DRAFT INCLUDES ALL NEW POLICY AND PROCEDURE LANGUAGE

POLICY: 6Hx28:10-10

Responsible Official: Vice President, Student Affairs

Policy Contact: Assistant Vice President, Campus Safety and Services

Specific Authority: 1001.64, F.S.
Law Implemented: 1006.601, F.S.; 6A-14.012, F.A.C.

Effective Date: 12-03-2026

Review Date: 12-03-2026

Date of Last Policy Review: 12-03-2026

Campus Safety Plans and Training: ARMOR Act

I. Policy Statement

A. Valencia College ("College") is committed to maintaining a safe and secure learning and working environment for its students, faculty, staff, and visitors. In accordance with section 1006.601, Florida Statutes, known as the Active Response and Mitigation of On-Campus Risks Act ("ARMOR Act"), the College establishes this policy to implement applicable statutory requirements and promote a comprehensive, coordinated approach to campus safety, emergency preparedness, violence prevention, and threat assessment and mitigation.

B. This policy and its implementing procedures provide for the development, implementation, and periodic review of institutional safety plans, training, threat management procedures, and support services for individuals affected by acts or credible threats of violence.

C. Through collaboration with law enforcement agencies and appropriate campus and community resources, the College shall take reasonable and appropriate measures to identify, assess, and mitigate potential threats; prepare for and respond to emergencies; and provide timely, appropriate support to affected members of the College community, consistent with applicable law and institutional procedures.

D. The College shall establish programs and practices to comply with the requirements of the ARMOR Act and shall conduct an annual review of institutional compliance with this Policy and the requirements of the ARMOR Act, and the applicable implementing Rule. The annual review of compliance shall address, at a minimum:

1. Adoption and review of the active assailant response plan. The Board of Trustees ("Board") delegates the initial development of and application of any appropriate updates to the College's active assailant response plan to the College President or designee(s) and adopts such plan language and authorizes its implementation.

2. Completion and certification of annual active assailant preparedness training for all employees and students.

3. Annual review of the family reunification plan. The Board delegates the initial development of and application of any appropriate updates to the College's family reunification plan to the College President or designee(s) and adopts such plan language and authorizes its implementation.

4. Promotion of the use of a mobile suspicious activity reporting tool.

5. Faculty behavioral health response training.

6. Required mental-health and suicide-prevention signage.

7. Establishment and operation of threat management teams.

8. Completion of annual security risk assessment.

9. Implementation of required support procedures for affected persons, including student mental health and behavioral health services and student, faculty, and staff victim supports.

10. Required documentation, reports, confidentiality protections, and any corrective actions.

E. The College shall maintain records sufficient to demonstrate compliance with this policy and applicable legal requirements.

F. The College President or designee(s) shall adopt procedures to implement this Policy, which shall support and provide for institutional compliance with State mandated requirements.

Policy History:

Adopted 12-3-26

Related Documents/Policies:

College Policy 6Hx28: 3C-01.5 Work Assignments and Compensation During Emergencies, Disasters, and Other Extraordinary and Adverse Work Conditions
College Policy 6Hx28: 10-01 Reporting Incidents or Injuries
College Policy 6Hx28: 10-04 Firearms and Weapons on College Property and at College Events

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Procedures:

I. Institutional Responsibility

A. The College President and designees are responsible for coordinating implementation of this policy and ensuring that required plans, training programs, threat management functions, assessments, reporting requirements, and support procedures are maintained, implemented, and reviewed in accordance with applicable law and College procedures.

B. Each division/department assigned responsibility under this policy will comply with the guidelines designed by the College for completing assigned duties and maintaining documentation sufficient to demonstrate compliance.

C. The College shall maintain an institutional compliance document identifying applicable deadlines, responsible departments, and other requirements.

D. On an annual basis, the College shall identify completed requirements, outstanding deficiencies, and address appropriate corrective actions.

II. Active Assailant Response Plan

A. The College shall adopt and maintain a written active assailant response plan, to be integrated with the College's existing emergency preparedness plan, applicable to each College campus, center, and other location where the College conducts activities, as appropriate to the location and applicable law.

B. The active assailant response plan, based primarily on the Run, Hide, Fight methodology, shall establish guidelines for:

1. Recognizing and reporting an actual or potential active assailant threat.

2. Initiating an appropriate emergency response, including coordination with law enforcement, fire-rescue, emergency medical services, and other responding agencies.

3. Issuing timely emergency notifications to students, faculty, staff, and other affected persons through appropriate communication channels.

4. Identifying evacuation, shelter-in-place, lockdown, and other protective actions appropriate to the circumstances.

5. Identifying personnel authorized to initiate and issue emergency notifications, including alternates and procedures for after-hours emergencies.

6. Coordinating incident command, emergency communications, campus access restrictions, and the provision of emergency assistance.

7. Addressing reunification, recovery, and continuity of operations following an incident.

C. The active assailant response plan shall identify specific personnel authorized to issue emergency notifications, as required by section 1006.601, Florida Statutes.

D. The active assailant response plan shall incorporate applicable emergency-notification requirements pursuant to applicable Florida law and the Jeanne Clery Campus Safety Act, 20 U.S.C. § 1092(f), and implementing regulations, including timely emergency notifications and provision for victim confidentiality when required.

E. Campus Safety and Security shall coordinate with local law enforcement and other emergency-response agencies to review the active assailant response plan, identify operational responsibilities, and conduct exercises or other appropriate preparedness activities.

F. The College shall ensure that the active assailant response plan is reviewed at least annually and following a significant incident, material change in campus conditions, or identification of a substantial deficiency.

III. Active Assailant Preparedness Training

A. The College shall develop and deliver an active assailant preparedness training program, required to be to be completed by all faculty, staff, and students on an annual basis.

B. Active assailant preparedness training, based primarily on the Run, Hide, Fight methodology, shall address, as appropriate:

1. Recognition and reporting of potential threats.

2. Appropriate protective actions during an active assailant incident.

3. Emergency notification systems and how to receive alerts.

4. Evacuation, shelter-in-place, and lockdown procedures.

5. Procedures for contacting emergency responders and communicating relevant information.

C. Organizational Development and Human Resources ("ODHR") shall coordinate training and completion records for employees. The appropriate academic and student services departments shall coordinate student training and completion records. Campus Safety and Security may advise on the substantive safety instructional content.

D. The College shall maintain a method for recording completion, identifying individuals with outstanding requirements, issuing reminders, and providing reasonable opportunities to complete required annual training.

E. The College shall annually certify that all faculty, staff, and students have completed active assailant preparedness training, as required by section 1006.601(4)(a), Florida Statutes.

IV. Family Reunification Plan

A. The College shall maintain a written family reunification plan developed in cooperation with local law enforcement agencies and local government.

B. The family reunification plan shall address reunification of students and employees with their families when the College is closed or evacuated due to a natural or manmade event/disaster.

C. Campus Safety and Security shall coordinate with local government, local law enforcement, and other appropriate public safety agencies to review the family reunification plan and establish appropriate operational arrangements.

D. The family reunification plan shall be reviewed at least annually and updated as necessary. The College shall document the review, participating agencies, identified deficiencies, and resulting revisions.

V. Faculty Mental Health Awareness and Response Training

A. The College shall provide training required to be completed by faculty designed to help faculty recognize potential mental-health or behavioral-health student concerns, respond appropriately, and connect students with appropriate campus and community services, including crisis intervention.

B. Training shall address, as appropriate:

1. How to detect and respond to students exhibiting behavioral health concerns, including direction for faculty on where to refer students with mental or behavioral health concerns, and how/when to refer matters to the Threat Management Team and/or other College resources; and

2. Procedures to connect students to institutional and community-based behavioral health services, including crisis intervention.

C. The College will maintain training materials, and attendance or completion records, and will periodically review training content and referral procedures to ensure that they remain accurate and consistent with applicable law and institutional practice.

VI. Mental-Health Awareness and Suicide-Prevention Signage

A. The College shall post a mental health awareness and suicide-prevention sign on its public website and in conspicuous physical locations at each College facility, as required by section 1006.601(4)(b)2., Florida Statutes. Contact information and links shall be verified periodically to ensure that they remain current.

VII. Threat Management Teams

A. The College shall establish a Threat Management Team (“TMT”) responsible for coordinating resources, assessing, and intervening when student behavior may pose a threat to the safety of

the College, its employees, or its students.

B. In accordance with Florida law, the College President shall appoint the members of the TMT. At a minimum, the TMT shall include the four (4) required Core Four members consisting of an administrator, a sworn law enforcement officer, a student services or counseling team member, and a member with expertise in instruction, which may include a faculty member, dean, or department head, or other individual designated by Academic Affairs with expertise in instruction. Additional members may be appointed as deemed necessary to support the work of the TMT.

C. If none of the TMT members are familiar with a student of concern, the TMT shall attempt to consult with someone who is familiar with the student, whether on or off campus, to provide background information. Consulting individuals shall not participate in TMT decision-making.

D. The College President, or designee(s), shall adopt guidelines and protocols governing TMT membership, referrals, intake, assessment, intervention, documentation, follow-up, case closure, receipt and review of threat management records, and other requirements of the Florida Postsecondary Threat Management Protocol.

E. The College shall maintain and promote accessible reporting mechanisms for suspicious, concerning, or threatening behavior and encourage timely reporting by students, employees, and visitors.

1. The College President shall designate an individual employee or triage team to receive, review, and triage all reports of concerning behavior, concerning communication, or threats, no matter how initially received.

2. The employee/triage team shall document basic information about the reported concern or threat, determine whether the report has a factual basis and whether it should be referred to the TMT or another campus team, depending on the type of harm or risk.

3. Reports involving an immediate threat shall be referred to law enforcement or emergency responders without delay.

F. The TMT shall use the Florida Postsecondary Threat Management Protocol and applicable required documentation to assess the behavior of students who may pose a threat of harm to others and to coordinate intervention and services for such students.

G. The TMT shall comply with Rule 6A-14.012, Florida Administrative Code, and use the applicable Florida Postsecondary Threat Management Protocol Manual and required intake and applicable disposition forms.

H. If the student of concern is a dual enrollment student from a Florida public school, and the threatening or concerning behavior occurs on a College site or in a College class, the College TMT must conduct the threat assessment and manage the student, in continued consultation with the K-12 school's threat management team. If the College is notified first of an incident that does not occur in a College class/campus, the College will refer the matter to the K-12 school for the school to conduct the threat assessment and manage the student using the Florida Model

with consultation from the college's TMT.

I. The TMT shall document its assessment, disposition, interventions, referrals, and monitoring activities and other actions in accordance with applicable requirements. Its response may include supportive interventions, referral to behavioral-health services, safety planning, student conduct processes, consultation with law enforcement, and other lawful measures.

J. The TMT shall establish follow-up procedures proportionate to the assessed circumstances. Cases involving continuing concerns shall be monitored and reassessed by the TMT as necessary. The TMT shall document the basis for material decisions and the completion of required follow-up.

K. At a minimum, the Core Four members of the TMT shall meet as often as needed to fulfill the duties of the TMT, but no less than monthly. The TMT shall maintain documentation of its meetings, including meeting dates, team members in attendance, cases discussed, and actions taken.

L. All assigned members of the TMT and those responsible for triage and final administrative review shall receive initial training in the Postsecondary Threat Management Protocol and annual initial or refresher training, as applicable.

M. The TMT shall operate in a manner consistent with applicable federal and state law, including the Family Educational Rights and Privacy Act ("FERPA"), section 1006.52, Florida Statutes, and applicable mental-health confidentiality laws. Information and threat management records shall be shared, accessed, transferred, disclosed, retained, and maintained only as authorized by law, including applicable exceptions permitting disclosure to protect health or safety.

N. The Assistant Vice President, Campus Safety & Services, or designee, who is not a member of the TMT, shall be assigned, after receiving Florida Postsecondary Threat Management Protocol training, to review and approve completed threat management documentation, including the final level of concern and disposition of each case.

VIII. Annual Campus Security Risk Assessment

A. The College shall conduct a security risk assessment annually at each campus/location in collaboration with appropriate public safety agencies and shall submit each annual assessment to the Division of Florida Colleges as required by section 1006.601(4)(c), Florida Statutes.

B. Each assessment shall use the Florida Safe Schools Assessment Tool developed by the Office of Safe Schools, or another comparable tool expressly deemed appropriate for postsecondary institutions by the State Board of Education.

C. The assessment shall evaluate relevant security risks, vulnerabilities, protective measures, emergency-response capabilities, and opportunities for improvement. The assessment shall consider applicable campus facilities, access controls, emergency communications, coordination with public safety agencies, and other relevant operational factors.

D. Campus Safety and Security shall coordinate the assessment with appropriate public safety

agencies and other College departments possessing relevant information.

IX. Support For Victims of Violence and Credible Threats

A. The College shall provide appropriate support to students, faculty, and staff who are victims of an incident constituting an act of violence or an attempted act of violence, or who are subjected to a credible threat as defined in section 784.048(1)(c), Florida Statutes ("affected persons").

B. An affected person (as described in IX. A. above) may report an incident to Campus Safety and Security, the appropriate law enforcement agency, Counselors, or the Office of Employee Relations in ODHR. The College shall maintain clear reporting guidelines for referring reports to the appropriate personnel.

C. Upon receiving a report, the department responsible shall assess immediate safety concerns and coordinate appropriate protective measures. An immediate threat shall be referred promptly to law enforcement or emergency services.

D. Depending on the circumstances and the affected person's needs, available support may include but not be limited to:

1. Provision of available support measures and procedures for timely communication and status updates to the affected person or persons regarding actions taken by the College;

2. Options for work or class relocation, security escorts, and restrictions on access to campus locations by individuals who pose a threat.

E. The College shall identify a responsible contact for each affected person, when appropriate, to coordinate services and communicate relevant updates.

F. The College shall provide timely updates to affected persons regarding actions taken by the College in response to the incident, consistent with applicable law, confidentiality obligations, and the need to protect the integrity of an investigation or proceeding.

G. The College shall document the support offered, actions taken, communications made, and any follow-up required. Records should be maintained with appropriate access restrictions.

H. These procedures do not replace any separate reporting, investigation, disciplinary, or grievance procedures required by applicable law or other College policy.

X. Emergency Communications, Records, and Confidentiality

A. The College shall maintain guidelines for emergency communications and ensure that personnel authorized to issue emergency notifications understand their responsibilities and have access to the systems necessary to perform them.

B. The College shall, in accordance with applicable laws, maintain records sufficient to demonstrate compliance with this policy. Records shall not be disclosed where a statutory exemption or other legal restriction applies.

C. The College will develop and adopt protocols for the secure receipt, handling, access, retention, and disclosure of threat management records that are consistent with FERPA and Florida law, including:

1. Receipt and review of threat management records from K-12 schools, outlining a process by which threat management records are requested from the school district where a student last attended or is currently attending if dual enrolled;

2. A process for review of K-12 threat management records that includes prioritization of student records based on the level of concern and recency of their threat assessment;

3. A process for review of psychological evaluations, therapeutic treatment plans, and therapy or progress notes received from K-12 schools; and

4. A process for securely transferring threat management records within five (5) College business days to school districts, FCS institutions, and state universities, upon request.

D. Postsecondary threat management records must be maintained for a minimum of ten (10) years.

XI. Compliance Review

A. The College, through the Director of Compliance and Audit or as otherwise determined by the College President, shall conduct an annual review of institutional compliance with this policy and the requirements of section 1006.601, F.S., and applicable implementing rules.

Procedure History:

Adopted 12-3-26

Date of Last Procedure Review: 12-03-2026