



**Annual Security Report
Annual Fire Safety Report
2018-2019
Heidelberg Campus**

INTRODUCTION

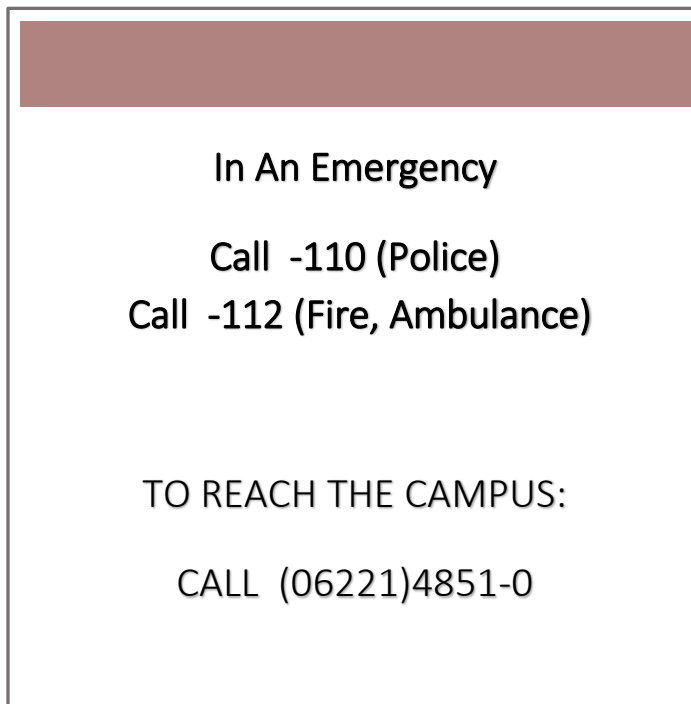
At Schiller International University, our concern for the safety and well-being of our students, faculty and staff is always our top priority. The primary responsibility for Campus Safety and Security is achieved through a team effort involving the Office of the President, the Campus Directors, and the various student services and administrative offices. Please keep in mind that a truly safe Campus can only be achieved through the efforts and cooperation of all students, faculty and staff who accept responsibility for their own safety and security as well as the safety and security of others.

This report has been prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. This report also is in compliance with Higher Education Opportunity Act (P.L. 110-315). Copies of this report are distributed to students, employees, prospective students and prospective employees, according to the U.S Code of Federal Regulations and University Policy and Procedures. An electronic copy is provided on the University's website. Printed copies are available from the Campus Directors offices and from the Financial Aid offices at each campus upon request.

The Heidelberg Campus also complies with German Legislation regarding the safety of students, faculty and staff. Periodic inspections of the premises are made by our local facility management and their consultants. (Contact persons facility management: +49 (0) 15144552931, or +49 (0) 15144554420, or +49 (0) 1726508051); contact security: +49 (0) 173 329 44 38).

Any questions or comments regarding its content should be addressed to:

Campus Director Heidelberg - Phone: +49 (0) 62214581 ext. 20.

A rectangular box with a thin black border. At the top, there is a solid dark red horizontal bar. Below the bar, the text is centered and reads: "In An Emergency", "Call -110 (Police)", "Call -112 (Fire, Ambulance)", "TO REACH THE CAMPUS:", and "CALL (06221)4851-0".

In An Emergency
Call -110 (Police)
Call -112 (Fire, Ambulance)

TO REACH THE CAMPUS:
CALL (06221)4851-0

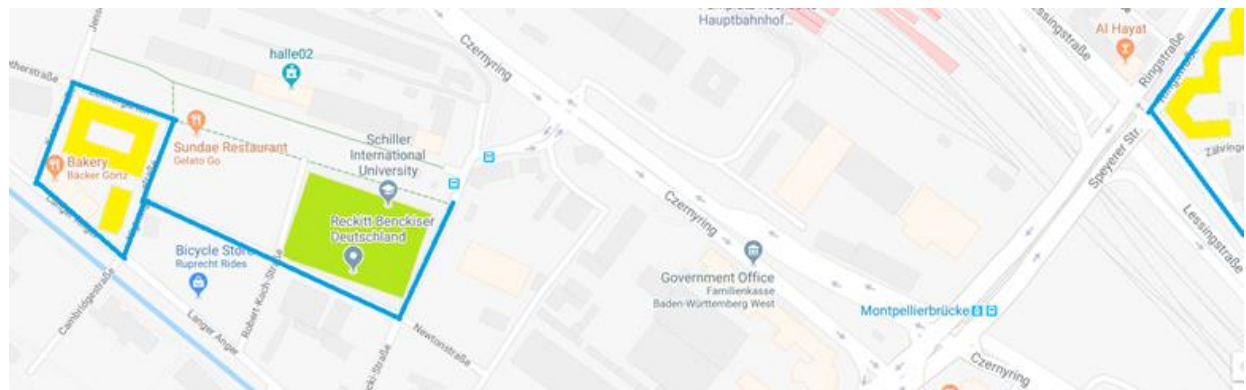
DEFINITION OF PROPERTY:

ON-CAMPUS PROPERTY:

- Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
- Schiller International University operates campuses at the following locations, Madrid, Heidelberg, Paris and Tampa Bay Florida.
- This report pertains solely to the Heidelberg Campus, situated in the Bahnstadt, Zollhofgarten 1 in 69115 Heidelberg, Germany.

Schiller International University Heidelberg has provided a map that describes what is considered on-campus property which is noted in light green color on map.

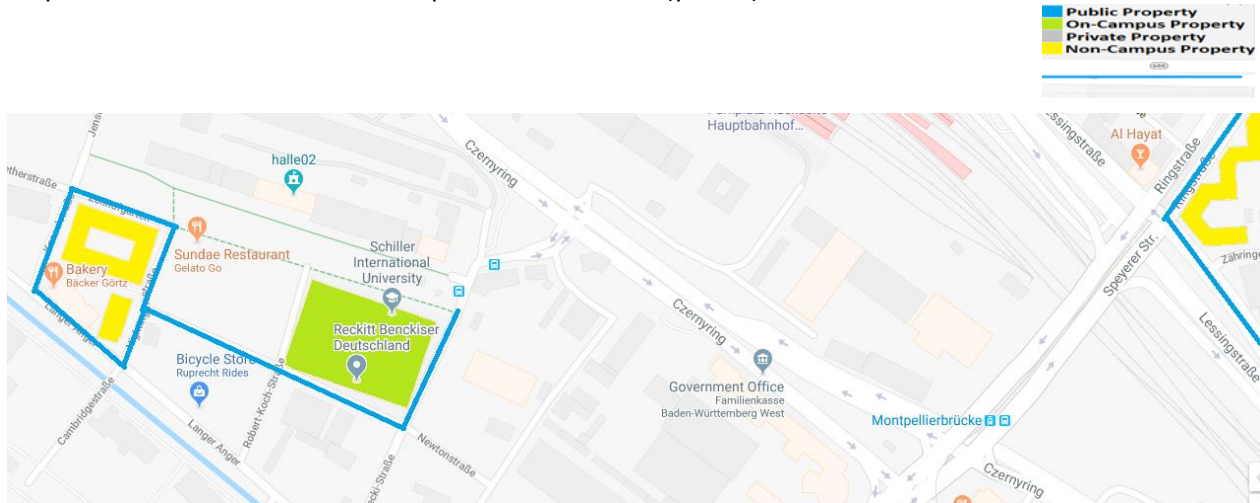
Heidelberg, Germany Campus



NON-CAMPUS BUILDING OR PROPERTY:

- Any building or property owned or controlled by a student organization recognized by the institution; and
- Any building or property (other than the branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonable continuous geographic area of the institution.

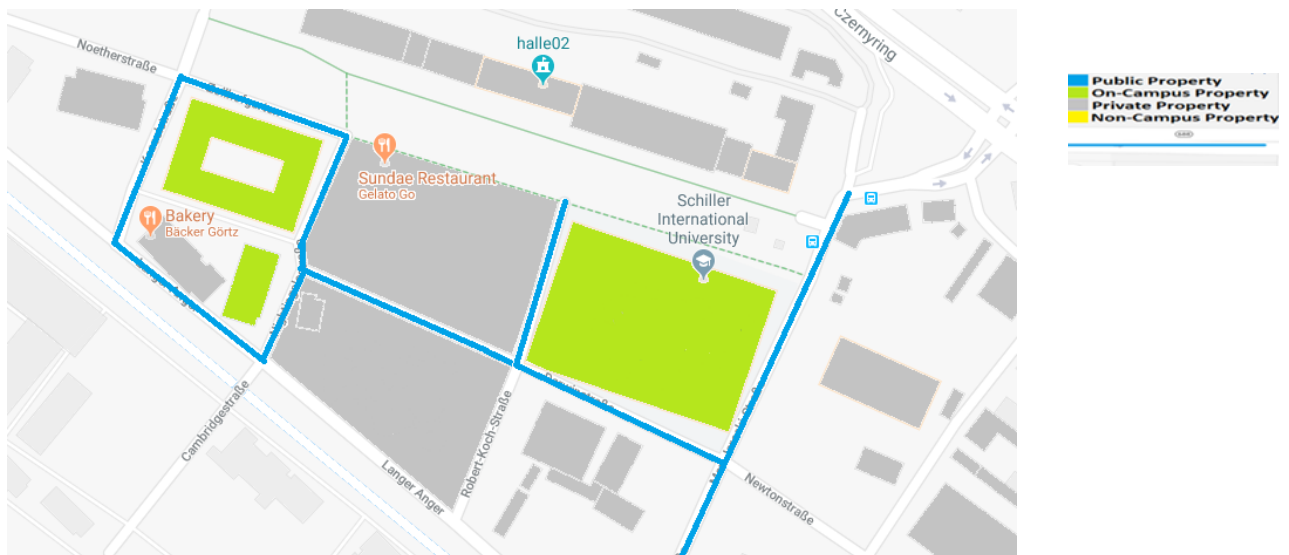
Schiller International University Heidelberg rents apartments for its students in buildings close to the campus. These are considered non-campus property since it is not adjacent to the “main campus”. The map below shows the three dorm apartment locations (yellow).



PUBLIC PROPERTY

All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Public property is shown in grey and private non-University property is shown in yellow. The Heidelberg Campus property is located inside a building with two other tenants (companies), each with separate entrance and a general security system (entry key cards, locked garage, doors lock automatically, etc.).



CAMPUS SECURITY OFFICIALS

All security issues should be referred directly to the Campus Director and CSO, Ms. Tanja Ward. In her absence, the other Campus Safety Officer (CSO), or a staff member should be informed immediately. The CSO is aiming to maintain the physical security and safety of the University and students, faculty, staff, and visitors; for collaborating with the facility management (landlord) and law enforcement agencies.

Outside office hours the campus is protected by an alarm and intervention service. No staff, students or faculty should be on campus at this time.

The emergency number for Germany is **110 for police**, and **112 for emergencies**, such as fire or medical emergencies.

REPORTING CRIMES AND INCIDENTS

All crimes and incidents must be reported to the Campus Director, the CSO, or to a member of staff.

The Heidelberg Campus does not have a written agreement with the local law enforcement agencies, yet where a serious incident has taken place, the local police, fire or ambulance must be called immediately.

For less serious incidents where there is no immediate physical danger, the Campus Director will decide the best course of action and how to inform local law enforcement if required. It is the University's policy that all alleged crimes be reported to the appropriate law enforcement agency promptly.

The University does provide counseling on campus on several dates each month. If a victim or witness wishes to report a crime on a voluntary, confidential basis, the victim or witness may do so by contacting the Counselor, or Campus Director who is also the Title IX coordinator. All efforts will be made to protect privacy and confidentiality. Crimes reported on a voluntary, confidential basis will be included in the annual crime statistics. Sexual assaults may be reported to anyone confidentially, allowing for posting of timely warnings and statistical data.

Contact information for local law enforcement, available 24 hours a day:

Heidelberg Police department: 110

Heidelberg Emergency/ Fire Department: 112

Further on campus contact:

Campus Director (Tanja Ward): +49 (0) 6221 458120

CSO (Librarian / Registrar): +49 (0) 6221 458113; +49 (0) 6221 458114

Reception: can be reached from every room on campus by dialing -11.

Title IX Coordinators: Campus Director +49 (0) 6221 458120; Jane Parker (jane.parker@schiller.edu)

CRIME LOG

The Campus Director maintains daily crime logs containing a chronological report of all valid complaints and reports of alleged crime, and includes the following information:

- Nature, date, time, and general location of each crime; and
- The disposition of the complaint, if known.

The public may review the crime log for the most recent 60-day period in the office of the Campus Director located at each Campus in the Campus Director's office. Entries to the Crime Log older than 60 days can be viewed within two business days of receiving a request.

CLERY ACT CRIME DEFINITIONS

The Clery Act is a US Federal Law that requires colleges and universities whose students receive Federal Financial Aid to report statistics regarding alleged criminal activity on campus and in the neighboring area, as well as safety information, to the campus community. The definitions used for purposes of these reports are specific to the Clery Act and may not be entirely consistent with other crime definitions used by different entities that collect crime information otherwise.

German laws provide similar protection to US legislation though are substantially more severe regarding fire arms.

CRIMINAL OFFENSES

- ***Negligent Manslaughter:*** The killing of another person through gross negligence.
- ***Murder/Non-Negligent Manslaughter:*** The willful (non-negligent) killing of one human being by another.
- ***Robbery:*** The taking or attempt to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- ***Aggravated Assault:*** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- ***Burglary:*** The unlawful entry of a structure to commit a felony or theft.
- ***Motor Vehicle Theft:*** The theft or attempted theft of a motor vehicle.
- ***Arson:*** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

CRIMINAL OFFENSES- FORCIBLE SEX OFFENSES

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against a person's will where the victim is incapable of giving consent.

- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

CRIMINAL OFFENSES- NON-FORCIBLE SEX OFFENSES

Unlawful, non-forcible sexual intercourse

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

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Drug Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, and codeine), marijuana, synthetic narcotics (Demerol, methadone) and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

- **Liquor Law Violations:** The violation of laws and ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

VIOLENCE AGAINST WOMEN ACT OFFENSES (VAWA)

- **Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic Violence:** Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, and person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- **Stalking:** A course of conduct directed at a specific that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: **Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability.**

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

CRIME STATISTICS

The University presents crime statistics for each calendar year by October 1 of the following year, as required by Federal regulations. For example, this schedule calls for the January 1, 2017 through December 31, 2017 statistics to be reported by October 1, 2018.

These statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Uniform Crime Reporting procedures. A table is provided below that summarizes offenses that were reported to Campus Security or to other University offices during the prior calendar year. The table also lists data provided by the respective Police Department.

N.B. These statistics represent alleged criminal offenses reported to campus security, local police, or others. These statistics may involve individuals not associated with the institution. The data collected do not necessarily reflect prosecutions or convictions for crimes. Because some statistics may be provided by non-police authorities, these data may not be directly comparable to data from the FBI's Uniform Crime Reporting System, which collects data only from police.

| Crime Statistics for 2015, 2016, 2017 | | | | | |
|--|-----------------------|----------------------------------|--------------------|------------------------|-------|
| | ON-CAMPUS PROPERTY | STUDENT HOUSING FACILITIES | PUBLIC PROPERTY | NON-CAMPUS PROPERTY | TOTAL |
| CRIMINAL HOMICIDES | | | | | |
| MURDER/NON-NEGLIGENT MANSLAUGHTER | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| NEGLIGENT MANSLAUGHTER | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| SEXUAL OFFENSES | | | | | |
| RAPE- FORCIBLE | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| FONDLING- FORCIBLE | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| INCEST- NON FORCIBLE | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| STATUTORY RAPE- NON FORCIBLE | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |

| Crime Statistics for 2015, 2016, 2017 | | | | | |
|---|-----------------------|----------------------------------|--------------------|------------------------|-------|
| | ON-CAMPUS PROPERTY | STUDENT HOUSING FACILITIES | PUBLIC PROPERTY | NON-CAMPUS PROPERTY | TOTAL |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| GENERAL OFFENSES | | | | | |
| ROBBERY | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| AGGRAVATED ASSAULT | | | | | |
| 2015 | 1 | 1 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| BURGLARY | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| ARSON | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| VIOLENCE AGAINST WOMEN ACT (VAWA) VIOLATIONS | | | | | |
| DATING VIOLENCE | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| DOMESTIC VIOLENCE | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| STALKING | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| ARRESTS and DISCIPLINARY REFERRALS | | | | | |
| WEAPONS LAW VIOLATION ARRESTS | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| WEAPONS LAW VIOLATION DISCIPLINARY REFERRALS | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |

| Crime Statistics for 2015, 2016, 2017 | | | | | |
|--|--------------------|----------------------------|-----------------|---------------------|-------|
| | ON-CAMPUS PROPERTY | STUDENT HOUSING FACILITIES | PUBLIC PROPERTY | NON-CAMPUS PROPERTY | TOTAL |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| LIQUOR LAW VIOLATION ARRESTS | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| LIQUOR LAW VIOLATION DISCIPLINARY REFERRALS | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| DRUG LAW VIOLATION ARRESTS | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |
| DRUG LAW VIOLATION DISCIPLINARY REFERRALS | | | | | |
| 2015 | 0 | 0 | 0 | 0 | 0 |
| 2016 | 0 | 0 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 | 0 | 0 |

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

SAFETY PLAN

The purpose of the Schiller International University Safety Plan is to establish policies, procedures, and an organizational structure for response to significant emergency or dangerous situations. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan. The safety plan and organization shall be subordinate to State and Federal plans during a disaster declared by those authorities.

EMERGENCY RESPONSE TEAM (ERT)

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the Emergency Response Team (ERT) is responsible for assessment and implementation of emergency procedures, including but not limited to, evacuations, lockdowns, crowd control, access controls, and coordination with responding emergency services. The ERT will assemble to direct the handling of the crisis.

The University has identified an Emergency Response Team (ERT), consisting of:

Director of Admissions: +49 (0) 6221 458125

Campus Director: +49 (0) 6221 458120

Registrar: +49 (0) 6221 458114

Librarian: +49 (0) 6221 458113

ORGANIZATIONAL STATEMENT, ROLES, AND RESPONSIBILITIES

This Safety Plan provides guidelines for the ERT during a major emergency or dangerous situation. Campus Director is considered the team leader.

The Team Leader or designee would be responsible for the following actions:

- Identifying the nature of the emergency;
- Ensuring that timely notification is made to emergency responders (*e.g.*, police and fire departments, emergency medical services, etc.);
- Coordinating with responding emergency services personnel;
- Ensuring that timely notification is made to the full ERT;
- Initiating the mass alert system if necessary;
- Ensuring that the primary command center is operational with all necessary communication and emergency equipment, as appropriate; and
- Determining if a lock down or evacuation of any building is necessary and initiating that process, if warranted.

REPORTING AN EMERGENCY

Reporting an emergency in an accurate and timely manner is crucial in minimizing the effect of a significant emergency or dangerous situation on the community. All alleged offenses and/or emergencies should be reported to the Campus Director. If a criminal act and/or emergency are reported to someone other than the Campus Director, that person is instructed to contact the Campus Director immediately. The Campus Director or designee, upon receiving the initial report, and will act according to training and instructions given.

Contact numbers for emergency service units (Fire, Police, and Emergency Medical Services) along with government agencies (*e.g.*, Office of Emergency Management; Board of Health; Poison Control Center; and the National Response Center for Chemical, Oil and Chemical/Biological Terrorism) are maintained at the Campus Director's Office, and at the campus reception. Also listed are medical facilities, utility companies and on-call contractors are maintained along with emergency contact numbers for all current staff, faculty, and students. If you encounter an emergency or dangerous situation on campus, report it immediately to the Campus Director or call -110 for police support, or -112 for all other emergencies.

NOTIFICATION PROCEDURES

Upon receiving the initial report, the Campus Director will make an immediate assessment identifying the nature of the emergency or dangerous situation and notify emergency services to discuss what actions should be taken next. A member of the ERT will then be notified, who will brief the other members. If a mass notification or limited notification is deemed necessary by local emergency services, the ERT will, without delay, and taking into account the safety of the community, determine the content of the notification, and decide the appropriate segment or segments of the campus community to receive the notification. The ERT will assist the Campus Director in initiating the notification system, unless issuing a

notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Members of the ERT will notify their respective departments via phone, text messaging, or e-mail to ensure that all faculty and staff are aware of the situation.

MASS NOTIFICATION

Emergency Notifications are required upon the confirmation of a significant emergency. It is sent by the President or designee, to all Students, Faculty and Staff via email and fire alarm system if applicable. Phone calls are made if needed.

All emergency notifications may be communicated through one or more of the following systems:

- Schiller website (www.schiller.edu)
- Email alert sent to Students, Faculty and Staff
- On Campus fire alarms

COMMUNICATION WITH THE CAMPUS COMMUNITY AND GENERAL PUBLIC

The ERT will determine the need to give notice to individuals and organizations outside the campus, including the police or other local authorities as well as the campus community. The ERT will collaborate with local authorities in determining the need for and content of the notice. The notice will be provided to local emergency services as a first priority. Updated information will be provided if necessary.

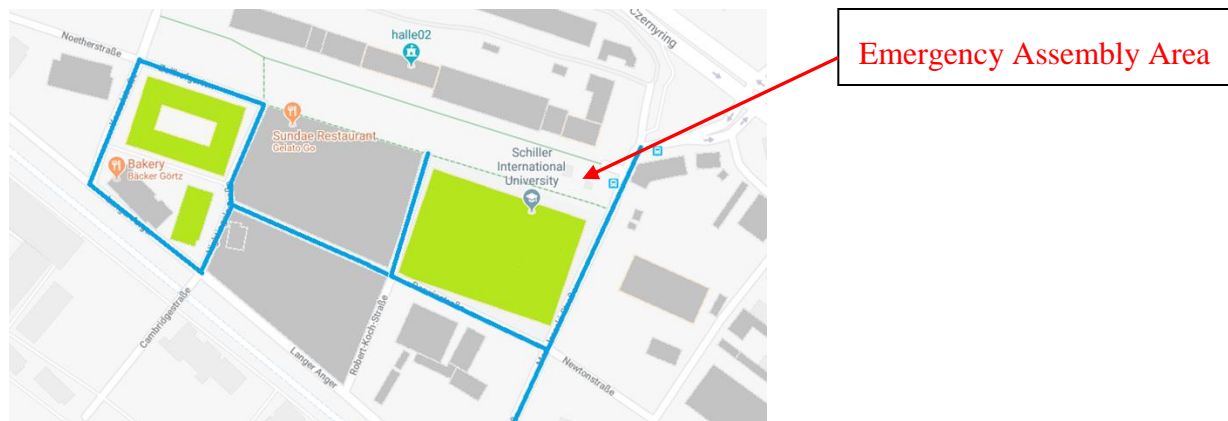
In the event of an emergency or dangerous situation, the University should be contacted on (+49) 06221 45810, or (+49) 06221 458120.

ROLE OF COMMUNITY

The community is encouraged to notify the Campus Director of a significant emergency or dangerous situation as soon as possible. All matters involving potential violence or circumstances that could harm students, faculty, or staff should be reported immediately to **110**.

ROLE OF STUDENTS

Students should familiarize themselves with the emergency procedures and evacuation routes in buildings where they reside or use frequently. They should evacuate buildings in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. They should evacuate to pre-designated Emergency Assembly Area (see below).



ROLE OF FACULTY AND STAFF

Every member of the faculty and staff should familiarize themselves with the emergency procedures and evacuation routes. Faculty members who are teaching a class during an emergency situation are expected to assist the students in taking appropriate actions. University security facility management will provide communications and coordination with responders, under the direction of the ERT, as needed.

EVACUATION GUIDELINES

Notification to evacuate a building will be made by any feasible means, including email, fire alarms, public address systems, hand-held public address horns, telephones, and word of mouth as determined by the ERT.

In the event of a fire, employees, students, faculty, staff, and visitors are required to evacuate the building immediately. In non-fire emergencies, a decision to evacuate will be based on the facts and circumstances. Evacuation is likely necessary when the University receives a specific threat (e.g., bomb threat or hazardous material incident) and the recommendation of public safety officials who may be responders.

EVACUATION OF CAMPUS BUILDINGS

When the order is given to evacuate a building for any reason, occupants are instructed to follow life safety survival skills, to not to use elevators, and to evacuate by way of the nearest safe exit.

LOCK DOWN AND SHELTER-IN-PLACE PROCEDURES

The safety of our students, staff and faculty is a high priority and an important concern for the University. There is a fire alarm system in place for the immediate evacuation of the campus during an emergency. Although our location makes this unlikely, the campus building facility management has a LOCKDOWN safety procedure (as described below), which can be used if and when there is an immediate threat and an evacuation would not be practical.

There are many types of threats and situations that can be dynamic and confusing due to unknown factors. We must therefore be flexible in how we communicate and react to keep everyone safe and out of harm's way.

For contacting **police call 110**, for fire, or medical emergency services **please call 112** - this call is free of

charge and can be made from any telephone without unlocking access, and provide the address, building, and room location information displayed on the placard or phone.

If there is an immediate threat to human life, you must react decisively, get out of harm's way, notify the authorities by **dialing 110**, and if necessary, implement and use the fire alarm or the LOCKDOWN procedure. Once a campus official determines a lockdown, an announcement will be made to inform individuals on campus that **"Schiller International University is now in a LOCKDOWN condition."**

In the event of a Lockdown, the following procedures are to be followed:

- The doors to the building should be locked, and no one should be allowed to enter or leave until officially instructed.
- All students in the building should report to the nearest classroom.
- All professors should direct students in the hall to the nearest classroom, lock the doors and windows, turn off the lights, cover the windows, and move students out of the line of sight.
- Professors should take attendance of students in the room and await further instructions.
- Professors may contact the Front Desk, but should understand that immediate response may not be possible.
- All activity should cease. Students are expected to be quiet and to limit movement.
- Students/Staff outside the building must evacuate to an off campus location.

Once the lockdown is over there will be an announcement stating that the **"LOCKDOWN is OVER"** or, you will receive instructions from a University administrator, police, or a fire official. No one is allowed to leave the building until instructed. The staff is committed to improving and encouraging good relations in a diverse cultural environment in the University. Our combined efforts can preserve a safe environment.

BOMB THREAT OR HAZARDOUS MATERIAL THREAT

Threats are always taken seriously. Most often a bomb threat is made by telephone, but threats may be conveyed by mail, email, or in person. Bomb threats must be reported immediately. Contact the Campus Director immediately. The Campus Director will contact the appropriate authorities. However, if the threat seems imminent, **call 110**. Security and designated personnel will coordinate with police and fire departments. A decision to evacuate or to lockdown a building will be made with due consideration given the advice offered by first responders.

If searches are necessary, professionals from the police and fire departments will conduct them. University personnel will not conduct searches for explosives or hazardous materials.

If Schiller or any of its employees were to receive a bomb threat by telephone:

- Remain calm. Do not hang up, even if the caller hangs up: The call may still be traceable.
- Ask the caller to repeat what he/she said.
- Ask for more information:
 - What is your name?
 - Where is it?
 - What does it look like?
 - What will it do?
 - Why are you doing this?
 - How can we contact you?

- Do you want to talk with someone?
- Take notes.
 - What was the exact time of the call?
 - Was the caller male or female?
 - Did the person sound old or young?
 - Did the person have an accent or pronounce words in a strange way?
 - What was the caller's tone of voice? Was he/she calm or excited?
 - Was there identifiable background noise?

SERIOUS INJURY OR ILLNESS

Serious injury or illness can occur at any time. In the event of a serious injury or severe illness:

- Do not move the ill or injured person.
- Call 112 or call Campus Director.
- Security personnel will notify appropriate members of ERT.
- Trained personnel will give care until first responders arrive.
- Campus Director will file a report of the incident. University Administrative staff will follow up with the ill or injured person.

DRILLS AND TESTING

Schiller International University's facility management schedules periodic fire drills. Every alarm must be taken seriously even if there is no immediate apparent danger. Every student will familiarize himself/herself with the rules and procedures. Students will use the following procedures during fire drills, when the alarm sounds:

- Open the window blind/ shades
- Leave the wall or overhead light(s) on
- Close the room door, but DO NOT LOCK IT
- Walk quickly and quietly outside by using the stairwells. Do not use elevators.
- Remain outside until the signal is given to return to the building

ALL STAFF, FACULTY AND STUDENTS MUST ASSEMBLE IN THE FRONT OF THE BUILDING, PARK AREA

Anytime the fire alarm goes off, everyone must evacuate the building immediately through the nearest fire exit. NEVER assume it is "just a fire drill or false alarm." The assembly point for the Campus building is the park on the main side entrance. The entrance, stairs, and driveway must be kept clear for the fire truck when it arrives. The pavements and walkways outside the buildings also must be kept clear. Do not use elevators.

TAMPERING WITH FIRE AND SAFETY EQUIPMENT

German law strictly prohibits tampering with fire and safety equipment in any campus building. This means that pulling false fire alarms, discharging fire extinguishers, removing exit signs, or activating fire hoses will not be tolerated and is subject to disciplinary action.

CAMPUS SECURITY MEASURES AND SAFETY INFORMATION

ACCESS TO CAMPUS BUILDINGS AND GROUNDS

The University is not considered a large campus. It is located within other buildings. The building has other tenants, two companies, each with separate entrance. Thus, it is possible for non-University persons to access the campus despite the security code on the doors.

Students, staff and faculty are advised to remain vigilant at all times and to report any suspicious behavior to the Campus Director.

In an emergency: **Call 112.**

Non-Residential Buildings

Our campus has one main building which also includes valuable equipment. The building is unlocked during business hours, 8.30 a.m. to 5.30 p.m. Monday through Friday. It is essential that staff, faculty, and students cooperate to keep all facilities secure. Never prop open exterior doors. Never open a door for an individual you do not know. Always keep your assigned keys safe and report any loss immediately. Always keep your University identification card with you. If you notice an unauthorized entry or other suspicious activity, call the reception desk immediately at 06221-45810, or -11 from any campus phone.

There is a general security system installed by the facility management (doors lock automatically between 5pm-9am); fire detectors, extinguisher, and doors installed according to German law.

Contact persons facility management: Ms. Steidel (steidel@sky-labs.de; +49 (0) 15144552931), Mr. Arslan (arslan@sky-labs.de; +49 (0) 15144554420), Mr. Zum Egen (reiner.zumegen@apleona.com; +49 (0) 1726508051)

Contact security: Herr Georgakopoulos (dimitrios.georgakopoulos@apleona.com; Mobile +49 173 329 44 38).

In an emergency: **Call 112.**

Dorms facilities

Schiller International University Heidelberg rents apartments at three different locations close to campus. Each locations has a facility management with an office on-site.

The dorm locations and contact persons are:

a. Campus Viva, location: Langer Anger 44, 69115 Heidelberg – contact facility management: ProImmobilien Verwaltungsgesellschaft für Haus- und Grundbesitz mbH Zollhofgarten 8 - 69115 Heidelberg, phone 06221 4263655; contact security provider: Company Phoenix phone: 06224-9284002.

b. Green Five, location: Nightingalestrasse 2 (Langer Anger), 69115 Heidelberg - contact facility management: ProImmobilien Verwaltungsgesellschaft für Haus- und Grundbesitz mbH Karlstraße 34 - 64283 Darmstadt, phone 06151 / 429038-0, or phone 06221 3537246; security (see Campus Viva)

c. Ringstrasse, location: Ringstrasse 37-41, 69115 Heidelberg - contact facility management: Genius LSA GmbH, Ringstr 19b, 69115 Heidelberg, phone: +49 (06221) 35 42 651; INDUSTRIA WOHNEN GmbH, Theodor-Heuss-Allee 74, 60486 Frankfurt a. Main, phone +49 (0) 800 8383888, , contact facility and security: phone 0151-22270673.

In addition, anybody can and should call the local police station for help: 110 (or fire department/emergency: 112).

SUSPICIOUS ACTIVITIES YOU SHOULD REPORT

Unusual sounds such as screams or shouts should be investigated cautiously and reported to the Campus Director, or other CSO. If required **call 110**.

If you notice anyone checking doors to see if they are open or looking into windows, advise the Campus Director. If you see anyone being forced into a vehicle, **call 110**.

If you see property being taken from any building on campus by unknown persons, call the Campus Director or notify a member of staff. It could be a burglary in progress. Write down a description of the persons and their vehicle, including license plate number, to give to Campus Director.

TIMELY WARNING AND CAMPUS CRIME ALERTS

The Clery Act and associated regulations require that each campus provide a timely warning to the campus community concerning the occurrence of a Clery crime that the institution believes represents a continuing threat to the campus community. The determination that there is a continuing threat will be made by the Emergency Response Team on the basis of information presented by the Campus Director or local authorities. The Emergency Response Team will decide on the content of the notice and how it will be disseminated. The Campus Director will ensure any notice is released promptly. Campus crime alerts are posted in public areas around campus, and may be accompanied by emails, text messages, or notices delivered to students directly, as appropriate.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING POLICY

DEFINITIONS - GERMANY

Statutory Definition of Rape

According to the German penal code established in 1871, the definition of rape was to compel "a woman to have extramarital intercourse...by force or the threat of present danger to life or limb," and was punishable by at least two years imprisonment.

In 2016, the German parliament changed the law on sexual assault and rape (Sect. 177 StGB). The new law assumes a "no-means-no"-model, while the old law required coercion as a necessary feature of rape and other forms of sexual assaults. In addition, two new offense descriptions were introduced: sexual harassment (Sect. 184i StGB) and offenses out of groups (Sect. 184j StGB).

The offense descriptions in **Sect. 177 StGB Sexual Assault; Sexual Coercion; Rape** are formulated in the following way:

- (1) Who, against the recognizable will of another person, performs sexual acts with this person or makes her act sexually or induces the other person to suffer sexual acts by a third person or to perform sexual acts with a third person, will be punished with imprisonment between six months and five years.
- (2) In the same way will be punished who performs sexual acts with another person or makes her act sexually or induces the other person to suffer sexual acts by a third person or to perform sexual acts with a third person, if
 1. the offender exploits that the person is not able to form an adverse will or to express it,
 2. the offender exploits that the person, due to her physical or mental state, is severely restricted in forming or expressing her will, unless he has assured himself of the other's approval,
 3. the offender exploits a moment of surprise,
 4. the offender exploits a situation in which the victim in the case of resistance has to expect a serious evil, or
 5. the offender has coerced the person to perform or suffer the sexual act by threatening a serious evil.
- (3) The attempt is punishable.
- (4) The punishment is imprisonment of not less than one year if the inability to form or to express an adverse will is caused by disease or disability.
- (5) The punishment is imprisonment of not less than one year if the offender
 1. applies force against the victim,
 2. threatens the victim with imminent danger to life or limb, or
 3. exploits a situation in which the victim is unprotected and at the mercy of the offender.
- (6) In especially serious cases the punishment will be imprisonment of not less than two years. An especially serious case typically occurs if
 1. the offender performs sexual intercourse with the victim or lets intercourse be performed or performs similar sexual acts with the victim that degrade the victim or makes the victim perform such acts, particularly if they entail penetration of the body (rape), or
 2. the offense is committed jointly by more than one person.
- (7)-(8) [identical to old version, concerning weapons and other aggravating circumstances]

(9) In less serious cases under subsections (1) and (2), the punishment shall be imprisonment from three months to three years, in less serious cases under subsections (4) and (5) punishment from six months to ten years, in less serious cases under subsections (7) and (8) imprisonment from one to ten years.

The Age of Consent in Germany is 14 years old. The age of consent is the minimum age at which an individual is considered legally old enough to consent to participation in sexual activity. Individuals aged 13 or younger in Germany are not legally able to consent to sexual activity, and such activity may result in prosecution for statutory rape or the equivalent local law.

Germany statutory rape law is violated when an individual under age 21 has consensual sexual intercourse with a person under age 14 without exploiting their lack of capacity for sexual self-determination. Prosecution requires a complaint from the minor.

Germany does not have a close-in-age exemption. Close in age exemptions, commonly known as "Romeo and Juliet laws" in the United States, are put in place to prevent the prosecution of individuals who engage in consensual sexual activity when both participants are significantly close in age to each other, and one or both partners are below the age of consent.

Because there is no close-in-age exemption in Germany, it is possible for two individuals both under the age of 14 who willingly engage in intercourse to both be prosecuted for statutory rape, although this is rare. Similarly, no protections are reserved for sexual relations in which one participant is a 13 year old and the second is a 14 or 15 year old.

Statutory Definition of Consent

"Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Persons defined as incapable of consent to sexual activity include those whose judgment has been impaired due to the ingestion of drugs or alcohol, the mentally incapacitated, or someone who is unconscious.

Sex Offender Registry

There is currently no Sex Offender Registry in Germany.

Statutory Penalty Ranges

Germany has a judiciary system without sentencing guidelines or sentencing commissions. Therefore there is - in general - significant room for judicial sentencing discretion.

However, for every single type of offence a concrete statutory sentencing range is provided. In addition, these ranges differentiate between the specific circumstances under which the offense has been committed. This applies in particular for serious offences like sexual abuse of adults or minors, trafficking in drugs, robbery, bribery or arson. In these categories of offences a number of specific aggravating and mitigating circumstances with specific statutory sentencing ranges is provided.

For example the chapter of the Criminal Code on offences against sexual self-determination consists of the following sections, including a lot of subsections:

| | |
|--------------|--|
| Section 174 | Abuse of position of trust |
| Section 174a | Sexual abuse of prisoners, patients and institutionalized persons |
| Section 174b | Abuse of official position |
| Section 174c | Abuse of a relationship of counselling, treatment or care |
| Section 176 | Child abuse |
| Section 176a | Aggravated child abuse |
| Section 176b | Child abuse causing death |
| Section 177 | Sexual assault by use of force or threats; rape |
| Section 178 | Sexual assault by use of force or threat of force and rape causing death |
| Section 179 | Abuse of persons who are incapable of resistance |
| Section 180 | Causing minors to engage in sexual activity |
| Section 180a | Exploitation of prostitutes |
| Section 181a | Controlling prostitution |
| Section 182 | Abuse of juveniles |
| Section 183 | Exhibitionism |
| Section 183a | Causing a public disturbance |
| Section 184 | Distribution of pornography |
| Section 184a | Distribution of pornography depicting violence or sodomy |
| Section 184b | Distribution, acquisition and possession of child pornography |
| Section 184c | Distribution, acquisition and possession of juvenile pornography |
| Section 184d | Distribution of pornographic performances by broadcasting, media services or telecommunications services |
| Section 184e | Unlawful prostitution |
| Section 184f | Prostitution likely to corrupt juveniles |

Sexual abuse (of adults)

Sexual assault by use of force or threats: imprisonment from one to fifteen years; rape: imprisonment from two to fifteen years; sexual assault by carrying a weapon or by placing the victim in danger of serious injury: imprisonment from three to fifteen years; sexual assault by using a weapon or seriously injuring the victim or placing the victim in danger of death: imprisonment from five to fifteen years; Sexual assault causing the death of the victim by reckless disregard: imprisonment from ten to fifteen years or imprisonment for life.

POLICY STATEMENT ON SEXUAL ASSAULT

Schiller International University prohibits rape, sexual assault, or other forms of nonconsensual sexual activity. Sexual assault violates federal, state, and local laws. Victims of rape or sexual assault are encouraged to file a complaint as soon as possible after the incident. It is important to preserve any evidence of a sexual assault for proof of a criminal offense. All claims of sexual assault will be promptly and thoroughly investigated and corrective action taken if warranted by the results of the investigation. Such action may lead to a campus judicial hearing or to civil or criminal proceedings against the assailant. A student may be found guilty of sexual assault by a campus disciplinary body regardless of whether he or she is found guilty in civil or criminal proceedings.

POLICY STATEMENT ON DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING

Schiller International University prohibits domestic violence, dating violence, and/or stalking. Victims of domestic violence, dating violence, and stalking are encouraged to file a complaint as soon as possible after the incident. It is important to preserve any evidence of an assault for proof of a criminal offense. All claims will be promptly and thoroughly investigated and corrective action taken if warranted by the results of the investigation. Such action may lead to a campus judicial hearing or to civil or criminal proceedings against the assailant. A student may be found accountable by a campus disciplinary body regardless of whether he or she is found guilty in civil or criminal proceedings.

PREVENTION AND AWARENESS PROGRAMMING

Programming designed to prevent and promote awareness of sexual assault, domestic violence, dating violence, and stalking is offered on campus throughout the year. A variety of prevention and awareness materials, such as brochures, videos, and posters, are available in the Student Services office, which are designed to promote positive and healthy behavior. The University is committed to reducing the risk to its students, by providing opportunities for discussion and education on this issue.

RETALIATION

Retaliation against any individual exercising a legal right, such as filing a complaint in good faith or providing information during an investigation, is also expressly prohibited, will not be tolerated and will result in disciplinary action, regardless of the disposition of the underlying complaint.

REPORTING PROCEDURES

A student who has been sexually assaulted has several options for reporting the incident and receiving information and support:

Report the Assault on Campus.

If you have been assaulted by a member of the University community or on campus by a non- community member, you may file a complaint by contacting one of the following people directly:

- Campus Safety Officer may be contacted at any time by calling extension -14
- Title IX coordinator / Campus Director - +49 (0) 6221 458120
- Off-campus emergency services can be reached calling 112.

These resource personnel can inform you of your options and provide assistance in pursuing them. You may contact them in person or by telephone. You should be aware that University personnel may likely be required to inform the police of any sexual assaults of which they become aware. Remember, it is important to preserve evidence that may be needed as evidence to prove a sexual assault.

Confidentiality

Confidentiality will be kept as much as possible although it may hinder the investigation process. Confidentiality may be withdrawn to prevent future incidents and/or to eliminate a threat to the community.

Report the assault to the police

A complaint can be filed with the local police department or other law enforcement agency. Schiller International University personnel may be required to report the incident to law enforcement to assist in the investigation process. Reporting an assault is not the same thing as prosecuting the alleged offender. You can decide later if you want to prosecute.

Preservation of Evidence

It is important to preserve any evidence of the incident. Reporting the incident immediately is a good way to help with this process.

Go to a hospital

Seek assistance at the hospital of your choice, where you may receive treatment for injuries as well as tests that can provide evidence that may be crucial, should you decide to prosecute. You should call 120 and have them take you to the hospital. Campus staff cannot provide transportation.

Seek counseling

A trained counselor can assist you during this time of need, advise you of your options and provide you with support in pursuing them. For referral to a counselor, contact Campus Director or Title IX coordinator.

- Immediate danger: Police emergency call 110
- Frauenhaus“Womanhouse“ Heidelberg Frauen helfen Frauen e.V. Postfach 102343 69013 Heidelberg; phone: +49 6221 833088; email: info@fhf-heidelberg.de Homepage: www.fhf-heidelberg.de/
- Zuflucht und Beratung für misshandelte Frauen und ihre Kinder/ Frauennotruf gegen sexuelle Gewalt an Frauen und Mädchen e.V.; Bergheimer Straße 135; 69115 Heidelberg

REPORTING AN ASSAULT TO THE LOCAL POLICE DEPARTMENT

Regardless of where you have been assaulted or by whom, you may call the local police department at 110. Or call Sexual Assault Service Helpline: +49 (0) 6221 833088. The following provides information regarding your options within the criminal justice system:

File a report

A uniformed, on-duty police officer will take your report. He or she probably will ask a number of questions regarding the incident to be certain that he or she has all the information needed.

Press charges

There is no requirement that you press charges. If sufficient evidence exists, the Prosecutor's Office may decide to press charges and may require you to testify. If you press charges, you likely will be interviewed by the police again, perhaps by a detective.

After the authorities have gathered statements and evidence, they will turn them over to the Prosecuting Attorney of the corresponding County. Based on a review of these materials, the Prosecutor will decide if the evidence is sufficient to warrant a preliminary hearing.

Choosing not to press charges immediately following an assault does not mean that you may not press charges later. However, you should be aware that your decision to delay making a report or pressing charges could make it harder for the prosecution.

STUDENT CODE OF CONDUCT

The University publishes a Student Code of Conduct that is distributed to all students who live or attend classes on campus. It explains the rights and responsibilities of students to help maintain a safe and secure community. Students are advised to study and to abide by this code of conduct.

Violations are handled by an internal disciplinary process that is separate and apart from any criminal proceedings that may arise. The University's disciplinary process and criminal proceedings may impose sanctions independently and without collaboration or consultation. A student may be subject to suspension during the pendency of the investigation and disciplinary proceedings as deemed necessary and appropriate by the University. An individual found responsible for a violation of the student code of conduct may be subject to disciplinary sanctions including, but not limited to, fines, loss of residence hall privileges, probation, suspension, expulsion, or dismissal. An organization or individual, whether a student or not, that is found to have aided or abetted a violation may face the same sanctions as well as being banned from campus. A student found responsible for bringing a false accusation against a member of the campus community may be subject to the same disciplinary sanctions.

DRUG, ALCOHOL, AND SUBSTANCE ABUSE

The University publishes an *Alcohol- and Drug-Free Work Place and Campus* policy and distributes it to all students who live or attend classes on campus and employees. The University complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

- The possession, use manufacture or distribution of any illegal drug is prohibited on property owned or controlled by the University.
- The unlawful manufacture, distribution, dispensing, possession, or use of controlled substance is prohibited at the workplace or on the property Schiller International University or any premises leased or controlled by the university is prohibited.
- Reporting for work, attendance by a student at any class, or attendance by either a student or employee at any activity of the University under the influence of any controlled substance is prohibited.
- Violation of any of the prohibitions may result in immediate dismissal.
- Printed copies of the Alcohol and Drug-Free Work Place and Campus policy can be requested from the Campus Director or Human Resources.

ANNUAL FIRE SAFETY REPORT

The University endeavors to provide a safe environment for students, faculty, staff, and visitors. The objective of the campus fire safety program in accordance to the on-site facility management is to identify potentially hazardous conditions and to take appropriate action before a fire emergency occurs. This goal is met by:

- Conducting periodic review and revision of fire prevention policies;
- Conducting periodic fire drills;
- Promoting fire safety awareness for students and employees;
- Inspecting, testing, and maintaining fire protection systems;
- Performing plan review, code consultation, and acceptance testing on construction, capital improvement, and renovation projects; and
- Mitigating fire hazards by utilizing the information provided by regularly scheduled fire safety inspections performed by local fire safety authorities.

Schiller International University will continue to provide a safe environment by making improvements to the Emergency Notification System to assist with quicker response and evacuation times.

FIRE SAFETY EDUCATION AND TRAINING

Faculty and staff will receive fire safety training on an annual basis and be required to participate in all fire drills. Fire safety training will be provided by the facility management and Campus Safety Officer and /or designee.

| Fire Statistics – Heidelberg Dorm Locations | | | |
|--|-------------|-------------|-------------|
| | 2015 | 2016 | 2017 |
| Number of Fires | 0 | 0 | 0 |
| Fire Related Injuries | 0 | 0 | 0 |
| Number of Deaths | 0 | 0 | 0 |
| Value of Property Damage | 0 | 0 | 0 |

* FIRE SAFETY. ANY FIRES HAVE TO BE REPORTED, WHETHER ARSON OR NOT. THIS INCLUDES RESIDENCE HALLS OR FACILITIES OWNED OR OPERATED BY SCHILLER.

| Campus Fire Statistics – Heidelberg Campus | | | |
|---|-------------|-------------|-------------|
| | 2015 | 2016 | 2017 |
| Number of Fires | 0 | 0 | 0 |
| Fire Related Injuries | 0 | 0 | 0 |
| Number of Deaths | 0 | 0 | 0 |
| Value of Property Damage | 0 | 0 | 0 |

* FIRE SAFETY. ANY FIRES HAVE TO BE REPORTED, WHETHER ARSON OR NOT. THIS INCLUDES RESIDENCE HALLS OR FACILITIES OWNED OR OPERATED BY SCHILLER.