

2021 Annual Security and Fire Safety Report

I. PURPOSE AND SCOPE

Ensuring the safety and security of the campus community is a critical priority for National Aviation Academy. In recognition of this fact, and in keeping with applicable federal requirements, National Aviation Academy, with campuses located in Clearwater, FL and Concord, MA, publishes each year this Annual Security Report (the “Report”). This Report discloses information concerning the NAA’s safety and security policies and procedures, as well as statistics regarding certain types of crimes reported to NAA and local law enforcement during the prior year. This Report also incorporates the NAA’s Sexual Misconduct Policy, which is included the Title IX Handbook as listed on the website www.naa.edu, informs the campus community of the NAA’s procedures for reporting incidents of sexual misconduct, and for the investigation and remediation of such incidents.¹

It is NAA’s intention that this Report will inform the campus community of the NAA’s safety and security policies, provide the community with key information regarding the security of NAA and surrounding areas, and ultimately, create a safer, more secure campus environment. This Report, which may be amended from time to time, is made available to the public on the NAA website. Notice of the Report’s availability is distributed to all prospective students and employees prior to enrollment or employment, as applicable. Notice of the Report’s availability also is distributed annually to all current students and employees.

The policies set forth in this Report are designed to comply with the Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act (the “Clery Act”), Title IX of the Education Amendments of 1972 (“Title IX”), Title VII of the Civil Rights Act of 1964, and the implementing regulations and guidance issued in connection with such laws. In addition, this policy is designed to comply with applicable state laws and standards, including those of National Aviation Academy.

The Clery Act

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* is the landmark federal law, originally known as the Campus Security Act, which requires postsecondary institutions across the United States to disclose each year information regarding campus safety and security policies, crime, and related topics. The law is tied to an institution's participation in the federal student financial aid programs, and applies to most institutions of higher education (public and private). The law has been amended on several occasions over the years. Most recently, the Violence against Women Reauthorization Act of 2013 amended the Clery Act to require institutions, among other things, to gather and report statistics for incidents of domestic violence, dating violence, and stalking. In addition, the 2013 amendments direct institutions to develop and distribute policies, procedures, and programs pertaining to these incidents. New regulations issued by the U.S. Department of Education and related to the Clery Act became effective on July 1, 2015. The Clery Act is located in the United States Code at 20 U.S.C. § 1092(f), and the related regulations are located at 34 C.F.R. § 668.46.

With oversight from NAA executive management, this Report has been formulated and issued. It supersedes all prior policies and guidance relating to the topics discussed herein.

The policies in this Report apply regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

¹ For purposes of this Report, “sexual misconduct” means a wide range of unwelcome sexual behavior that is committed without consent or by intimidation, coercion, threat or force, including, but not limited to, sex discrimination, sexual harassment, sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking.

2021 Annual Security and Fire Safety Report

Covered Parties

The policies in this Report apply to NAA's students, to its employees, including faculty, visiting faculty, staff, and administration, to any contractors, vendors, or other third parties within the NAA's control, and to any visitors or guests of NAA (collectively referred to as "Covered Parties"). The policies in this Report are part of the overall policy framework adopted by NAA governing student and employee behavior, rights, and responsibilities while such individuals are enrolled or employed by National Aviation Academy.

Definitions Applicable to this Policy

The definitions of key terms used in this Report are included in the body of the Report, as appropriate, and in some cases, in the glossary included with NAA's Sexual Misconduct Policy.

II. GENERAL INFORMATION RELATING TO CAMPUS SECURITY AND ACCESSIBILITY

Security of and Access to Campus Facilities

As noted above, NAA has two main campuses and two hangars. NAA does not operate, sponsor, or otherwise recognize any off-campus student housing.

Each of NAA's campuses and other buildings, are under 24-hour video surveillance. NAA controls access to the buildings at all times. Typically, all doors to the campus buildings remain locked outside of operating hours and only designated personnel have access to the building during those times. All visitors should enter through the main entrance and will be required to show proper state identification. Enrolled students are required to enter and exit campus facilities through designated doors. Neither visitors nor guests are allowed to access or visit any area of the campus without the permission of an authorized school official.

The campuses are equipped with electronic intrusion alarms, and a fire alarm response system. In addition, personnel are stationed at the front entrances in every building NAA occupies.

Each campus has a designated Security Supervisor, who leads on campus security measures. Contact information for this individual is set out below.

Security Supervisors		
Name	Markus Weatherwax	Vice President Building Services
Campuses	6225 Ulmerton Road, Clearwater, FL 33760	130 Baker Avenue Ext, Concord MA 01742
Phone	727-455-5999	7812748448
Email	mweatherwax@naa.edu	

Each campus is also regularly monitored for safety and security by staff. All the campuses, buildings and facilities are regularly inspected by maintenance personnel to detect and remedy any maintenance, safety or health hazards and issues. Maintenance personnel also oversee the intrusion alarm system and the fire alarm response

2021 Annual Security and Fire Safety Report

system. Campus staff periodically check that pathways in and around the buildings are well lit and that egress lighting is working in hallways.

Campus Security Authorities

Select staff members at each campus also serve as Campus Security Authorities (“CSAs”). These individuals are not police officers or security professionals. Campus Security Authorities do not possess the power to arrest. They do not attempt to apprehend perpetrators or to determine whether a crime took place. These tasks are the responsibility of law enforcement.

Campus Security Authorities are individuals who have significant responsibility for student and campus activities, who monitor the security of institutional facilities and equipment, and who are designated by NAA to receive reports of criminal offenses from students, employees, and members of the campus community. The NAA’s Campus Security Authorities have the authority to ask persons for identification and to determine whether individuals have legitimate business at National Aviation Academy. Campus Security Authorities also may direct individuals to leave the premises. The NAA’s Campus Security Authorities include the following senior staff members at each campus:

Campus Security Authorities				
Name	Markus Weatherwax	Russell Cephas	Pam Van Sant	Wayne Browning
Title	Vice President / Building Services	Vice President of Operations, /Campus Director	President/Chief Operating Officer	Exec. Vice President / Director of Education
Campus	National Aviation Academy of Tampa Bay	National Aviation Academy of New England	National Aviation Academy of Tampa Bay	National Aviation Academy of Tampa Bay
Street	6225 Ulmerton Road	302 Baker Ave Extension	6225 Ulmerton Road	6225 Ulmerton Road
State	Clearwater FL	Concord, MA	Clearwater FL	Clearwater FL
Phone	727 531 2080	7812748448	727 531 2080	727 531 2080
Email	mweatherwax@naa.edu	rcephas@naa.edu	pvansant@naa.edu	wbrowning@naa.edu

Relationship with Local Law Enforcement

Criminal incidents are referred to the local police who have jurisdiction over the campus. NAA does not have any formal agreements with local law enforcement for the investigation of alleged criminal offenses. However, the Campus Security Authorities at NAA fully cooperate with local law enforcement.

The National Aviation Academy campuses located in close proximity to the local law enforcement offices, and because of this, benefit from the highly visible police and security patrols throughout the area. The National Aviation Academy hangars are situated in the heart of respective airports, and are also the beneficiary of municipal patrols and a local security presence.

Disability Services

2021 Annual Security and Fire Safety Report

While NAA strives to improve access to its campuses and buildings, it also works to ensure that all of its programs and activities are accessible to people with disabilities. Student Disability Services coordinates closely with students to ensure that their classrooms meet their access needs. For more information about campus accessibility, contact the following individuals:

Student Disability Services	
Name	Nannette Worlinsky
Title	Sr. Vice President of Compliance and Regulatory Affairs
Campus	National Aviation Academy
Phone	727 531 2080
Email	nworlinsky@naa.edu

Programs and Information to Promote Safety and Security Awareness

An informed campus community can significantly reduce the occurrence of crime on campus. For this reason, information regarding campus security procedures and crime prevention is provided in a handout and discussed in a presentation during new employee and new student orientation, respectively, and made available online throughout the academic year (educational programming specific to the prevention of substance abuse and sexual misconduct is discussed below and in the NAA's Sexual Misconduct Policy).

With the help of local law enforcement, NAA also encourages the campus community to attend campus security and crime prevention educational programs at least twice throughout each year, which include both presentations and handouts. Such programs are offered with the goal of helping members of NAA community to understand and make responsible decisions concerning their safety and well-being. These programs are made available to students and employees and are offered by National Aviation Academy. Moreover, NAA has put together and implemented an orientation for students, faculty and staff members. Among the principles emphasized during such orientations are the precepts set out below relating to security awareness.

Security Awareness

NAA strives to provide its students and employees a secure and safe environment in which to teach and learn, including through compliance with applicable federal, state, and local building codes and board of health and fire marshal regulations. This having been said, NAA recognizes, and encourages others to be aware, that no environment is entirely free of risk. Each person must assume responsibility for his or her own safety both on-campus and off. With this in mind, NAA encourages all students, faculty, staff, and visitors to take an active role in their own safety and security while on campus by adhering to the following guidelines:

- Walk in well-lighted and well-traveled areas after dark. Walk with a friend.
- Immediately report all suspicious persons, vehicles, or activities to security personnel or a CSA.
- Immediately report all crimes, security problems, or hazardous conditions to security personnel or a CSA.
- Remain subscribed to the NAA's campus alert system. Students are enrolled automatically.
- Take advantage of informational programs sponsored on campus.
- Never study alone in an isolated area of a campus building.
- Lock your car and secure valuables when using campus parking facilities.

2021 Annual Security and Fire Safety Report

- Become familiar with emergency exits and the locations of fire alarm pull stations and extinguishers in your building.
- Lock offices when you are not present.

In addition, some valuable information for all students (no matter where they are located) can be obtained from the National Aviation Academy. Awareness programs are an integral part of the NAA's approach to campus safety.

Weapons Policy

With limited, specifically permitted exceptions for certain law enforcement personnel or retired law enforcement personnel, no one is permitted to carry a weapon on campus. Violators of this policy are subject to criminal prosecution as well as discipline by National Aviation Academy, including, but not limited to, termination of employment, expulsion from National Aviation Academy, or other appropriate sanctions that may be imposed by National Aviation Academy. To the extent that it deems appropriate, NAA may also refer such incidents to appropriate law enforcement authorities for further action.

III. REPORTING, RESPONDING TO, AND RECORDING CRIMES AND MISCONDUCT

Covered Parties are strongly encouraged to accurately and promptly report any perceived crime, emergency, or other public safety concern to any of the NAA's CSAs or security personnel, or to any uniformed security on campus, and to local law enforcement. In particular, Covered Parties are encouraged to make such reports when the individual who reportedly experienced the crime may be unable to make the report.

Reports may be made to the NAA's CSAs or Security Supervisors in person or via telephone using the numbers set out above in the prior section. Emergencies may be reported to uniformed officers on campus or local law enforcement in person or via telephone at **911**. Non-emergencies may be reported to uniformed officers on campus or local law enforcement in person or via telephone at the following numbers:

Local Law Enforcement Non-Emergency Contacts		
Campus	Organization	Telephone No.
National Aviation Academy Clearwater Campus and Hangar	Pinellas County Sheriff's Office 10750 Ulmerton Road Largo, FL 33778	(727) 582 6200
National Aviation Academy 130 Baker Avenue Extension, Concord, MA 01742-Campus	Police Department 219 Walden Street Concord, MA 01742	978-318-3400
National Aviation Academy 302 Boxboro Rd Suite 8, Stow, MA 01775-Hangar	Stow Police Department 305 Great Road Route 117 Stow, MA 01775	(978) 897-4545

Any such crimes or concerns also may be reported to the NAA's senior staff. Prompt reporting will ensure that timely measures can be taken, to include assisting any individual reporting that he or she was the victim of a crime, preserving evidence, issuing emergency and warning notifications, and calculating and reporting accurate annual crime statistics.

2021 Annual Security and Fire Safety Report

Finally, NAA strongly encourages any Covered Party who believes that he or she has experienced sexual misconduct, or any witness of sexual misconduct, to report the incident to NAA's Title IX Coordinator, local law enforcement, or a CSA, as described in the NAA's Sexual Misconduct Policy.

NAA Response to Reports of Crime or Misconduct

NAA will respond promptly to any reports of criminal activity or misconduct. The first priority subsequent to receiving any such report will be to address the safety and health of the individual who reportedly has experienced the crime or misconduct, and to inform any such individual of his or her rights and options, including the option to report the incident to law enforcement. NAA also will determine whether any immediate steps need to be taken to secure the safety of the individual or the campus community. This may involve initiating the emergency notification or timely warning protocols discussed below. Thereafter, NAA will investigate the alleged criminal activity or misconduct and initiate any applicable, institutional disciplinary processes, consistent with the NAA's policies and procedures. If the reported activity includes allegations of sexual misconduct, NAA will address such allegations consistent with its Sexual Misconduct Policy.

Daily Crime Log

NAA maintains a daily crime log which tracks alleged criminal incidents ("Incidents") that are reported to the institution. The crime log includes:

- The date the Incident was reported;
- The date and time the Incident occurred;
- The nature of the Incident;
- The general location of the Incident; and
- The disposition of the complaint, if known (*i.e.*, "pending" or "criminal arrest").

The NAA's daily crime log covers the same geographical area as the NAA's Clery Geography (defined below), as well as the patrol jurisdiction of each campus security department. NAA maintains a separate daily crime log for each campus.

IV. POLICIES AND INFORMATION RELATING TO SUBSTANCE ABUSE

NAA is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with NAA community. The abuse of alcoholic beverages, drugs, intoxicants, or other controlled substances ("substance abuse") poses a direct and significant threat to this goal. Substance abuse can, among other things, impair thinking, reading, comprehension and verbal skills, produce mood swings, panic, and violent behavior, or result in loss of physical control or death.

In an effort to create and maintain a campus environment free from such substance abuse, NAA established its substance abuse prevention program. The program is consistent with the applicable sections of Federal Regulations 34 CFR Part 84 (Drug-Free Workplace) and Part 86 (Drug and Alcohol Abuse Prevention), and is set forth for students and employees alike. It consists of two primary parts. First, NAA developed its Substance Abuse Prevention Program disclosure (the "Substance Abuse Disclosure"), which includes detailed information on a wide

2021 Annual Security and Fire Safety Report

range of topics relating to substance abuse, including standards of conduct, institutional and legal sanctions, health risks, prevention, and treatment options. Second, NAA put into place a set of policies designed to ensure that the Substance Abuse Disclosure is widely distributed and discussed, and that the effectiveness of the disclosure and distribution protocols is subject to periodic evaluation.

Students and employees can obtain a copy of the NAA's complete Substance Abuse Disclosure by requesting a copy from the Director of Facilities. Following, please find the NAA's "Substance Abuse Standards of Conduct."

Substance Abuse Standards of Conduct

NAA is dedicated to ensuring a learning and working environment free from substance abuse. Accordingly, and as a matter of policy, NAA strictly prohibits students and employees from engaging in the following conduct.

- The unlawful use, possession, sale, conveyance, distribution, dispensing, purchase, storage, or manufacture of alcoholic beverages, drugs, intoxicants, or other controlled substances in any amount or in any manner:
 - on or adjacent to NAA premises (including, but not limited to, automobiles or any other vehicle parked on NAA property), or during work hours (including meal periods and breaks); or
- Reporting to NAA (for any purpose) under the influence of alcoholic beverages, drugs, intoxicants, or other controlled substances.

Notwithstanding the standards of conduct detailed above, students and employees under the influence of over-the-counter or legally prescribed medication may continue to attend class or come to work, as long as they do not pose a threat to their own safety or the safety of others, or their performance is not adversely affected. Whether and to what extent performance is adversely affected will be determined by National Aviation Academy, in its sole discretion. NAA expects students and employees to comply with federal and state drug laws.

A student or employee with a medical condition that requires accommodation, including accommodation due to the effects of prescription medication, should request accommodation pursuant to the NAA's ADA Accommodation Policy. A student or employee under the influence of prescription medication may be required to take a leave of absence or comply with appropriate action as determined by National Aviation Academy.

Both employee and student handbooks include information on the NAA's drug and alcohol policy. In addition, all new students receive a copy of the Substance Abuse Policy within their catalog. All new employees are also provided with the policy, acknowledged at the time of hire. Additional literature and a list of available community drug counseling and rehabilitation services is available as part of the NAA's drug awareness program in the Office of Student Services or through Employee Services.

Smoking Policy

NAA maintains a non-smoking policy. It is strictly prohibited to smoke inside any of the NAA's buildings at any of its campuses, including, but not limited to, hangar facilities.

V. POLICIES AND INFORMATION RELATING TO UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION

2021 Annual Security and Fire Safety Report

NAA is committed to providing an environment for students and employees that is pleasant and free of unlawful discrimination, harassment, and retaliation by students, staff, or third parties against any person on the basis of race, color, sex, gender, religion, marital status, age, sexual orientation, gender identify, national origin, disability, military status, or any other protected category. Accordingly, unlawful discrimination, harassment, and retaliation by students, employees, co-workers, supervisors, managers, executives, directors, or any other member of NAA community is strictly prohibited.

Reporting Unlawful Discrimination, Harassment, and Retaliation

NAA encourages any Covered Party who believes that he or she has experienced or witnessed unlawful discrimination, harassment, and retaliation to report the incident to one of the NAA's Title IX Coordinators using the contact information detailed below.² There is no time limit for reporting such misconduct to NAA under this policy. Reports made to the NAA's Title IX Coordinators may be made in person or via telephone. In the event that a Covered Party, for any reason, does not wish to make a report to the Title IX Coordinator, he or she may instead make the report to one of the NAA's Campus Security Authorities or, if the matter involves an employee, to the Employee Services Department.³

² nworlinsky@naa.edu 7275312080

³ Shancock@naa.edu 727 531 2080

2021 Annual Security and Fire Safety Report

Title IX Coordinators	
Name	Nannette Worlinsky
Title	Senior Vice President of Compliance
Campus	National Aviation Academy Clearwater
Street	6225 Ulmerton Road
State	Clearwater, FL
Phone	727 531 2080
Email	nworlinsky@naa.edu

Programs and Information to Prevent Unlawful Discrimination, Harassment, and Retaliation

On an annual basis, NAA conducts mandatory on-campus training and web-based training for all students and employees relating to the prevention of unlawful harassment, discrimination, and retaliation. Such training also is conducted with all new students and employees as part of their orientation process. This training includes the distribution of relevant policies, as well as literature promoting prevention.

Additional information concerning the NAA's policies and procedures relating to the reporting, prevention, and management of unlawful harassment, discrimination, and retaliation are located in the Campus Catalog, the Staff/Faculty Handbook, and the NAA's Sexual Misconduct Policy.

2021 Annual Security and Fire Safety Report

Special Procedure Concerning Complaints against a Title IX Coordinator, the President, or a Senior Administrator

If a complaint involves alleged misconduct on the part of the Title IX Coordinator, the President will determine whether to proceed with an investigation and oversee all interim measures and accommodations. The investigation, adjudication, and resolution process will otherwise follow this policy.

If a complaint involves alleged conduct on the part of the NAA's President or a senior administrator, the NAA's Board of Directors will determine whether to proceed with an investigation, designate an external, independent investigator if required, and oversee all interim measures and accommodations. Based on the information gathered by the investigation, the Board will prepare and issue a written report, which will include a determination, based on a preponderance of such evidence, as to whether the respondent violated this policy. In the event the Board determines that there is a violation of this policy, the Board will also determine the appropriate sanction(s). The determination of the Board is final and not subject to appeal.

Notwithstanding the forgoing, allegations of sexual misconduct will be managed and resolved pursuant to the NAA's Sexual Misconduct Policy.

VI. POLICIES AND INFORMATION RELATING TO SEXUAL MISCONDUCT

NAA does not tolerate, and therefore strictly and expressly prohibits, sexual misconduct by or against members of NAA community. The term "sexual misconduct" means a wide range of unwelcome sexual behavior that is committed without consent or by intimidation, coercion, threat or force, including, but not limited to, sex discrimination, sexual harassment, sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking. This policy applies to sexual misconduct committed by or against any Covered Party if the sexual misconduct has a reasonable connection to National Aviation Academy.

The NAA's policies and procedures relating to reporting, responding to, and resolving alleged incidents of sexual misconduct are detailed in its Title IX Handbook. Definitions of key terms relating to sexual misconduct and used in this Report.

Programs and Information to Prevent Sexual Misconduct

NAA provides educational programming to students and staff regarding the awareness of and prevention of sexual misconduct.⁴ Primary prevention and awareness programs concerning sexual misconduct are conducted for all incoming students and new employees during their respective orientation processes, and ongoing prevention and awareness programs concerning sexual misconduct are conducted throughout the year for all current students and employees. These programs may include email blasts, events or booths at campus events and will include the information emphasized below. These training programs also include a review of the policies set out in this Report, including the Sexual Misconduct Policy, and, as appropriate, a review of the NAA's handbooks and catalog.

As required under federal and state law, these programs specifically emphasize:

⁴ This programming is carried out in a general way that does not identify those who may report incidents of Sexual Misconduct.

2021 Annual Security and Fire Safety Report

- That NAA prohibits sexual misconduct, including sexual and interpersonal violence, and the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in the Clery regulations (and set out in this Report).
- That the NAA's policies apply equally to all students and employees regardless of sexual orientation, gender identity, or gender expression.
- That NAA will offer resources to any victims and survivors of sexual misconduct while taking administrative and conduct action regarding any accused individual within the jurisdiction of National Aviation Academy.
- The definitions of sexual assault, domestic violence, dating violence, stalking, and consent (in reference to sexual activity) in the applicable jurisdiction, as well as the definitions of privacy and confidentiality.
- The information detailed in this Report regarding:
 - The role of the NAA's Title IX Coordinators, Campus Security Authorities, and other relevant personnel that address sexual misconduct prevention and response;
 - The rights, services, and processes available to the parties involved in a matter involving allegations of sexual misconduct; and
 - Disciplinary proceedings involving allegations of sexual misconduct, and consequences and sanctions for individuals who violate the NAA's sexual misconduct Policy.
- Awareness of violence, its impact on victims and survivors and their friends and family, and its long-term impact.
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or to intervene when there is a risk that another individual will experience domestic violence, dating 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.
- Information on risk reduction to recognize warning signs of abusive behavior and to avoid potential attacks. This information includes training to decrease perpetration and bystander inaction, increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.
- Information regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community.

Information Regarding Registered Sex Offenders

Sexual offender registration and monitoring laws are designed to protect the public from sexual or violent offenders by requiring offenders to register with local law enforcement agencies in the jurisdiction where they reside. Information about these offenders is then made available to the public. The National Aviation Academy

2021 Annual Security and Fire Safety Report

registry provides up-to-date listings of sexual and violent offenders who are required to register their whereabouts. The registry can be found online at the following links:

National Aviation Academy

Members of the campus community also may elect to visit the Federal Bureau of Investigation's *National Sex Offender Public Website*, which provides law enforcement information provided by each state concerning registered sex offenders:

<http://www.fbi.gov/hq/cid/cac/registry.htm>

VII. TIMELY WARNING OF CERTAIN CRIMES

Should crimes or incidents occur, either on or off-campus, which, in the judgment of National Aviation Academy, do not pose an immediate threat but constitute an ongoing or continuing threat, a campus-wide "timely warning" will be issued to the campus community in a manner that will aid in the prevention of similar occurrences. This timely warning will be issued through NAA e-mail system to students, faculty, and staff. Related information also will be posted in classrooms, and in common areas, as appropriate. This timely warning will withhold the names and other identifying information of complainants to ensure privacy.

VIII. GENERAL INFORMATION RELATING TO FIRE SAFETY

All NAA buildings are equipped with fire extinguishers, emergency lighting, smoke and fire detectors, as well as fire doors and clearly marked exit signs. Uniformed security personnel and the NAA's maintenance staff regularly patrol and observe the facilities. Additionally, video surveillance is used as a source to monitor and detect any hazard including fire. NAA outsources and relies on National Aviation Academy in reference to servicing and maintaining fire alarm systems throughout the institution.

National Aviation Academy conducts evacuation and fire drills on a consistent basis. During the drills NAA community is educated on and familiarized with campus evacuation procedures. National Aviation Academy makes available a range of manuals and other information pertaining to fire drills and safety.

Campus Fire Log and Annual Fire Safety and Statistics

NAA maintains a fire log for each campus that records any fire that occurs on-campus, including in any on-campus student housing facility. For each fire, the fire log includes the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire.

There were no reported fires in the four most recent calendar years at any of the NAA's student housing facilities. The name and address for each student housing facility is included at the end of this report.

IX. EMERGENCY MANAGEMENT

The purpose of the NAA's emergency response and evacuation procedures is to establish policies, protocols, and an organizational structure ready to effectively respond to and manage on-campus emergency events. Accordingly, NAA outlines below the administrative steps for response to, stabilization of, and recovery from an

2021 Annual Security and Fire Safety Report

emergency incident, the specific procedures that NAA will use to communicate with faculty, staff, students and the general public during an emergency, and the responsibilities of the campus staff tasked with executing emergency protocols.

General Emergency Evacuation and Notification Procedures

To facilitate its emergency response capabilities, NAA utilizes an alert system that combines one or more email, text, and phone notifications (the “Alert System”). NAA also alerts first-responders, as necessary. Students are assigned an email address at the time of enrollment, and faculty and staff are assigned one at the time of hire. NAA also may post information about a situation on NAA website (www.NAA.edu) and portal or via a media announcement. In the event of an emergency, National Aviation Academy will post the Information Hotline number on the website, and text to the students.

Should an event occur, either on or off-campus, which constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the Alert System will be activated for that portion of the campus community impacted. As described in more detail below, NAA will, without delay, and taking into account the safety of the community, determine the content and scope of the notification, unless issuing a notification will, in the judgment of National Aviation Academy, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The person responsible for making the decision to activate the Alert System shall be the campus director or other senior personnel in the event the CSA is unavailable to act.

As noted above, the emergency response plan is only for use upon the confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring at the campus. “Immediate” threat as used here encompasses an imminent or impending threat. “Confirmation” means that a Campus Security Authority has verified that a legitimate emergency or dangerous situation exists. Some examples of significant emergencies or dangerous situations are:

- Fire
- Extreme weather event (e.g., tornado, flood)
- Earthquake
- Terrorist incident
- Armed person or active shooter
- Bomb Threat
- Explosion

Examples of situations that would **not** necessitate an emergency response or alert include:

- Power outage
- Snow closure
- String of larcenies
- Minor altercation

Evacuation Procedures

In the event of an emergency or an emergency notification directing a general evacuation, all persons on campus should exit the building immediately, quickly proceeding to the front of the building. Posted evacuation routes for each office or classroom space are located throughout the building, typically near the door. It is the responsibility of all able staff to assist any persons with disabilities in exiting quickly and safely.

2021 Annual Security and Fire Safety Report

Individuals who exit the building first must position themselves far enough away from the street to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.

Once outside the building, the CSA(s) will confirm that appropriate emergency personnel have been contacted, congregate all employees in front of the building, confirm that all employees and visitors are out of the building, and meet with emergency personnel at the front entrance to provide additional information. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid and provide such aid as required. Individuals should not re-enter the building for any reason until it is declared safe by the appropriate emergency personnel and the CSA(s) have agreed to permit persons to re-enter.

Post-Emergency Measures

As soon as practicable following the occurrence of an emergency, the CSA(s) will facilitate further response, support, and coordination efforts with and among external emergency response entities and the larger community (e.g., local law enforcement authorities, fire department, emergency medical services, disaster relief organizations). The CSA(s) also will coordinate with the NAA's senior staff to assess the aftermath of the emergency event. The goal of this assessment is to identify and avoid any remaining danger or risk to the safety or well-being of students, staff, and visitors to the location. Should the CSA(s) determine that an ongoing or continuing threat to the campus community exists, a campus-wide "timely warning" will be issued in a manner consistent with the policies discussed above.

The CSA(s) will work to maintain order and take necessary steps towards restoring general campus operations. Subsequent informational notifications will be communicated to students and staff via email, online notifications, and campus postings. If NAA determines that communication should be made to the neighboring community or parents and guardians of students, the CSAs may make that communication using local media or informational email messages. The emergency alert email system will be used only in response to an immediate emergency situation and is not considered appropriate for follow-up communications once the immediate emergency situation has ended.

Preparation and Readiness

NAA will conduct annual tests of the emergency Alert System to ensure preparedness in the event of an actual emergency. Such tests may be announced or unannounced, and may include email and text test alerts, scheduled drills or exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Documentation of any such test is maintained at National Aviation Academy, and includes a description of the exercise, the date and time at which it occurred, and whether it was announced or unannounced.

Through periodic emergency response training, fire and evacuation drills, the posting of this Report on the NAA's website, and the distribution of notices regarding this Report to new and current students and employees, NAA publicizes emergency response and evacuation procedures to students and staff on an at least annual basis. Additionally, NAA sends an email including the link to this Report containing its emergency procedures to current students and staff at the time of any emergency response system test.

X. CRIME STATISTICS

As noted at the outset of this Report, a key feature of this document is the disclosure of statistics regarding certain types of crimes reported to NAA or local law enforcement. Each year NAA prepares these statistics with assistance from various persons throughout the institution, and in cooperation with local law enforcement agencies. When compiling and preparing the statistics disclosed in this Report, NAA solicits, collects, and examines (1) crime data received from local law

2021 Annual Security and Fire Safety Report

enforcement, (2) incident reports filed with National Aviation Academy, (3) anonymous reports received through the NAA's anonymous reporting system, and (4) records of referrals for discipline. NAA collects and examines data for crimes and incidents reported during the prior calendar year.

Clergy Geography and Crime Location

Consistent with federal regulations, NAA examines, collects, and reports statistics for crimes that are reported to local law enforcement, campus security, or a CSA during the prior calendar year, and that occurred on or within its "Clergy geography." The law defines an institution's Clergy geography to include:

- Buildings and property that are part of National Aviation Academy's campus;
- The institution's non-campus buildings and property; and
- Public property within or immediately adjacent to and accessible from the campus.

When reporting crime statistics, the law requires an institution to specify in which of these three locations the reported crime occurred. In addition, institutions must identify, of the crimes that occurred on campus, the number that took place in dormitories or other residential facilities for students on campus.

NAA collects and reports crimes consistent with these requirements. To help the NAA's students, employees and the public understand this data, NAA has created a "Clergy Geography Map" that shows the areas outlined above. The Clergy Geography Maps for each of the NAA's four campuses are available upon request.

Crime Classification and Reporting

Consistent with federal law, NAA compiles and classifies crime information in accordance with the following guidelines:

- Statistics for murder and non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession are compiled using the definitions of those crimes from the *Summary Reporting System (SRS) User Manual* from the FBI's UCR Program.
- Statistics for fondling, incest, and statutory rape are compiled using the definitions of those crimes from the *National Incident-Based Reporting System (NIBRS) User Manual* from the FBI's UCR Program.
- Statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are compiled using the definitions provided in the *Hate Crime Data Collection Guidelines and Training Manual* from the FBI's UCR Program.
- Statistics for dating violence, domestic violence, and stalking are compiled using the definitions set out earlier in this Report, which are taken from the federal regulations implementing the Clery Act.

In counting crimes when more than one offense was committed during a single incident, NAA generally conforms to the requirements of the federal "Hierarchy Rule" located in the *Summary Reporting System (SRS) User Manual* (unless required to do otherwise under the law).

Though each year NAA is only compiling crime statistics for crimes reported during the prior calendar year, the Report always includes the data for the three previous calendar years.

2021 Annual Security and Fire Safety Report

Sexual Assault is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program.

Domestic Violence is defined as 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 the domestic or family violence laws of the jurisdiction receiving grant monies, 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 the jurisdiction.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

[See next page for Crime Statistics]

2021 Annual Security and Fire Safety Report

Criminal Offenses							
On Campus		Tampa Bay Campus			New England Campus		
		2018	2019	2020	2018	2019	2020
Murder/Non-negligent manslaughter		0	0	0	0	0	0
Negligent manslaughter		0	0	0	0	0	0
Sex offenses - Forcible		0	0	0	0	0	0
Sex offenses - Non-Forcible		0	0	0	0	0	0
Incest		0	0	0	0	0	0
Statutory rape		0	0	0	0	0	0
Robbery		0	0	0	0	0	0
Aggravated assault		0	0	0	0	0	0
Burglary		0	0	0	0	0	0
Motor vehicle theft		0	0	0	0	0	0
Arson		0	0	0	0	0	0
<hr/>							
Public Property		Tampa Bay Campus			New England Campus		
		2018	2019	2020	2018	2019	2020
Murder/Non-negligent manslaughter		0	0	0	0	0	0
Negligent manslaughter		0	0	0	0	0	0
Sex offenses - Forcible		0	0	0	0	0	0
Sex offenses - Non-Forcible		0	0	0	0	0	0
Incest		0	0	0	0	0	0
Statutory rape		0	0	0	0	0	0
Robbery		0	0	0	0	0	0
Aggravated assault		1	0	0	0	0	0
Burglary		1	0	0	0	0	0
Motor vehicle theft		0	0	0	0	0	0
Arson		0	0	0	0	0	0

2021 Annual Security and Fire Safety Report

Disciplinary Actions						
On Campus	Tampa Bay Campus			New England Campus		
	2018	2019	2020	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Public Property	Tampa Bay Campus			New England Campus		
	2018	2019	2020	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug law violations	0	2	3	0	0	0
Liquor law violations	0	0	0	0	0	0
Arrests						
On Campus	Tampa Bay Campus			New England Campus		
	2018	2019	2020	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug law violations	0	0	3	0	0	0
Liquor law violations	0	0	0	0	0	0
Public Property	Tampa Bay Campus			New England Campus		
	2018	2019	2020	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug law violations	0	2	0	0	0	0
Liquor law violations	0	0	0	0	0	0

2021 Annual Security and Fire Safety Report

VAWA Offenses						
On Campus	Tampa Bay Campus			New England Campus		
	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Non Campus	Tampa Bay Campus			New England Campus		
	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Public Property	Tampa Bay Campus			New England Campus		
	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Reported by Local Police	Tampa Bay Campus			New England Campus		
	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

2021 Annual Security and Fire Safety Report

Hate Crimes - New England Campus

On Campus	Total			Race			Religion			Sexual			Gender			Disability			Ethnicity/				
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020		
Murder/ Non-negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Public Property	Total			Race			Religion			Sexual			Gender			Disability			Ethnicity/				
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020		
Murder/ Non-negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2021 Annual Security and Fire Safety Report

Hate Crimes - Tampa Bay Campus																								
On Campus	Total			Race			Religion			Sexual Orientation			Gender			Disability			Ethnicity/ National Origin					
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Criminal Offense	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/ Non-negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	Total			Race			Religion			Sexual Orientation			Gender			Disability			Ethnicity/ National Origin					
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Criminal Offense	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/ Non-negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIMES

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Although there are many possible categories of bias, under the Clery Act, only crimes motivated by one of the following eight categories of bias are reported: race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability. When reporting hate crimes, NAA identifies the category of bias that motivated the crime.

There were no reported Hate Crimes for the years 2015, 2016, or 2017.

2021 Annual Security and Fire Safety Report

Student Housing Facilities

There are no student housing Facilities

SAFETY AND EMERGENCY INFORMATION

For

National Aviation Academy

For your personal well-being and the safety of everyone who works at the National Aviation Academy, specific procedures should be followed during emergencies.

Call 9-1-1 Immediately in the Event of EMERGENCIES:

Bomb Threat Explosion Fire Medical Emergencies



**Call or see front desk
To Report:
Theft
Security Problems
Building Problems**

Please familiarize yourself with these instructions so you will be aware of the role you should play in an emergency situation. Keep this information where it will be available if you need it.

BUILDING NAME: National Aviation Academy
6225 Ulmerton Road, Clearwater FL 33760

PURPOSE:

To establish an action plan and procedures for the orderly and coordinated evacuation or "shelter in place" for National Aviation Academy in response to major emergencies.

The action plan addresses all major aspects of keeping building occupants safe during emergencies:

Section I	Roles, Responsibilities & Pre-planning	Pgs. 3 – 5
Section II	Evacuation Procedures for Fires & Other Emergencies	Pgs. 6 - 7
Section III	Shelter in Place for Severe Weather	Pg. 8
Section IV	Building Closure Notifications	Pg. 9
Section V	Automated External Defibrillator (AED)	Pg. 10
Section VI	Accident and Medical Emergency Reporting	Pg. 11
Section VII	Bomb Threats and Suspicious Packages	Pg. 12
Section VIII	Active Shooter	Pg. 13

SECTION I **ROLES, RESPONSIBILITIES & PLANNING**

The Facility Manager will act as the building coordinator.

The responsibilities of the Building Coordinator are:

- implement the Emergency Action Plan (EAP)
- coordinate with other key building personnel
- familiarize employees and all building occupants with this plan
- provide information to the emergency responders
- when notified by the authorities, communicate to managers & occupants that it is safe to re-enter

The responsibilities of the Faculty and Staff are:

- be familiar with the specific building plan and procedures
- assist in evacuation by communicating evacuation routes/safe places of shelter to occupants during emergency evacuation or severe weather
- when feasible ensure occupants have evacuated the area and shut all doors
- report the status of the evacuation to the Building Coordinator
- Assist the Building Coordinator in monitoring radios and other emergency communications, when applicable.
- in the absence of the Building Coordinator during an emergency event, a member of the executive team will assume responsibility initiating the plan and communicating with the fire department and other responders
- when notified by the Building Coordinator, communicate to occupants that it is safe to re-enter

The responsibilities of all Faculty, Staff, Students and Guests are:

- be familiar with emergency exit routes
- follow directions given by emergency personnel
- do not enter an evacuated building until the building coordinator or designees indicates it is safe to do so

Planning & Preparation:

Pre-planning for emergencies is a crucial element of this plan. The following steps have been taken in planning for emergency evacuation of this building:

1. All exits have been labeled and operable.
2. Evacuation route diagrams have been approved by and are posted at classrooms and major building junctions. Designated assembly areas outside the building have been identified for evacuation and severe weather shelter areas inside the building have been identified and posted.
3. Storage or arrangement of furniture or equipment does not block exits, fire hoses, fire extinguishers, corridors or stairs. Good housekeeping is everyone's responsibility.
4. All Instructors have been familiarized with their specific duties, and all building occupants have been instructed on what to do in case of an emergency evacuation.¹ Instructions to the Instructors and Managers include specific building information on:
 - a. the methods used to notify the Building Coordinator
 - b. the methods used to notify building occupants of emergencies
 - c. evacuation routes and designated meeting areas
 - d. designated safe areas in the event of severe weather
 - e. their responsibilities in assisting in evacuation or shelter in place as described in Section II and III of this plan
5. Evacuation procedures have been provided to faculty and staff. Egress instructions will be announced to all new classes and at new employee orientation. At the beginning of each new class, the instructor will be responsible for familiarizing students with emergency exit routes and procedures.
6. The department egress plan has anticipated persons with special needs, e.g., mobility, hearing or seeing, and includes provisions for their safety in an emergency.
7. Departments need to identify critical processes that would be severely jeopardized or create a serious hazard if left unattended during an emergency evacuation (e.g., animal experiment, continuing reactive processes).
8. Fire evacuation drills are held at least annually in this building and are critiqued and documented. All fire drills are to be taken seriously by all occupants and evacuation initiated promptly.

¹ The Building Coordinator is responsible for instructing staff and faculty.

SECTION II

EVACUATION PROCEDURES

FOR FIRE, EXPLOSION, SMOKE and OTHER EMERGENCIES

The following procedures will be initiated when there is a fire, explosion, major hazardous material incident, or other incident when notified by authorities to evacuate a building or area.

- 1. Fire, explosion or smoke:** Anyone who receives information or observes a fire, explosion, smoke or other fire emergency situation should activate the building alarm system. This will notify the occupants and NAA who will coordinate with the Clearwater Fire Department. As soon as it is safe to do so, call **911** give your name and location of the fire, including room number and floor and any special circumstances that could be hazardous, such as chemicals or faulty equipment. Then notify the Building Coordinator. ***Please note: When using a cell phone to contact the fire department, remember that dialing 911 will connect you to an external emergency system. Specify that you are at National Aviation Academy.***
- 2. All other emergencies:** In all other incidents (for example loss of electricity) in which the building must be vacated, occupants will be notified by fire alarm **and/or** word of mouth.
- 3. Occupants will:**
 - a. know at least two exits from the building.
 - b. be familiar with the evacuation routes posted on the diagram in your classroom.
 - c. when notified to evacuate, do so in a calm and orderly fashion:
 - walk, don't run
 - keep conversation level down
 - take your valuables (purse/wallet/cell phone) and outer garments
 - close all doors behind you
 - help others in need of assistance
 - d. go to the designated assembly area for your building.
- 4. When notified to evacuate:**
 - faculty should excuse class immediately.
 - faculty should notify students and guests that they should leave the building via the nearest exit and assemble in a designated area outside of

the building.

- students and guests should be told not to re-enter the building until emergency personnel give an all clear sign.

5. The Incident Manager, Markus Weatherwax or his designee will report the status of the floor evacuation to the executive team and notify them of any person that may have stayed behind. Their duty is notify occupants of an emergency and to seek help for those that need assistance.
6. Evacuation of persons with special needs (mobility, hearing and/or sight) should be coordinated by the supervisor or supervisor's designee.
7. **Do not re-enter the building** until advised to do so by The Incident Manager. After the Fire Department has left the scene, The Incident Manager, in consultation with Executive Team, has final authority to release the building for re-occupancy.
8. If members of the press or anyone else approach you with questions, please refer them to the marketing department.



SECTION III

SHELTER IN PLACE PROCEDURES

FOR SEVERE WEATHER

1. In the event of severe weather requiring occupants to take shelter, The Incident Manager, Markus Weatherwax under direction of the Campus President, will notify all building occupants of the need to seek shelter. Employees should notify occupants through word of mouth, phoning personnel, and walking through their designated areas.
2. Faculty who are in class need to inform students and guests:
 - there is severe weather or a tornado warning.
 - class is adjourned until the emergency is over.
 - to seek shelter in the lowest level or a room without windows.
 - if the class room is an interior room they will instruct students and guests to stay where they are.
3. Safe places during a tornado are inside the building, at the lowest level, in the interior, away from windows such as an interior room or hallway. **Stay away from windows** and avoid auditoriums, atriums, or other areas with large, free-span roofs.
4. The Incident Manager, Markus Weatherwax, the executive team and faculty will use the closest means of communication to obtain update.



SECTION IV **BUILDING CLOSURE NOTIFICATIONS**

School Closure. In the event of a necessary school closure, NAA-TB's Incident Manager and Incident Response Team will monitor the situation in order to provide leadership and guidance for the protection of students, faculty, staff, and school resources. The current roster of faculty and staff that comprise the Incident Response Team can be found on the SharePoint Drive. The Incident Manager, Markus Weatherwax, will be responsible for communicating status at defined intervals to the President's Office and/or designee.

Once the Incident Response Team is activated, students, faculty, and staff shall be notified of pertinent information and decisions via the following media:

- School website (www.naa.edu)
- Email
- Text
- Social Media (Facebook, Twitter, etc.)
- Local Media
- Any other appropriate means at the school's disposal

Periodic updates will be provided on a continuing basis until the threat has passed and deactivation of the Incident Response Team is declared:

Local Media Contacts to be contacted by marketing only

ABC Action News

Baynews9

CBS 10 News

Fox13 News

NBC Channel 8



SECTION V

AUTOMATED EXTERNAL DEFIBRILLATOR

What is an AED (Automated External Defibrillator)?

The automated external defibrillator (AED) is a computerized medical device. National Aviation Academy has multiple AED's on campus and in the hangar as indicated.

An AED can check a person's heart rhythm that requires shock. The AED uses voice prompts to tell the rescuer the steps to take.

Example

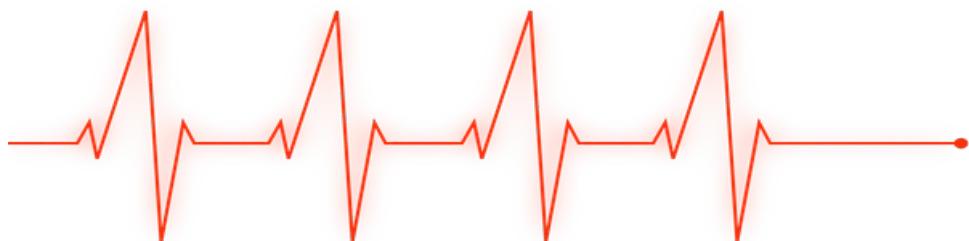
- Cardiac Arrest

Contact

- 911

Procedure

- Follow the AED prompts



SECTION VI

ACCIDENT AND MEDICAL EMERGENCY REPORTING

There are many different types of emergencies that could occur. The following section of the Emergency Action Plan instructs you what to do and who to contact in the event of an emergency.

If you encounter a medical emergency *the first thing that should be done is to try to ascertain the type of problem the injured person is having*. Try to determine if the subject is conscious, breathing, or is having chest pains. These are the primary factors that will aid the emergency responders in determining the nature of the emergency.

Once you have determined the status of the injured, **dial 911 immediately or if the person doesn't need ambulatory care, but still seeks medical attention, call the Director of education or Employee Services to request transport**. Be prepared to answer all the questions the dispatcher may ask you. If you have additional people with you, send a runner to meet with the police and ambulance. Any action that can be taken to shorten the time it takes for the responders to get to the victim is critical in increasing the chances the victim will have a positive outcome.

After you have made the call to 911, render what aid you can to the injured person:

a. For major injuries:

- Call **911** and request medical assistance or emergency response by paramedics
- Do not move the injured person, unless the person is in further danger
- Begin providing first aid or CPR, if appropriate, **only** if you are trained
- Report the incident to the injured persons immediate supervisor or (if student) to a Director of education. All incidents shall be reported the Director of Compliance.

b. For minor injuries:

- Call education or employee services and request transportation
- Provide first aid if trained
- All injuries, even those considered minor, should be checked by a physician
- Report the incident to the injured persons immediate supervisor or (if student) to the Director of Education. All incidents shall be copied to the Office of Compliance

SECTION VII

BOMB THREATS AND SUSPICIOUS PACKAGES

Bomb Threats and Suspicious Packages:

If you receive a bomb threat, carefully note all information the caller gives you and call **911** immediately. Notify the Campus President. **Do not** activate the building notification system. The decision to evacuate is determined by the President in conjunction with Fire Department.

If an evacuation occurs as the result of a bomb threat, follow the evacuation procedures outlined in this plan. The employees will report to the Executive Team any observation of a suspicious person or package seen in the work areas or along the evacuation route. Occupants will not attempt to inspect or move suspicious packages.

If you receive a suspicious package, evacuate the immediate area (room where the package is located) and call **911** immediately. Carefully describe the package and provide any information you have on how it was delivered and by whom.

Notify the Building Coordinator. **Do not** activate the building fire alarm system. The decision to expand the evacuation will be determined by Campus President in conjunction with fire department.

If an evacuation is initiated, follow the evacuation procedures as instructed. Employees will report to executive team or building maintenance any observation of a suspicious person seen in the work areas or along the evacuation route. Occupants shall not attempt to inspect or move suspicious packages.



SECTION VIII

Active Shooter

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community.

Guidelines

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and **CALL 911** as soon as possible.

If an active shooter is outside your building or inside the building you are in, you should:

- Try to remain calm.
- Try to warn other faculty, staff, students and guests to take immediate shelter.
- Proceed to a room that can be locked or barricaded. Lock and barricade doors or windows.
- Turn off lights. Close blinds. Block windows.
- Turn off radios or other devices that emit sound. Silence cell phones.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Have one person **CALL 911** and provide:
 - Your name and location and state that “we have an active shooter on campus, gunshots fired.”
 - If you were able to see the offender(s), give a description of the person(s)
 - If you observed any victims, give a description of the location and number of victims.
 - If you observed any suspicious devices (improvised explosive devices), provide the location and a description.
 - If you heard any explosions, provide a description and location.
- Wait patiently until a uniformed police officer, or a school official known to you, provides an “all clear”.
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or National Aviation Academy official.
- Attempts to rescue people only should be attempted if rescue can be accomplished without further endangering the persons inside a secured area.

- Depending on circumstances, consideration also may be given to exiting ground floor windows as safely and quietly as possible.

If an active shooter enters your office or classroom, you should:

- Try to remain calm. Try not to do anything that will provoke the active shooter.
- Only as a last resort when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escape or hiding.
- **CALL 911**, if possible, and provide the information listed above.
- Barricade the room or proceed to a safer location if the active shooter(s) leaves the area.

If you are outside and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students and guests to take immediate shelter.
- **CALL 911** and provide the information listed in the first guideline.

Keeping Updated

If an active shooter situation develops, National Aviation Academy will implement its Emergency Management Plan and will combine efforts with law enforcement to support them in their efforts to manage the event. NAA will provide the most accurate and timely information available to students, faculty, staff and the community through e-mails, text messages, the website (www.naa.edu), PA announcements and the mass media.

