	130–156 mph	209–251 km/h
Three	50–58 m/s	96–112 kn	111–129 mph	178–208 km/h
Two	43–49 m/s	83–95 kn	96–110 mph	154–177 km/h
One	33–42 m/s	64–82 kn	74–95 mph	119–153 km/h

### b. Tornado

If (in the judgment of the Campus Director or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors, and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the Campus Director until the threat of danger is past.

- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

### **Tornado Warning Systems:**

Public Warning Sirens are used in many cities to warn citizens of tornadoes. Warnings are disseminated through outdoor warning sirens, local television and radio stations, cable television systems, cell phone apps, and NOAA weather radio. Many smartphone apps are available to provide warning notification. More information about NOAA Weather Radio is available on our NOAA Weather Radio webpage <https://www.weather.gov>

### **c. Flooding**

During periods of flooding, the Campus Director will remain in contact with appropriate authorities and will keep students, faculty, and staff advised of local road conditions.

### **Flood and Flash Flood Warnings:**

*Flash Flood or Flood Watch* means that flash flooding or flooding is possible within the watch area.

*A Flood Warning* means that flooding is imminent or has been reported along a river. When a Flash Flood Warning is issued for your area, act quickly. If advised to evacuate, do so immediately. Go to higher ground or climb to safety before access is cut off by flood waters. Go Up, Not Out <https://www.weather.gov>

## **VI. Evacuation Procedures**

In the situation where the building must be evacuated, evacuation routes are posted in the classrooms, and offices though out the building. Exit using the closest doorway to the building evacuation plan posted in each room. All faculty, staff and students are urged to be familiar with the location of the exits and available fire extinguishers on campus. In case of fire, immediately notify campus administration.

Faculty should follow the path indicated unless it endangers his/her or the students. During an emergency evacuation, the following guidelines should be observed:

- Faculty should know when the need to evacuate the building arises.
- Faculty is responsible for the safe and orderly evacuation of his/her class.
- Faculty not in class session should assist with any evacuation problems that

may arise.

- It is the faculty's responsibility to prevent panic, control traffic, and provide calm leadership. Faculty should be directed to move single line through the nearest exit and well beyond the building to an area of safety.
- Faculty should be the last to leave the class and close the door.
- Once outside assemble the group to account for your students. Ensuring all students are out the room/building.
- Never return to the building until instructed to do so by the appropriate authorities.

## **VII. Lockdown Procedures**

The lockdown process will only be indicated with the approval of the Campus Director or President.

Lockdown is intended to limit access and hazards by controlling and managing staff and students to increase safety and reduce possible victimization.

The following guidelines should be observed:

- Remain calm.
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities.
- Keep cell phone with you if possible, on silence. Faculty/ staff will be updated through their cell phones.

## **XIII. Criminal Disturbance**

Examples of criminal disturbance: robbery, assault (verbal or physical), theft in progress, hostage situation, gang activity, weapon on campus.

The following guidelines should be observed:

- Do not resist or attempt to retaliate unless your life depends on self-defense,
- Call local law enforcement.
- Report any criminal disturbance to the MAU Campus Director immediately



after reporting to local law enforcement.

## **IX. Bomb Threats**

Persons receiving a bomb threat should take it seriously, not ignore it, and contact the local authorities immediately calling 911.

When you receive a bomb threat please note as much information as possible and as quickly as possible.

Remember to keep calm, listen carefully and if possible, ask for the information listed.

- When is the bomb going to explode?
- Where is the device right now?
- What does the device look like?
- What kind of bomb is it?
- What will cause it to detonate, (e.g., radio signal, and time delay fuse)?
- Did you place the bomb?
- Why was it placed?
- What is your address?
- What is your name?

The City of Doral Police will immediately dispatch officers investigate the call and take whatever police action may be deemed necessary and reasonable for the safety of the community. When deemed appropriate, the City of Doral Police will conduct a search of the building or of specific locations in or about the building with the assistance and cooperation of the department head and/or building manager. After an evaluation/assessment of the content of the bomb threat, the decision to evacuate or close a building shall be made jointly, whenever possible, by the City of Doral Police and President/Campus Director and/or VP of Administrative and Financial Affairs/CEO.

Every bomb threat or incident of a suspected explosive device should be considered as valid until all reasonable precautions for public safety have been taken or until the danger to life and property is terminated.

## **X. Closure and Return**

The decision to close MAU due to emergency situations or natural disasters will be made on case-by-case basis and in conjunction with the Miami-Dade Public School Board. In such emergencies, the University will inform the students, staff, and faculty of any schedule changes or class cancellations, by posting updates on the MAU Alerts on the institution's website ([www.maufl.edu](http://www.maufl.edu)), and social media. It is the

student's responsibility to stay informed and up to date.

Millennia Atlantic University will make every effort to reopen in a safe but timely manner. MAU Community is expected to return class/work as soon as it has been announced that the University has reopened. This will be true unless the student, faculty or staff self-determine that the attempt to attend class or work will go against local warning of law enforcement officials, if the travel conditions in their area are unsafe, or if other circumstances would place their lives /health in jeopardy. If this is the case, the student, faculty, and staff is expected to communicate to the institution officers as appropriate.

## **XI. Communication and Training**

### **a. Communication**

The University informs students and employees about campus security procedures and practices through the student manual, and the faculty and employee manual. This information is reviewed with the students during the Orientation Day at the beginning of each semester and is reviewed with faculty and staff during staff meetings and faculty meetings.

Non-emergency contacts can be referred to the manual provided to students during Orientation Day. This publication has a series of local phone numbers that can be used for information regarding school closures or other contacts in the case of a local emergency or weather event.

### **b. Crime Report to the Campus Community**

The University reports immediate threats of crime to the campus community using emails, social media, and the MAU website if necessary, to ensure students, administration and faculty are aware of any immediate threats.

Additionally, MAU provides its community with alerts through "MAU Alerts" located on the website and promoted using social media outlets to prevent, warn, prepare, and communicate any relevant information related but not limited to hurricane season, health recommendations, severe weather hazard, closures, and others.

### **c. MAU ALERTS- Campus Public Address System**

MAU is in adjacent to a major metropolitan area and international city. There are times on campus when members of the MAU community may be faced with emergency situations on campus or originating from the surrounding Miami- Dade area. In this instance, the University will use its public address capabilities to communicate

emergency announcements and provide instructions for those in the building to follow.

The most common emergency announcement is used for a fire emergency or a fire drill. There are others that may be used for major emergencies such as an:

- Evacuation
- Dangerous Situation
- Hazardous Condition
- Weather Emergency

If there is a weather emergency necessitating a temporary closure of the campus building, the University will follow the Miami Dade Public School System to determine whether or not the university will cancel classes or remain open for essential personnel. The University officials (President, Campus Director, or Marketing Department) will communicate with students, faculty and staff via email, via social media. These announcements will also be posted on the MAU ALERTS section of the website.

The Coordinator of Marketing and Public Relations, under the direct authority provided by the Millennia Atlantic University's President, is authorized to notify students and employees about an immediate threat to life and safety.

#### **d. Training**

The University conducts a once per year evacuation and emergency procedures drill. Facility fire drills are performed annually each October. This fire drill is completed to ensure that MAU community is trained and becomes familiar with the emergency drills of the institution.

The MAU community will be informed of the fire drill no more than one week in advanced. On the day of the fire drill, as soon the alarm goes off there will be a loud sound, which will prompt everyone to use emergency exits to evacuate the building. Do not use elevators. Everyone should stand on the opposite side of the street during the drill. Once everyone is counted for, the alarm will be off and request everyone to return and resume activities. The fire drill will be executed and recorded on the Fire Log located on the Front Desk, as well of any additional trainings.

## **XII. Crime Statistics**

The Campus Director or President is responsible for collecting & compiling campus crime statistics. An Annual Security Report for prospective students and employees is available upon request in the Financial Aid Office. For current employees and

students, please note that the latest Annual Security Report is being provided as an attachment to this manual, and included under Appendix “A.”

#### **a. Clery Act Crime Statistics**

Reportable crimes, as defined by the “Campus Security Act of 1990 (Jeanne Clery Act)” as amended, are included within the Annual Security Report referred to above. The University also keeps an “Incident Report Log” that contains the information about any crime committed on campus and is available upon request via the University’s President or Campus Director. The Clery Act requires MAU to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking.

The annual disclosure of campus crime statistics is prepared by the Campus Director or President in conjunction with the Student Services and Placement Manager and the Financial Aid Manager.

It is important that violations of law be reported to the University’s administration. The University works with local police in the reporting, investigation, and prevention of violations of the law which may occur on university property.

More on Crime Statistics can be found on the Crime Statics Report.

#### **b. Appendix A-Crime Statistics 2022**

## Campus Crime Statistics

Campus Crime Statistics - Millennia Atlantic University					
Offense Type	2019	2020	2021	On Campus	On public Property
Aggravated Assault	0	0	0		
Arrests or persons referred for campus disciplinary action for liquor law violations, drug- related violations, and weapons possession	0	0	0		
Arson	0	0	0		
Burglary	0	0	0		
Dating violence	0	0	0		
Domestic Violence	0	0	0		
Hate Crime: gender	0	0	0		
Hate Crime: National Origin	0	0	0		
Manslaughter	0	0	0		
Motor Vehicle Theft	0	0	0		
Murder	0	0	0		
Property Damaged	0	0	0		
Robbery	0	0	0		
Sex offenses: rape, statutory rape, forcible fondling, incest	0	0	0		
Stalking	0	0	0		

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