



Emergency Guidelines

Safety of students and staff is priority in the event of an emergency situation.

PUBLIC SERVICE NUMBERS

Citrus County

Sheriff's Office, 352-726-4488
Florida Highway Patrol, 352-754-4230
Emergency Management, 352-746-6555
Fire Rescue, 352-527-5406
24-Hour Crisis Line/Suicide, 352-726-7155

Levy County

Sheriff's Office, 352-486-5111
Chiefland Police, 352-493-6777
Florida Highway Patrol, 800-387-1290
Emergency Management, 352-486-5213

Marion County

Sheriff's Office, 352-732-8181
Ocala Police, 352-369-7000
Florida Highway Patrol, 352-512-6630
Emergency Management, 352-369-8100
Fire Rescue, 352-291-8000
24-Hour Crisis Line/Suicide, 352-629-9595

State of Florida

Florida Division of Emergency
Management, 850-413-9969

Florida Department of Law Enforcement Sexual Predator and Sexual Offender

Registry
1-888-357-7332
<http://offender.fdle.state.fl.us/offender>

CF LOCATIONS

Appleton Museum of Art

4333 E. Silver Springs Blvd., Ocala
352-291-4455

Citrus Campus

3800 S. Lecanto Highway, Lecanto
352-746-6721
Public Safety, 352-302-6081
Vice President, ext. 6109

Hampton Center

1501 W. Silver Springs Blvd., Ocala
352-873-5881
Associate Dean Office, ext. 1729
8 a.m.-10 p.m., ext. 5043
After Hours Security, 352-873-5841
or 352-789-5001

Levy Campus

15390 N.W. Highway 19, Chiefland
352-658-4077
Provost's Office, ext. 2103

Ocala Campus

3001 S.W. College Road, Ocala
352-873-5800
Public Safety, 352-873-5841
Public Safety, ext. 1472, 1261 or 1422
Plant Operations, ext. 1229

Vintage Farm Campus

4020 S.E. Third Ave., Ocala
715-966-6475
352-220-4499

CF Emergency Information

352-291-4499 or 800-831-9244

CF Employee Assistance Program

Horizon Health, 800-272-7252

ACTIVE SHOOTING

The run-hide-fight method should be used in the event of an active shooter, prior to directions from Public Safety and/or law enforcement personnel. **Run:** Best path to survival; get out immediately. Encourage others to escape but don't let them slow you down. **Hide:** Find a place out of shooter view that provides protection to hide. **Fight:** As a last resort and only if your life is in danger.

While waiting for first responders to arrive:

- Be aware of your environment.
- Victims are usually chosen randomly.
- An event is unpredictable and may change quickly.
- Always have a plan.
- Police are not there to assist you; they are there to confront the shooter.

When first responders are on the scene:

- Follow their instructions.
- Keep hands in plain sight.
- Avoid pointing or yelling.

BLOODBORNE PATHOGENS

Certain infectious 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.

- Use personal protective equipment (gloves, goggles or masks, aprons or smocks) and give to Public Safety or Plant Operations after use.
- Wash hands and face with disinfectant soap immediately after contact.
- Wash infected surfaces with bleach or approved germicidal.

To protect yourself/others from potential transmission of bloodborne pathogens:

- Place sharps (needles and other pricking devices) in approved containers.
- Discard contaminated materials in specially designed trash bags or containers.
- Never pick up broken glass by hand. Glass should only be removed by people trained in proper handling (Plant Operations, Public Safety).
- Cover cuts and open sores with bandages to avoid transmission of pathogens.

If you have unprotected contact with blood of another person, report contact to Human Resources immediately.

**If you are concerned
about immediate
self-harm or harm to
others, please call 911.**



Emergency Guidelines

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BOMB THREAT/EMERGENCY

A bomb threat exists when a suspected bomb or explosive device has been reported but not located.

- Try to solicit information from caller making threat.
- Receiver of call should immediately notify Public Safety at Ocala Campus or chief administrator at Levy/Citrus/Hampton/Appleton Museum of Art/Vintage Farm.
- Public Safety will notify local police/fire departments.
- The president or a designated administrator will order evacuation, if necessary.

Do not touch any suspicious item; report immediately to proper authorities.

A bomb emergency exists if the bomb has been located or if an explosion has occurred.

- Immediately call Public Safety and/or 911; do not panic.
- Follow evacuation procedures.
- Withdraw a minimum of 300 feet from any explosive device.

EVACUATION PROCEDURES

Fire, bomb threat, hostage crisis or chemical spill may prompt an evacuation order.

- Leave facilities via nearest exit routes and proceed to outdoor assembly areas.
- Instructors must bring class roster when evacuating.
- Evacuees should take personal belongings with them.
- Stairwells, not elevators, will be used to evacuate upper floors.
- Follow instructions of campus Public Safety and local fire/police departments.
- Do not panic; remain calm.

FIRE

In event of a fire, the primary concern is to save lives; protection of property is secondary.

- Contact local fire department and campus Public Safety.
- 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.

HAZARDOUS MATERIALS

Be aware of dangers involved in handling chemicals, solvents, etc.

- Use personal protection equipment when handling.
- Follow industry safe practices and label instructions.
- Notify Public Safety and 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 safety of students, faculty and staff.

Those on campus not directly involved should follow shelter-in-place procedures.

As a hostage, you should follow these guidelines:

- 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.

SHELTER-IN-PLACE

Sheltering-in-place protects students, faculty and staff from external threat such as a hazardous material incident/spill or hostage crisis. People on campus, but not in imminent danger, should:

- Close and lock all doors.
- Close curtains/blinds.
- Stay away from doors/windows.
- Wait quietly for further instructions from local police/fire departments and/or campus Public Safety.
- Do not panic; remain calm.

VIOLENCE/TERRORISM

Threats of violence may be actual or perceived; verbal or nonverbal; and 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:

- Threats of violence
- Overheard conversations regarding violence
- Disruptive behavior
- Domestic issues occurring on campus
- Vandalism occurring on campus.



Identifying potentially violent or threatening students

There is no perfect profile for identification. Potentially violent or threatening students look just like others. Students may communicate through behavior, body language, journals, class activities, papers, websites and social media. Students may focus on suicide thoughts/acts or self-destructive behaviors, morbid thinking, self-image issues, threats toward others or psychological problems.

Risk factors include aggressive behaviors, limited frustration tolerance, inability to get along, inability to adapt to college demands or culture, fear of academic failure, loss of income or school funding, housing, or other resources and services.

Defusing a potentially harmful situation

- First consider your safety and that of others around you.
- Remain calm, self controlled, confident and exercise good judgment.
- Make sure your verbal communication is courteous.
- Make sure nonverbal communication is not threatening or challenging.
- Listen carefully to what the student is saying especially for emotions behind the words; don't reject demands from the start or trivialize situation; respect the student.
- Do not agree/argue with distorted statements.
- Engage student in conversation, acknowledging concern and feelings.
- Ask for facts about the problem, encourage reasoning.
- Explain your intentions.
- Don't assume responsibilities of a therapist, mentor or police officer.
- Do not touch the student, even if you are empathetic.
- Help the student seek options.
- Ask others to help when necessary.
- Be aware of how to call for help and know what to do in an emergency.

Do not assume threatening behavior will stop; take all threats seriously, even if it appears as joke or humor.

What is disruptive behavior?

Any behavior that interferes with other students' ability to engage in learning or the faculty/staff member's ability to provide instruction/service. Includes any behavior that interferes with classroom order or academic atmosphere or process and functions of the college.

- Erratic or inappropriate behavior
- Continually speaking without being recognized by instructor
- Persistent disruptions from use or ringing of cell phones, other electronic devices/texting
- Unreasonable demands on faculty time, attention
- Verbally abusive or vulgar language
- Intimidating, bullying, or physically abusing others
- Theft, damage to, or disrespecting college property
- Repeated and disruptive tardiness
- Sleeping in class or reading materials not related to class
- Eating or drinking in class (if not permitted)
- Disrespectful comments to faculty, staff or other students
- Repeatedly distracting acts such as talking, persistent noise
- Inappropriate arguing with faculty, staff or other students
- Disregarding rules, yelling, or emailing harassments/threats.

NOTE: *In a classroom situation you cannot drop or permanently remove a student involuntarily without due process no matter how many times you have warned him/her. If the safety of the student or others is jeopardized, the student can temporarily be suspended by the vice president for Student Affairs or designee until disciplinary proceedings can be completed. During this period, the vice president for Student Affairs or designee will investigate and determine the appropriate course of action regarding whether or not the student can return to class and/or impose other disciplinary action.*

IN CASE OF AN EMERGENCY CALL 911.

What can faculty do about preventing disruptions?

Faculty are usually the first line of defense in preventing and/or curtailing disruptive behavior.

- Define expectations and behavioral norms in course syllabus; discuss in the first class period.
- Outline basic behavioral standards, prohibited conduct, how you plan to manage behavioral issues, and possible consequences or disciplinary action.
- Serve as a role model for conduct you expect. Maintain mutual respect in interactions; maintain calm and poised disposition.
- Utilize syllabus to convey information on electronic devices, tardiness, unrelated talking in class, eating in class, etc.
- Before a classroom becomes unmanageable, consider a general word of caution to the class, rather than warning a particular student. For example, “we have too many conversations at the same time; let’s all focus on the same topic.” If disruption continues, ask the individual to stop behavior and offer to speak more to him/her privately.
- Discuss the Code of Student Conduct.
- Enforce rules and be consistent when addressing unacceptable conduct.
- Immediately document disruptive incident and your conversation with student (include student names, witnesses, date and time), describe incident in behavioral terms, use quotes where possible.

Threatening Significant Disruptive Behavior

Ask the student to leave class for remainder of period; direct him/her to conduct administrator.

If student refuses to leave or problem escalates, immediately call Public Safety. If student becomes aggressive, violent and verbally/physically abusive, or if you fear for your safety and that of other students, call 911. Document incident and notify dean of Student Services, your supervisor, department chair or dean, and conduct administrator at your site.

Non-Threatening Significant Disruptive Behavior

- Defuse, keep calm, listen and try to find ways to determine how you and the student will address what needs to happen.
- Depersonalize, keep comments, issues and conversation focused on issue or behavior, not personal attributes.
- Document situation and notify supervisor, department head, conduct administrator and dean of Student Services immediately.
- If problem persists, escalates or student refuses counsel, ask student to leave class for remainder of period; direct student to conduct administrator or dean of Student Services.
- Document incident and immediately communicate your action to dean of Student Services, your supervisor, department chair or dean, and conduct administrator.

Minor Disruptive Behavior

Take student aside, explain behaviors that are causing disruption, and ask that they be stopped. Note date and time you spoke with student.

If behavior is repeated, take student aside again, reference previous conversation and warn student that if it occurs again a complaint will be filed with conduct administrator and dean of Student Services. Document incident and send email or printed summary to student. You may wish to copy supervisor, department chair and dean of Student Services.

IN CASE OF AN EMERGENCY CALL 911.

Meeting with a student about problematic behavior

Safety First

Welfare of student and campus community is our top priority when a student displays threatening or potentially harmful behavior. Coordinated professional help and follow-up care are our most effective means of preventing disruptive or harmful situations.

Trust Your Instincts

If you are suspicious of or feel uncomfortable in the presence of a student, seek consultation from your department chair, supervisor or conduct administrator. Report safety concerns and student conduct code violations immediately.

Listen Carefully and Sensitive

Vulnerable students need to be seen, heard and helped. Many students have difficulty articulating distress. Ask students directly if they feel their functioning is impaired, or have thoughts of harming themselves or others. Remain calm even if student becomes agitated.

Be Proactive

Engage students early on, setting limits on disruptive behavior. Clarify expectations. Be specific about behaviors you expect in and out of class. This will show respectful concern and may help the student hear your message and modify his/her behavior. Remind students verbally or in writing (e.g., course syllabus) of standards/expectations and possible consequences/disciplinary action for disruptive behavior. Discuss CF Code of Student Conduct.

De-escalate and Support

Distressed students can be sensitive and easily provoked, so avoid threatening, humiliating or intimidating statements. Help students connect with resources to achieve stabilization.

Participate in a Coordinated and Timely Response

Report information and consult with appropriate CF personnel to coordinate care for the student. Safeguard student's privacy rights. Report inappropriate behavior to the conduct administrator and Public Safety when necessary. Misconduct may be formally addressed through the Student Conduct process. Maintain written documentation.

What if a disruptive student claims the disruption is the result of a disability?

Although a student may have a disability, you are still required to notify appropriate authorities including the police, if necessary. All students must know and comply with behavioral standards and college conduct policies regardless of disability.

Disability requests or claims should be referred to and discussed with director of Access Services. CF has established procedures for students seeking accommodations. Disciplinary standards are the same for all students.

What about privacy laws and confidentiality?

The Family Educational Rights and Privacy Act permits communication about a student of concern under the following circumstances:

- CF may disclose personal identifiable information from an educational record to appropriate individuals in connection with a health and safety emergency. Information may be released to parents, police or others if the information is necessary to protect the health and safety of the student or other individual.
- Information can be shared with CF personnel when there is a specific need to know and should be limited to the essentials of college business.
- Observations of a student's conduct or statements made by a student are not educational records and are therefore not protected by FERPA. Such information should be shared with appropriate consideration for student privacy.

Code of Student Conduct

The Code of Student Conduct is the procedure that governs student behavior. It explains student rights and responsibilities and processes that will be followed by the college when misconduct is alleged. The code is available at www.CF.edu. To report misconduct, call the conduct administrator at your campus.

Troubled Student

Highly anxious, irritable, very sad, withdrawn, lacks concentration or motivation, demonstrates unusual or bizarre behavior, or thinks/makes threats of suicide.

Disruptive Student

Causes disruption or acts dangerously, makes verbal or physical threats, refuses to follow instructions or accept help, acts recklessly, defiantly or aggressively, or is disoriented or paranoid.

When dealing with TROUBLED or DISRUPTIVE students:

- Know location of the nearest telephone in classroom, within building, outside building; have emergency numbers within reach.
- For disruptions that pose threat, harm or safety concerns, call 911 immediately.
- For disruptions that do not pose threat or harm, discuss situation and behavior with student, or ask student to leave room for the day; direct student to campus conduct administrator. If student refuses to cooperate, call Public Safety immediately.

What do I do if something happens?

Report incident immediately and document in writing to Public Safety as quickly as possible. Written statements should include details regarding cause of incident, witnesses, injuries, action taken, consequences of staff intervention, weapons used (if any), and preventive measures taken.

Florida Department of Law Enforcement Sexual Predator and Sexual Offender Registry

1-888-357-7332 <http://offender.fdle.state.fl.us/offender>

Contacts

Emergency	911
Ocala Police Department.....	352-369-7070
Marion County Sheriff’s Office.....	352-732-8181
CF Ocala Campus Public Safety.....	352-873-5841 352-854-2322, ext. 1472, 1261 or 1422
Citrus County Sheriff’s Office.....	352-726-4488
CF Citrus Campus Public Safety.....	352-302-6081
Levy County Sheriff’s Office.....	352-486-5111
Public Safety Levy Campus.....	Day: 352-658-4077, ext. 2143 Evening: 352-274-4452
Vintage Farm Public Safety.....	352-843-6006

CF Conduct Administrators

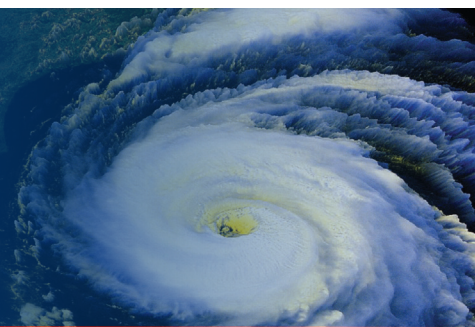
Vice President for Student Affairs	352-873-5828
Ocala Campus, Dean of Student Services.....	352-854-2322, ext. 1430
Citrus Campus, Vice President of Regional Campuses.....	352-249-1209
Levy Campus, Provost.....	352-658-4077, ext. 2103
Disability Services Director.....	352-854-2322, ext. 1430

CF Counseling

Ocala Campus, Dean of Student Services.....	352-854-2322, ext. 1430
Citrus Campus, Vice President of Regional Campuses.....	352-249-1209
Levy Campus, Provost.....	352-658-4077, ext. 2103
Student Assistance Program.....	1-800-878-5470
Early Alert Program	352-854-2322, ext. 1362

CF Evening Escort Services

Public Safety Ocala Campus.....	352-873-5841, 352-789-5001
Public Safety Citrus Campus.....	352-302-6081
Public Safety Levy Campus.....	Day: 352-658-4077, ext. 2143 Evening: 352-274-4452



Hurricane Procedures

BEFORE THE STORM

1. Log in to the MyCF portal and verify your contact information for the RAVE Emergency Notification System. You may add emails, telephone numbers, etc. If you do not have access to the MyCF portal, contact the Help Desk at **352-854-2322, ext. 1378**, to be added to RAVE.
2. Ensure your name, address and telephone number are accurate with Human Resources. To view your information, log on to MyCF, click the image icon at top right, then My Profile & Settings, and then Contact Information. To update your information, go to Inside.cf.edu, forms, Human Resources, then **Name and/or Address Change** form.
3. Periodically check your email when a storm begins to approach our area.
4. When the CF president announces the closing of the college, please complete the following before leaving your department:
 - Take the emergency information number with you (**352-291-4499**).
 - Department heads should ensure that all team members follow hurricane procedures in this document.
 - Save your work, log off and power down computers. Do not unplug. Do not cover.
 - Remove contents from refrigerators.
 - Leave electrical appliances plugged in.
 - Secure all important items. Place electronics and other items subject to flood damage as high as possible, such as on counters, shelves or desks.
 - Move items away from windows.

- Close and lock all office and classroom windows and doors in your department.

DURING THE STORM

1. Tune in to local TV or radio stations or monitor online news sites for news and weather. Make sure you have plenty of fresh batteries for your radio. Keep your cell phone fully charged.
2. Have your emergency survival kit ready to go if told to evacuate.
3. If advised to evacuate, tell others where you are going, turn off utilities if instructed, leave immediately, and follow routes designated by local officials.

AFTER THE STORM

1. CF will remain closed to **ALL** employees until an immediate danger assessment is reported to the president. A damage assessment must be made before any cleanup efforts begin. Do not return to CF while the college is closed unless you are contacted by your supervisor and told you are needed. All essential personnel reporting to the college while the college is officially closed must check in with CF Public Safety.
2. Reopening information for employees and students will be available at www.CF.edu, 352-291-4499 and social media. Announcements will also be made by local media.

CF EMERGENCY INFORMATION LINES

352-291-4499
1-800-831-9244

When the college is closed, timely evacuation is mandatory.

CONTACTS

MARION COUNTY

www.marionso.com/emergency-management
 Emergency Operations Center352-369-8100
 Sheriff's Office352-732-8181
 Citizen Information352-369-7500

CITRUS COUNTY

www.sheriffcitrus.org
 Emergency Management352-249-2700
 Citizen Information352-746-5470
352-527-2106
 Sheriff's Office352-726-4488

LEVY COUNTY

www.levydisaster.com
 Emergency Management352-486-5213
 Citizen Information352-486-5155
352-486-5576
 Sheriff's Office352-486-5111

Citizen information lines are only activated during an emergency.

Hurricane Procedures

SURVIVAL KIT BASICS

- One gallon of water per person, per day, for three to seven days
- Three- to seven-day supply of nonperishable food, juices, cooking tools, fuel
- First aid supplies, prescription drugs
- Seasonal clothing, rain gear, sturdy shoes
- Special items for babies and the elderly
- Toiletries, hygiene items, moist wipes
- Flashlight, batteries
- Battery-powered or crank radio, NOAA weather radio
- Fully charged cell phone, extra battery; traditional corded telephone that doesn't require electricity
- Cash, credit cards
- Important documents in waterproof container
- Tools
- Keys
- Pet supplies
- Toys, books, games

ALERT NOTIFICATIONS

Marion, Citrus and Levy emergency management all subscribe to Alert emergency notification system. Visit the sites below and search Alert to sign up.

www.marionso.com/emergency-management

www.sheriffcitrus.org

www.levydisaster.com

WEATHER SITES

www.accuweather.com

www.fcsrmc.com

www.fema.gov

www.noaa.gov

www.floridadisaster.org

www.ready.gov

www.weather.com

HURRICANE APPS

Numerous hurricane apps are available for mobile devices. Visit the app store on your cell phone or tablet for free hurricane preparation and tracking applications.

CF HURRICANE PREPARATIONS

- **Step 1.** The National Hurricane Center announces a hurricane watch.
- **Step 2.** The CF president, Plant Operations and Public Safety begin to monitor weather conditions.
- **Step 3.** If the tricounty area is in the projected storm path, Plant Operations and Public Safety begin making preparations for the safety and security of CF employees, students and college property.
- **Step 4.** The president decides if and when to close the college and determines what additional preparations need to be made. The closing may affect the entire college, or just specific campuses and sites.
- **Step 5.** Official notice that the college will close, and at what time it will close, will be announced to

employees by email broadcast, and to students by the local media, social media and on the website. RAVE Alerts will be issued to individuals with information on file.

- **Step 6.** College officials and essential personnel (employees who are needed to help with hurricane preparations) will monitor the storm, secure the college and assist with the evacuation of students and employees.
- **Step 7.** Once the affected college campuses and sites are secure, only specific essential personnel will remain at the sites. When college sites are closed, timely evacuation from the sites is mandatory.

Let's work together to keep our college as safe as possible in the event of a hurricane.

EMERGENCY SHELTERS

For information only. Monitor media to determine shelter locations and openings. Bring bedding, medications, special dietary needs.

CITRUS COUNTY

Central Ridge Elementary School
Citrus High School
Citrus Springs Elementary School
Citrus Springs Middle School
Crest School
Floral City Elementary School
Forest Ridge Elementary School
Hernando Elementary School

*Special needs shelters

Inverness Middle School
Inverness Primary School
Lecanto Complex - Primary (pets allowed),
Middle, High, Renaissance Center*
Pleasant Grove Elementary School
Rock Crusher Elementary School
Withlacoochee Technical Institute

LEVY COUNTY

Bronson Elementary School*
Bronson Middle High School
Williston Elementary School
Williston Middle High School

MARION COUNTY

Bellevue High School*
Bellevue Middle School
Dunnellon High School
Fort McCoy School
Forest High School
Hammett Bowen Elementary School
Horizon Academy at Marion Oaks
Lake Weir High School
Liberty Middle School
Madison Street Elementary School
North Marion Middle School
Saddlewood Elementary School
Vanguard High School (pets allowed)
West Port High School*



Discrimination and Harassment

How to respond to sexual harassment and other discrimination and harassment complaints

DISCRIMINATION

Discrimination at CF is defined as conduct based on a protected class and any other factor protected under federal, state and local civil rights laws. Discrimination is serious, persistent or pervasive conduct that interferes with or limits:

- An employee's or applicant for employment's access to employment or conditions and benefits of employment;
- A student's or admission applicant's ability to participate in, access or benefit from education programs, services, or activities;
- An authorized volunteer's ability to participate in a volunteer activity; or
- A guest or visitor's ability to participate in, access or benefit from the college's program.

HARASSMENT

Harassment is a type of discrimination that occurs when verbal, physical, electronic or other conduct based on an individual's protected status interferes with:

- An individual's education environment and/or work environment;
- Participation in a college program or activity;
- Receipt of legitimately requested services (e.g., disability or religious accommodations); and
- Creates hostile environment harassment or quid pro quo harassment.

PROTECTED STATUS

Protected Status includes:

- Race
- Ethnicity
- Color
- National origin
- Age
- Religion
- Disability
- Marital status
- Gender
- Genetic information
- Sexual orientation
- Gender identity
- Veteran's status
- Other factors protected under federal, state and local civil rights laws, rules and regulations

Discrimination and Harassment

How to respond to sexual harassment and other discrimination and harassment complaints

WHAT YOU CAN DO

IF YOU WITNESS HARASSMENT:

BE DIRECT. If you feel comfortable doing so, **speak up!** Tell the person(s) that the behavior is unwelcome and that it needs to stop.

DISTRACT. If you feel comfortable, distract the aggressor by removing the object of their attention away from them. Make up an excuse (e.g., you lost your phone, their car is getting towed, etc.).

DELEGATE. Talk with your supervisor, advisor, or another college official so that you can get assistance in the moment.

DOCUMENT. Write down what happened while it's fresh in your mind. Include names, dates, times, witnesses and a description of what happened – including your response.

IF YOU ARE AN EMPLOYEE:

You have an obligation to act when you become aware of any form of harassment or discrimination by reporting it to the Title IX Coordinator.

If someone reports harassing/discriminatory behavior to you, do the following:

- Inform the person(s) that you are a mandated reporter and that anything shared with you must be reported to the Title IX Coordinator;
- Assure them that you and the Title IX coordinator will protect their privacy and confidentiality as much as possible. Per the law, you may not offer absolute confidentiality;
- Listen carefully;
- Make an official report to the Title IX coordinator.

IF YOU ARE A FACULTY MEMBER:

- Be aware of classroom dynamics in person and online.
- Be aware of your own actions and behaviors that may constitute or be perceived as harassment or discrimination.
- If you witness or become aware of discrimination or harassment happening around you, follow the reporting steps listed in the employee column.

HOW TO REPORT

Contact the Title IX Coordinator
equity@cf.edu
352-291-4410



Preventing Suicide

Safety of students and staff is priority in the event of an emergency situation.

PROTECTIVE FACTORS

- Close or strong relationships with family
- Social involvement - friends, romantic
- Access to effective clinical interventions
- Support from ongoing medical or mental health care relationships
- Positive beliefs about the future, one's ability to cope, or life in general
- Desire to finish school
- Problem-solving and coping skills, including conflict resolution
- Frustration tolerance and ability to regulate emotions
- Positive self-esteem or self-worth
- Cultural and religious beliefs that affirm life and discourage suicide
- Sense of responsibility to family or friends (not wanting to hurt them)
- Physical activity
- Support from teachers, coaches, mentors and other adults
- Involvement in extracurricular activities
- Restricted access to lethal means
- Monitoring and control of drug/alcohol use
- Availability and accessibility of student support services and personnel

RISK FACTORS

- Mental disorders, particularly mood disorders, schizophrenia, anxiety disorders and certain personality disorders
- Alcohol and other substance use disorders
- Hopelessness
- Impulsive and/or aggressive tendencies
- History of trauma or abuse
- Major physical illnesses
- Previous suicide attempt(s)
- Family history of suicide
- Job or financial loss
- Loss of relationship(s)
- Easy access to lethal means
- Local clusters of suicide
- Lack of social support and sense of isolation
- Stigma associated with asking for help
- Lack of health care, especially mental health and substance abuse treatment
- Cultural and religious beliefs, such as the belief that suicide is a noble resolution of a personal dilemma
- Exposure to others who have died by suicide (in real life or via the media and Internet)

WARNING SIGNS

- Talking about wanting to die or to kill themselves
- Looking for a way to kill themselves, like searching online or buying a gun
- Talking about feeling hopeless or having no reason to live
- Talking about feeling trapped or in unbearable pain
- Talking about being a burden to others
- Increasing the use of alcohol or drugs
- Acting anxious or agitated; behaving recklessly
- Sleeping too little or too much
- Withdrawing or isolating themselves

***If you are
concerned about
immediate
self-harm or
harm to others,
please call 911.***

Preventing Suicide

Safety of students and staff is priority in the event of an emergency situation.

ON CAMPUS

CF offers free on-campus counseling services. Our caring staff is dedicated to addressing the mental health needs of CF students. All services are confidential. Treatment options also exist within the community for students and area residents.

Monday-Friday: 8 a.m.- 4:30 p.m.

Bryant Student Union, 204.....352-854-2322, ext. 1580

After-hours support provided by

BayCare Student Assistance Program.....800-878-5470

COMMUNITY RESOURCES

SMA Healthcare

smahealthcare.org | access@smahealthcare.org

24/7 Hotline 1-800-539-4228

24 HOUR CRISIS LINE

Marion County352-629-9595

Citrus County352-726-7155

THE VINES - COMPREHENSIVE BEHAVIORAL HEALTH WWW.THEVINESHOSPITAL.COM

3130 S.W. 27th Ave. Ocala 34471 866-671-3130

Open 24 hours a day, 7 days a week

SUICIDE PREVENTION HOTLINES

Suicide prevention hotlines are open 24 hours a day, 7 days a week.

National Suicide Prevention Hotline.....800-273-TALK (8255)

Hearing and Speech Impaired with TTY Equipment: 800-799-4TTY (4889)

www.suicidepreventionlifeline.org

The NSPL Hotline uses Tele-Interpreters to service over 150 languages.

International Student Support Program..... 844-557-3342

<http://myissp.com>

ISSP offers support tailored to international student needs and can help you with questions or issues you have about adjusting to a new culture, health, relationships and school. Language support is available through native speakers or translation service for 200+ languages.

Download the free My ISSP app from your device's app store.

The Trevor Project Trevor Lifeline 866-488-7386

www.thetrevorproject.org

The nation's only 24/7 crisis intervention and suicide prevention lifeline for lesbian, gay, bisexual, transgender and questioning young people ages 13 to 24. Offers a safe and judgment-free place to talk.

Veteran's Crisis Line 988, Press 1

Text..... 838255

www.veteranscrisisline.net

The Veterans Crisis Line connects Veterans in crisis and their families and friends with qualified, caring Department of Veterans Affairs responders through a confidential toll-free hotline.