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Personal Safety
- Always be aware of your surroundings.
- Try to stay in well-lit areas.
- Walk confidently at a steady pace on the side of the street facing traffic.
- Walk close to the curb. Avoid doorways, bushes, and alleys.
- Wear clothes and shoes that give you freedom to move.
- Don’t walk alone at night and always avoid areas where there are few people.
- Be careful when people stop and ask you for directions; always reply from a distance.
- If you are in trouble, attract help in any way that you can. Scream, yell for help, or yell, “fire!”
- Keep your head. Stay as calm as possible, think rationally, and evaluate your resources and options.
- If ever attacked, go to a safe place and call the police. The sooner you make the report, the greater the chances the attacker will be caught.

Home Safety
- Check the identification of any sales or service people before letting them in.
- Don’t let any stranger in your home when you are alone.
- Never give the impression that you are alone if strangers telephone or come to the door.
- If you come home and find a door open or signs of a forced entry, don’t go in. Call the police from the nearest phone.
- Keep written records of all furniture, jewelry, and electronic products. If possible, keep these records in a safe deposit box or fireproof safe.
- Secure sliding glass door locks.
- Don’t hide spare keys in mailboxes, planters, or under doormats.

Vehicle Safety
- Close all windows, lock all doors, and take the keys with you.
- Never hide a second set of keys anywhere on your car.
- Never leave your car’s engine running, even if you will only be gone for a minute.
- Park in well-lighted areas.
- Activate any antitheft devices you have.
- Push or recline your passenger seat forward; if you return to your car and the passenger seat has been returned to its normal position, chances are someone has entered your vehicle.
- When approaching your vehicle, have your keys in hand.
- Before you invest in any alarms; check with several established companies and decide what level of security fits your needs.

Travel Safety
- If you do travel alone, leave your route and destination times with family or friends.
- Keep your car locked at all times.
- Keep the windows rolled up so that a person cannot reach inside. If confronted by someone on foot, drive away immediately, if safe to do so.
- Make sure your car is in good working order and has plenty of gas before you drive.
- Don’t leave packages or valuables in plain sight in your car; keep them in your trunk.
- If you are being followed by another car, honk your horn and drive to the closest public place such as a police or fire station, restaurant, or gas station. Never go home if you think you are being followed.
- If you are involved in a minor accident, do not get out of the car until fire,
General Safety and Security Policies

Campus Security Authorities
The purpose of the campus security authorities is to report to the appropriate Vice President of Operations of an incident. Campus security authorities are not responsible for determining authoritatively whether a crime took place. When a crime is believed to have happened the individual must complete a Crime Incident Report Form, this form is then given to the Vice President of Operations for an investigation to be conducted. Campus security authorities include:

- President
- Vice President of Academic Affairs
- Vice President of Operations
- Program Directors
- Receptionist

Timely Warnings
In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President of Operations, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The institution will alert the campus community with “timely warnings” to inform and aid in the prevention of similar crimes. Timely warnings can be issued for threats to property, as well as for threats to persons. It is irrelevant whether the victims or perpetrators are members of the campus community. The follow are crimes include all Clery Act crimes that are:

- Reported to campus security authorities or local police agencies; and
- Are considered by the institution to represent a serious or continuing threat to students and employees.

A timely warning will be issued as soon as pertinent information is available. The issuing of a timely warning will be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcements efforts. Timely warnings will be issued by the Vice President of Operations.

The follow are ways the institution may alert the campus community of a timely warning:

- Bulletin boards
- Instructor announcement in class, clinical/externships
- Letters to all students and employees
- E-mailed

A timely warning will contain information for the campus community to better protect themselves.

Reporting Criminal Actions or Other Emergencies Occurring on Campus
In the event that a criminal act or other emergency has occurred, the students, employees and guests are encouraged to report all incidents to a campus security authority or the Vice President of Operations and the local law enforcement agency. In the event that a crime or emergency has occurred at a clinical/externship site, inform that locations security and the institutions of the incident. The institution will assist the student with notification, to the proper local law enforcement agency, if desired. If the student or employee is a victim of a crime, the institution will assist the victim with changes in academic arrangements if desired and available.

Confidential Reporting Procedures
If you are the victim of a crime and do not want to pursue action within the institution or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Vice President of Operations or a campus security authority can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the institution can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.
Security and Access Policy
During business hours, the institution will be open to students, employees, and guests. During non-business hours, access to all the institutions facilities is by key, if issued, or by admittance of appropriate staff. The institution does not have any campus residences. During non-business hours when the institution finds a person or group of individuals on school grounds without authorization shall be considered a trespasser and may be reported to local law enforcement authorities. Loitering and soliciting on property are strictly prohibited and any person found loitering or soliciting will be asked to leave or, upon refusal will be reported to local law enforcement authorities.

The institution performs repairs and maintenance once a week during the time when the institution is conducting its cleaning. Safety features are checked; making sure interior/exterior lights working properly, no damage to buildings or doors, and the locks are working.

Campus Law Enforcement
The institution does not have campus law enforcement. All criminal activities should be reported to campus security authorities and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Security Awareness Programs
Information is disseminated to students and employees thought crime preventions awareness packets. Remember, students and employees should be aware of their responsibility for their own security and the security of others. None of the institutions campus security authorities have arresting authority.

Crime Prevention Programs
The institution does not offer any crime prevention programs.

Off-Campus Student Organizations
The institution does not have nay off-campus student organizations.

Statistics from Local Law Enforcement Agency
The Vice President of Operations is responsible for contacted and making a “good faith” effort in collecting statistics from all local law enforcement agencies. Documentation must be kept when making a good faith effort, example; a copy of the letter sent to the agency.

Sexual Assault Prevention and Response
The institution educates students and employees about sexual assaults thought informational packets that are available. Information packets contain literature and risk reduction of such incidents.

If you are a victim of a sexual assault at this institution, you first priority should be to get to a safe place. You should then seek necessary medical treatment. It is encouraged that victims of sexual assault report the incident immediately to a campus security authorities or Vice President of Operations and the local law enforcement agency. Filing a police report will

- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Ensure that the victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.

Florida Department of Law Enforcement Sexual Predator/Offender Registry
The following website contains public record information on offenders classified a sexual predator and sexual offenders under Florida law because of a conviction for a sex-related crime and/or a specified crime against children: www.fdle.state.fl.us.

FDLE has also established a toll-free number (1-888-357-7332) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. The public can also use e-mail: sexpred@fdle.state.fl.us.

Upon notification of the presence of an offender/predator, it is the responsibility of the law enforcement agency with jurisdiction over the offender/predator’s address to inform the institution’s administration that
the offender/predator has stated that he/she is currently enrolled at, or employed by the institution. The institution can then make all prudent notifications to members of the campus community.

Accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Accuser and accused must be informed of outcome of any institutional disciplinary proceeding alleging a sex offense. The institution may impose sanctions such as suspension, dismissal, or termination of employment after a disciplinary proceeding.

**Shelter-In-Place**
Sheltering-in-place is done to protect students, faculty, and staff from an external threat such as a hazardous material incident, spill or a hostage crisis. People on campus, but not in imminent danger, should follow the instructions below:
- Close and lock doors
- Close curtains/blinds
- Stay away from doors/windows
- Wait quietly for further instructions from local police/fire departments.

**Fire**
In the event of a fire, the primary concern is to save lives – the protection of property is secondary. Students, faculty, and staff should follow the directives below to ensure their safety:
- If a fire is know to exist, contact the local fire department.
- Evacuate buildings when instructed or when it is unsafe to remain
- Attempt to extinguish a minor fire, if equipment is available, and activate fire alarm in affected building and adjacent buildings
- Do not panic – remain calm

**Evacuation Procedures**
Evacuation may become necessary in the event of fires, bomb threats, hostage crises, or chemical spills. Follow the instructions below if in order to evacuate is issued:
- All persons will leave the facilities via the nearest exit routes and proceed to outdoor assembly areas
- Instructors will secure their areas of responsibility
- Instructors will assist handicapped students/employees
- Evacuees should take personal belongings with them
- Do not panic – remain calm

**Hazardous Materials**
Employees and instructors should be aware of the dangers involved in handling chemicals, solvents, etc., and should follow the guidelines below when dealing with these hazards:
- Follow industry safe practices and label instructions
- Notify local fire department in the event of a hazardous materials spill/leak
- Do not mix chemicals without authorization
- Use approved respirators or work in well-ventilated areas when dealing with toxic fumes
Hostage Crisis
In the event that the campus is involved in a hostage crisis, the ability to act appropriately will be crucial in protecting the safety of students, faculty, and staff. Those on campus not directly involved in the crisis should follow the Shelter-in-Place procedures described herein. As a hostage, you should follow the guidelines below:
- Obey terrorist orders
- Be courteous and polite
- Do not debate, argue, or discuss political issues
- Speak in a normal voice – Do not whisper or raise your voice
- Avoid abrupt movements and remain in view
- Stay away from windows, doors, and captors
- Do not discuss possible retaliatory/rescue actions
- Inform captors of medical conditions/special disabilities
- Do not panic – remain calm

Violence/Terrorism
Threats of violence may be (1) actual or perceived, (2) verbal or non-verbal, (3) direct or indirect. It should be assumed that all threats have been made with intent to carry them out. Recognize and report early warning signs of violence, which may include:
- Threats of violence
- Overhead conversations regarding violence
- Disruptive behavior
- Domestic family issues occurring on campus
- Vandalism occurring anywhere on campus

Bomb Threats/Emergencies
A bomb threat exists when a suspected bomb or explosive device had been reported but not located. An emergency exists if the bomb has been located or if an explosion has occurred. Guidelines are shown below for each of these situations:

Bomb threats
- Try to solicit information from caller making threat
- Receiver of call should immediately notify local law enforcement
- The President or a designated administrator will order evacuation, if necessary
- Do not touch any suspicious item – report it immediately to proper authorities

Bomb Emergency
- Immediately call Security and/or 911 – do not panic
- Follow all evacuation procedure described herein
- All persons should withdraw a minimum of 300 feet from any explosive device

Drive-By Shooting
The availability of weapons and rise in gang activity has increased the possibility of a drive-by shooting incident. Locations easily accessible by vehicles are at greatest risk. If an incident occurs:
- Lie flat on ground and stay low
- Try to identify vehicle, if possible
- Direct people to nearest shelter
- Assist the injured
- Do not panic – remain calm
**Blood-Borne Pathogens**

Certain infections diseases (such as HIV and Hepatitis B) are transmitted through contact with blood and other secretions from a person with the illness. When a person is injured, those who render aid should avoid direct contact with blood.

**If you do contact human blood, please remember the following:**
- Personal protection equipment (PPE) is provided at readily accessible areas. The equipment includes gloves, goggles or masks, and aprons or smocks. After use, the PPE should be removed and given to those who have been trained in proper handling and disposal of those items.
- Wash hands and face with disinfectant soap immediately after contact.
- Infected surfaces should be washed with bleach or an approved germicidal.

**To protect yourself and others from potential transmission of blood-borne pathogens, employees should follow these guidelines:**
- Sharps (needles and other pricking devices) must be placed in approved containers.
- Contaminated materials must be discarded in specially designed trash bags or containers.
- Never pick broken glass up by hand.
- Cover cuts and open sores with bandages to avoid transmission of pathogens to others or to prevent leaving potentially harmful substances on surfaces.

**Notice of Availability of Annual Security Report**

A copy of Taylor College’s Annual Security Report is available. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Taylor College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting Vice President of Operations Aid Office. The Annual Security Report will include statistics on crimes such as:

**Offenses**
- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes

**Arrests**
- Weapons possession
- Drug law
- Liquor law

**Referrals**
- Weapons possession
- Drug law
- Liquor law
Law Enforcement Agencies
Bellevue Police Department
352-245-7044

Sheriff’s Office
352-620-7810

More Helpful Information
Animal Control
352-671-8727

Marion County Fire Rescue
352-291-8000

National Center for Victims of Crime
www.ncvc.org

Rape, Abuse, & Incest National Network
www.rainn.org

Rape Crisis Center
352-622-8495

The Centers
352-291-5580

How the Report Should be Distributed
The institution can distribute the report to all current students and employees in one of two ways:

1. Directly by publications and mailings. This may be accomplished by giving a copy directly to each individual or by direct mailing to each individual thought:
   a. The United States Postal Service;
   b. Campus mail;
   c. E-mail; or
   d. A combination of these methods

2. Posting the annual security report on an Internet or intranet Web site that is reasonably accessible to currently enrolled students and to employees. This method may by used only if an individual notice about the annual security report is distributed by October 1 to each student and employee. This notice should not be buried in another document where a student or employee may be unlikely to read it. This notice should include:
   a. A statement of the report’s availability
   b. A list and brief description of the information contained in the report
   c. The exact address (URL) of the Internet of intranet Web site at which the report is posted. This means that the institution must provide a direct link to the annual security report. It is not acceptable to give the URL for the institution’s Web site.
   d. If the institution uses a URL to access the report, a notice stating that the annual security report will be provided a paper copy upon request.
      i. No fee will be charged for a paper copy of the report
**Drug and Alcohol Policies**

**Drug-Free Program**
Taylor College is committed to the development and implementation of a comprehensive plan to establish and maintain a drug-free environment. Therefore, the institution has adopted a "Drug-Free Program" in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (including Section 22, Drug-Free Schools and Campuses).

Use or possession of alcohol and illegal use or possession of controlled drugs by students while on school premises or while engaged in institution-sponsored activities off-campus is prohibited. No student shall report to class or a part of its off-campus activities while intoxicated, impaired, or under the influence of drugs or alcohol. The institution will impose disciplinary sanctions on students consistent with local, state, and Federal law, up to and reporting to local law enforcement agencies for abuses of drugs and alcohol.

**Drug and Alcohol Policy**
Taylor College complies with and embraces the policies contained in the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (including Section 22, Drug-Free Schools and Campuses). Unlawful possession, use, or distribution of alcohol or illegal drugs while on school premises or a part of its off-campus activities is prohibited.

**Students**
In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, Taylor College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students. No student shall be on college premises or a part of its off-campus activities while intoxicated, impaired, or under the influence of illegal drugs or alcohol. A drug test may be ordered for causes, e.g., behavior suggestive of substance abuse, or an unexplained deterioration in a student’s academic performance. Students may be required to comply with random or scheduled substance testing at a cost which may be deferred to the student. If the individual refuses to consent to such testing, refuses to execute all forms of consent and release of liability as are usually and reasonably attendant to such examination, refuses to authorize release of the test results to Taylor College, test results establish a violation of the College’s Drug and Alcohol Policy or otherwise violation of this policy will result in dismissal from the College.

The College will impose sanctions for violation of this policy that are consistent with state and Federal laws and may include up to dismissal from the College. The College may also report alleged violations to local law enforcement authorities for investigation and prosecution as appropriate.

**Employees**
In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, Taylor College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all employees. No employee shall be on college premises or a part of its off-campus activities while intoxicated, impaired, or under the influence of illegal drugs or alcohol. A drug test may be ordered for causes, e.g., behavior suggestive of substance abuse, or an unexplained deterioration of an employee’s work performance. Employees may be required to comply with random or scheduled substance testing at a cost which may be paid by the College. If the individual refuses to consent to such testing, refuses to execute all forms of consent and release of liability as are usually and reasonably attendant to such examination, refuses to authorize release of the test results to Taylor College, test results establish a violation of the College’s Drug and Alcohol Policy or otherwise violation of this policy will result in termination of employment from the College.

The College will impose sanctions for violation of this policy that are consistent with state and Federal laws and may include up to termination of employment from the College. The College may also report alleged violations to local law enforcement authorities for investigation and prosecution as appropriate.
Sanctions
The institution will impose sanctions on students and employees for any violation of the Drug and Alcohol Policy consistent with state and Federal law. Possible sanctions include suspension, termination, expulsion, participation in a drug rehabilitation program, referral for prosecution, or other such action the institution deems appropriate. Primary candidates who test positive for the illegal use of drugs will be ineligible for employment at the institution for a minimum of six months following the institution's receipt of the confirmed positive test results. Refusal to submit to a drug/alcohol test will be treated as a confirmed positive test result for purposes of employment and employee discipline. The following minimum penalties shall be imposed for the particular offenses described.

Manufacture, Sale, or Delivery of Illicit Drugs
For the illegal sale, delivery, or possession with the intent to deliver, of any controlled substance identified in Schedules I and II of Chapter 893.03 of the Florida Statutes (including but not limited to heroin, cannabis, mescaline, lysergic acid diethylamide (LSD), opium, cocaine, amphetamine, and MDA (ecstasy) any student shall be expelled and any employee shall be discharged for the illegal manufacture sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes (including, but not limited to steroids, diazepam and Phenobarbital) the penalty may include suspension from enrollment or employment. For a second offense, any student shall be dismissed and any employee shall be terminated.

Possession, Sale, or Consumption of Alcoholic Beverages
Possession, sale or consumption of alcoholic beverages on school premises or a part of its off-campus activities is prohibited. Alcoholic beverages include, but are not limited to beer, wine, distilled spirits, wine coolers and liqueurs. Students and employees in violation of this policy will be subject to disciplinary actions.

Illegal Possession of Drugs
For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Chapter 893.03 of the Florida Statutes, the minimum penalty for students and employees shall be suspension. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to follow-up drug testing, and accept other conditions as the institution deems appropriate. For refusal or failure to abide by the terms of probation or for subsequent offenses involving the illegal possession of drugs, progressively more severe penalties shall be imposed, including expulsion of students and discharge of employees. These penalties will be imposed in accordance with college disciplinary procedures.

State of Florida Sanctions

Drinking Age
The legal drinking age in Florida is 21. Selling, giving, or serving alcoholic beverages to persons under 21 is unlawful. The possession of alcoholic beverages by persons under 21 is unlawful. It is unlawful for a person under 21 to misrepresent his or her age in order to obtain alcohol. This includes the manufacture or use of false identification. It is unlawful to use altered identification for the purpose of procuring alcoholic beverages. Possession of alcoholic beverages by a person under the age of 21 may also result in the curtailment of driving privileges.

DUI (Driving while under the influence of alcohol or other drugs):
Possible penalties include mandatory driver’s license suspension, fines, community service, and imprisonment.

Drug Related Offenses
Under state law, it is a crime for any person to possess or distribute controlled substances/drugs as described in Section 893.03, Florida Statutes, except as authorized by law. Punishment for such crime ranges from first-degree misdemeanors (up to one year imprisonment and up to a $1,000. fine) to first-degree felonies (up to 30 years imprisonment and up to a $10,000. fine). The driving privilege may also be affected if any of these crimes are committed. Convictions on drug-related charges may result in forfeiture of federal financial aid.
**Trafficking** (distributing specified large quantities of various controlled substances)
Trafficking is punishable by a prison term of between 3-25 years and a fine of between $25,000 - $500,000 depending on the particular illicit drug and the quantity involved.

**Federal Sanctions**

Federal Sanctions
Possible federal sanctions for illegal possession of a controlled substance or drug trafficking range from 1-20 years in prison and between $1,000 and $8,000,000 in fines depending on the particular substance and quantity involved, whether death or serious bodily injury resulted and the number of previous felony drug convictions. Additional sanctions may include forfeiture of personal and real property, denial of federal benefits and loss of eligibility to receive or purchase a firearm. Drug possessors may also be subject to a civil fine of up to $10,000.

**Reporting**
If a student or employee believes that another individual is violating any part of this policy to please inform authorized personnel of the institution. If the institution finds that an individual associated with the school (employee) has violated this policy, it must notify the Department of Education of any learning of an employee’s conviction under any criminal drug status.

**Health Risks**
Taylor College believes that there are many detrimental health risks associated with the use of illicit drugs and the abuse of alcohol, including but not limited to psychological and physical addiction, insomnia, disorientation, depression, hallucinations, hypertension, increased anxiety and paranoia, damage to unborn fetuses, convulsions, cancer, psychosis, respiratory failure, brain damage, and death. Taylor College encourages anyone with a drug or alcohol problem to seek help at one of the local agencies which include but are not limited to the following:

- **Alcoholics Anonymous**
  904-399-8535

- **U.S Drug Enforcement Administration**
  www.dea.gov

- **The Center for Substance Abuse Treatment and Referral Hotline**
  1-800-662-HELP

- **The Drug Free Workplace Helpline**
  1-800-967-5752

- **The National Clearing House for Alcohol and Drug Information**
  1-301-468-2600

- **The Centers**
  352-291-5580

**Review of Drug and Alcohol Prevention Program**
The institution must review its prevention once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. The effectiveness of a school’s drug and alcohol prevention program may be measured by tracking:
- The number of drug and alcohol-related disciplinary actions
- The number of drug and alcohol-related treatment referrals
- The number of drug and alcohol-related incidents recorded by campus police or other law enforcement officials
- The number of drug and alcohol-related incidents of vandalism
- The number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse
- Student and employee attitudes and perceptions about the drug and alcohol problem on campus.