



2025-26

Emergency Preparedness Plan Paris Campus

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Schiller International University – Paris Campus

EMERGENCY PREPAREDNESS PLAN

1. Purpose

The purpose of the Schiller International University Paris Campus Emergency Preparedness Plan (EPP) is to identify and respond to conditions that pose a risk to personal safety, academic operations, and/or campus resources. This plan outlines systematic methods to identify risks, reduce risks to an acceptable level, prepare for unavoidable risks, manage incidents, and return to normal operations. The plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities to assess the seriousness of incidents and respond accordingly.

This plan and organization are developed from and consistent with guidelines produce by the French and American governments for emergency preparedness by institutions of higher learning.

This plan provides parents and other members of the community with assurances that Schiller has established guidelines and procedures to respond to incidents in an effective way.

Developing, maintaining, and exercising the EPP increases Schiller's legal protection. Institutions without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

Applied deliberately and consistently, the activities in this plan will produce a safety culture within the campus community. This culture is not to avoid all risks, but to mitigate risks in a way that allows campus activities with minimal disruptions. Risk identification and response cannot be made with complete accuracy. It will be necessary to apply this plan wholly, in part, or with modification based upon first-hand knowledge, experience, and judgement to each specific incident. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen nor covered by the plan.

2. Scope

Schiller University provides educational services to its students. The students, faculty, staff, and stakeholders depend on the ongoing academic operation of the campus. This plan outlines the procedures to be used on campus in the event of an emergency. An emergency is the condition of a hazard or threat risking negative effects on:

- The health, safety, or wellbeing of campus community members.
- The academic operations, administration, or activities of the campus.
- The maintenance of campus facilities, materials, or resources.
- The timely and accurate communication of conditions, instructions, and information to all stakeholders.

All campus staff and faculty, especially those who are assigned to emergency teams, should become familiar with the contents of this plan. Key contact information should always be current and accessible to the emergency team members.

The document also serves as a foundation for training and preparation for many types of emergencies. Emergency preparations should be a regular agenda item at staff meetings including assessing risks, conducting response training, and evaluating this plan.

The plan is organized in six sections:

- 1) Concepts and Definitions: Explanation of concepts and terms used throughout this plan.
- 2) Organization: Assignment of personnel, responsibilities, and key tasks.
- 3) Risk Assessment: Identification, classification, and reduction of risks from hazards and threats.
- 4) Preparation: Mitigation and training measures to prepare for unavoidable risks.
- 5) Response: Responsibilities and actions to take during an emergency.
- 6) Recovery: Responsibilities and actions following an emergency to return to "normal" academic operations.

3. Responsibilities

All persons (students, faculty, staff, and guests) are responsible to recognize and sound the alarm for any emergency on or near campus.

The Campus Director is ultimately responsible for the preparation, response, and recovery from any campus emergency.

Staff may be assigned by the Campus Director with specific preparation, response, and recovery tasks.

Faculty are inherently responsible during emergencies to relay instructions to and maintain accountability of students in their classes.

Students are responsible to follow the instructions of staff, faculty, and emergency service personnel.

4. Distribution

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 accessible for faculty, staff, students, and the local community on the University's website, <https://www.schiller.edu/campus-safety-reports>. Printed copies are available from the Campus Director's offices and from the Financial Aid offices at each campus upon request.

Campus security procedures and practices are explained to students during orientation and continue throughout the year. Crime prevention information is available from the Campus Director. Schiller provides presentations and special workshops on personal safety and related safety topics are provided for all campus members and at student orientation.

All staff and faculty will be briefed on the concepts, procedures, and responsibilities of this Emergency Preparedness Plan during their onboarding process.

5. Comments, Changes, and Updates

Suggestions for additional comments, changes, or updates to this plan must be submitted in writing or e-mail to the Paris Campus Director at:

Schiller International University, 55 Avenue Hoche
Paris, 75008, France

-or-Matthew.Andrews@schiller.edu

I. Section 1: Concepts and Definitions

Hazard

A hazard is a substance, event, or condition whose nature allows it to potentially cause damage to health, life, property, or any other interest of value. Examples of hazards are allergic reaction to food, fall in high winds, or electrical shock.

Threat

A threat is a communication or action by a human actor that causes another to fear for imminent harm to themselves, others, or their property. Examples of threats are physical assaulting, stalking, trespassing, or rioting.

Risk

A risk is the *probability* of a hazard or threat causing harm, combined with the *severity* of potential harm, in a specific condition or time.

Initial Risk

Initial risk is the potential for harm without efforts to reduce the probability and severity of that risk.

Mitigation

Mitigations are efforts to reduce the probability of a risk producing harm. Examples are drying floors to avoid slips, locking doors to prevent trespass, and prohibiting sources of fire.

Intervention

Interventions are efforts to reduce the severity of harm caused by a risk. Examples are extinguishing a fire, administering first aid, or evacuating the building.

Residual Risk

Residual risk is the resulting probability and severity of a risk causing harm assessed after mitigation and intervention measures are applied.

Acceptable Risk

Acceptable risk is an initial or a residual risk that is understood and tolerated because the cost or difficulty of implementing further mitigations or interventions exceeds the expectation of harm.

Incident

An incident is an unplanned situation necessitating a response wholly within the capability of the Schiller organization to fulfill. Incidents do not involve high risks of harm or prolonged response efforts. Examples include demonstrations near the campus, transportation strikes, and winter storm.

Emergency

An emergency is an unplanned situation that requires a response greater than the capability of the Schiller organization to fulfill. Emergencies may have high risks of harm, prolonged responses, or require specialized capabilities from outside sources. Any situation requiring an ambulance, fire/rescue, police, or evacuation response is an emergency.

Review

A review is a training and assessment activity where the Campus Director and staff critically evaluate this plan, in whole or in part. Reviews are not time constrained. A review of this plan should be completed annually. Reviews of emergency preparedness should be included in plans for all extracurricular, public, and off-site campus events.

Rehearsal

A rehearsal is a training and assessment activity where the Campus Director and staff conduct a static practice of response procedures from this plan. It may be time constrained (sequential without pauses) or not time constrained (non-sequential and/or with pauses for discussion). Rehearsals should be regularly included in staff and faculty meetings.

Exercise

An exercise is a dynamic, time constrained training and assessment activity where the Campus Director and staff practice a response procedure from this plan with a specific scenario. In an exercise, participants assume prescribed roles and simulate their actions in real-time.

Drill

A drill is a dynamic, time constrained training and assessment activity where the Campus Director and staff practice a response procedure from this plan without warning. Drills may involve faculty, students, and guests present at the time of occurrence. An evacuation drill using the building fire alarm system should be conducted at least once per year.

After Action Review (AAR)

An after action review (AAR) is a technique for improving process and execution by analyzing the intended outcome and actual outcome of an action, identifying practices to sustain, practices to improve or initiate, and then practicing those changes at the next iteration of the action. An AAR begins with a clear comparison of intended versus actual results achieved. An AAR is forward-looking, with the goal of informing future planning, preparation, and execution of similar actions.

Assigning blame or issuing reprimands is antithetical to the purpose of an AAR. An AAR is required following every emergency, incident, exercise, and drill.

External Assembly Area

The external assembly area is the designated location outside the building for evacuees to gather if the campus building is unsafe. This area must be outside the area of potential harm, easily recognizable, and large. The primary external assembly area is the southwest sidewalk of Avenue Hoche and Rue de Tilsitt (exiting the building to the left). The alternate external assembly area is the

southwest sidewalk of Avenue Hoche and Rue Beaujon (exiting the building to the right).

Internal Assembly Area

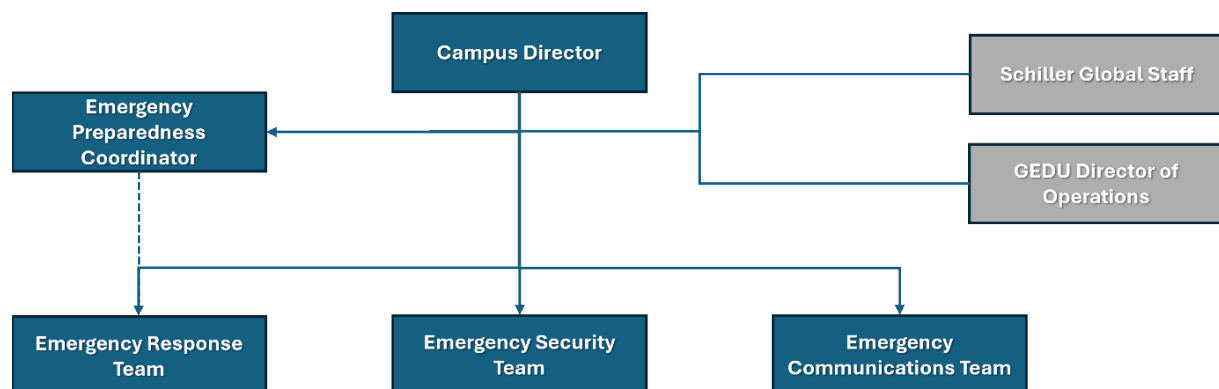
The internal assembly area is a designated location inside the campus building to secure people from an external hazard or threat. This area must be non-viewable and unbreachable from outside the building and offer protected escape routes. The primary internal assembly areas are Classrooms P-101 and Classroom P-102 (when separate from Classroom P-103).

Designated Rescue Point

In most evacuation scenarios the elevators will not be in service. In the event a person cannot be assisted up or down stairs during an evacuation, they will remain at a designated rescue point accessible by the Fire/Rescue personnel from the exterior of the building. The designated rescue point for the entre-sol (upper) floor is the far-right window in Classroom P-103. The designated rescue point for the XXXX (basement) floor is the far-right window in Classroom P-002.

Section 2: Organization Concept of Organization

The following organization is established to fulfill the basic functions of emergency management in any situation: Command and Control (C2), Response, Security, and Communications. The preassigned responsibilities ensure that team members may begin effective emergency response actions upon the detection of an incident or emergency, in the absence of specific instructions. All or part of this organization may be activated, team members may be increased or decreased, and tasks may be reassigned based upon the circumstances of each incident or emergency.



1. Assignments and Responsibilities

The Campus Director (CD) is responsible for the command and control of all emergency response efforts. The Campus Director will:

- Approve additions, deletions, changes, and updates to this plan.
- Assign personnel to positions and responsibilities specified in this plan.
- Preemptively activate this plan (declare an emergency) due to increased or imminent risk to personnel, operations, or property.
- Supervise the execution of this plan, modify the plan, and/or issue new instructions based on the circumstances of each emergency.
- Identify and coordinate the request of additional resources from other Schiller or GEDU staff.
- Assess the effectiveness of emergency preparedness training, exercises, and responses.
- Authorize expenditures for emergency preparedness equipment, supplies, training, and payroll.

The Emergency Preparedness Coordinator (EPC) is responsible to assist the CD with developing, implementing, and assessing emergency response efforts. The Emergency Preparedness Coordinator will:

- Draft additions, deletions, changes, and updates to this plan.
- Coordinate training, exercises, and drills.
- Inspect equipment, supplies, and materials directed in this plan.
- The EPC will lead the Emergency Response Team during emergencies.
- The EPC will assume the emergency preparedness responsibilities and authorities of the Campus Director in their absence.

The Emergency Response Team (ERT) is responsible to locate, assess, and intervene the source of risk during emergencies. When possible, the ERT will:

- Provide first aid to ill or injured people.
- Extinguish small fires.
- Shut-down electrical supply panels.
- Ensure interior spaces are vacant and secured during evacuations.
- Report observations, assessments, and recommendations to the Campus Director.

The Emergency Security Team (EST) is responsible to facilitate activities of the ERT and to protect campus community members. The EST will:

- Establish a security perimeter around the ERT and/or any dangerous area.
- Be prepared to execute an evacuation by leading evacuees via a safe route to the external assembly area.
- Be prepared to execute a shelter-in-place by leading persons to the internal assembly area.
- Be prepared to assist non-ambulatory people to the designated internal assembly area or designated rescue point.
- Record all people at any assembly point and report missing persons to the Campus Director.
- Be prepared to identify witnesses and obtain written observations from them.
- Report observations, assessments, and recommendations to the Campus Director.

The Emergency Communications Team (ECT) is responsible to assist the Campus Director with in-coming and out-going communications to manage the emergency response:

- Notifying Paris Emergency Services for assistance 15 – SAMU (Ambulance)
 - 17 – Police
 - 18 – Fire/Rescue
 - 112 – Pan-European Emergency (English speaking)
- Be prepared to meet and guide emergency service personnel
- Establish written log of emergency
 - Time/Date
 - Description of situation
 - Persons involved
 - Actions taken
 - Results
- Notify and coordinate with Schiller Global Staff (see Schiller Global Staff roster)
- Notify and coordinate with GEDU Director of Operations – France (see GEDU roster)
- Be prepared to provide “runners” to coordinate with ERT and EST
- Be prepared to provide victim information (see Paris Staff, Faculty, or Student rosters)

2. Administrative Responsibilities

The Office Manager will provide an updated Staff Contact Roster to the Emergency Preparedness Coordinator whenever changes are required.

The Academic Director will provide an updated Faculty Contact Roster to the Emergency Preparedness Coordinator whenever changes are required.

The Registrar will provide an updated Student Contact Roster to the Emergency Preparedness Coordinator on the first day of each month.

Class rosters and faculty assignments are maintained in Blackboard® and Anthology®. Classroom schedules are maintained on the Paris Campus SharePoint®.

Section 3 – Risk Assessment Concept

The risk assessment process is a cycle of identifying hazards and threats, assessing the initial risk of harm, reducing the probability or severity of the risk, and assessing the residual risk until an acceptable level of risk is achieved.



The Campus Director will supervise the risk assessment process and approve all acceptable risk plans with the assistance of the Emergency Preparedness Coordinator and selected staff.

All staff will be trained on the risk assessment process within six months of onboarding.

A campus-wide safety risk assessment will be conducted annually as part of the Campus Effectiveness Plan following the submission of the Annual Safety Report in October.

An event specific safety risk assessment will be conducted prior to every extracurricular, public, and off-site campus event as part of the emergency preparedness review.

The risk assessment of specific hazards and threats must be reassessed following any incident or emergency as part of the AAR.

The Campus Director may initiate the risk assessment process when information or conditions warrant.

It is imperative to accept that the risk assessment process will not provide objectively accurate results. There are too many variables and unpredictable reactions to quantify the probability and severity of harm in the future. The Campus Director and staff must employ common sense, experience, and sound judgement to determine a risk is reduced to an acceptable level.

Section 4 – Preparation

The following instructions are issued as general mitigations to lower the probability of hazards and threats foreseen in the campus environment. There are also instructions to train and prepare to intervene when incidents or emergencies occur.

Personnel Staff

- All new staff members will review this plan and meet with the Emergency Preparedness Coordinator as part of their onboarding.
- Emergency preparedness training and reviews will be a standing item in the Paris staff meetings.
- *Sauvetage secourisme de travail (SST)*, a workplace first aid course, will be offered every two years for campus staff members. It is required for any person assigned to the Emergency Response Team.
- *Formation incendie*, a fire prevention and response course, will be offered every two years for campus staff members. It is required for any person assigned to the Emergency Response Team.
- *Formation evacuation guide*, an evacuation guide course, will be offered every two years for campus staff members. It is required for any person assigned to lead evacuations on the Emergency Security Team.

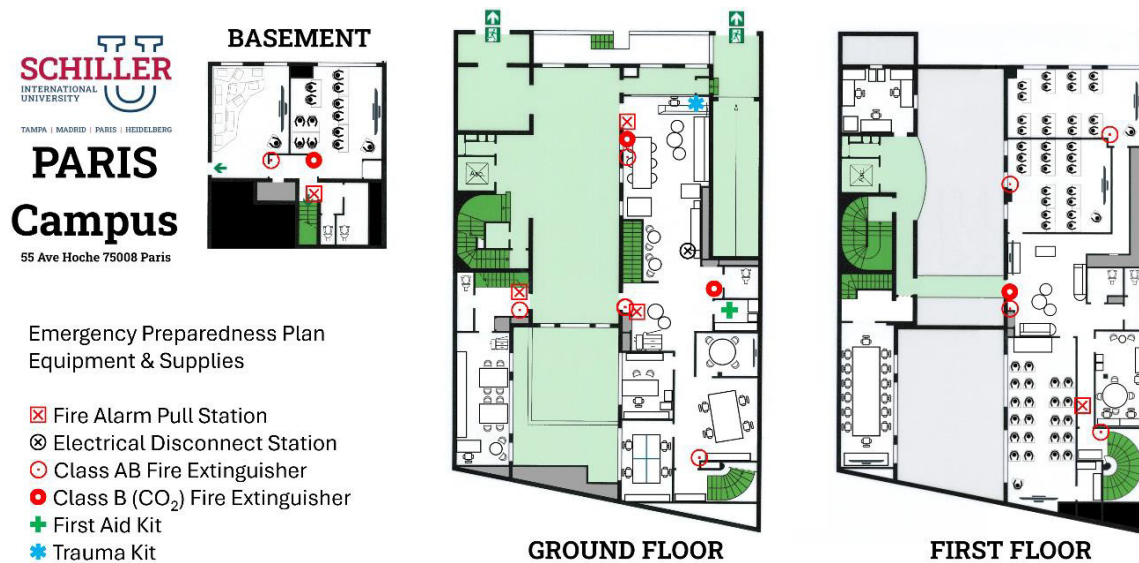
Faculty

- All new faculty members will review this plan and meet with the Emergency Preparedness Coordinator as part of their onboarding.
- Emergency preparedness training and reviews will be an annual item in the Paris faculty meetings.

Students

- All new students will be briefed on emergency preparedness and personal safety during orientation by the Emergency Preparedness Coordinator.
- All students will be briefed on emergency preparedness and personal safety biannually by the Emergency Preparedness Coordinator.
- Emergency preparedness and personal safety topics will be presented through awareness campaigns throughout the year by the Emergency Preparedness Coordinator.

Equipment & Supplies



a. Fire Extinguishers

Fire extinguishers are installed and maintained by the contractor France Protection Feu, see diagram above. Their class, placement, condition, and expiration are verified by the contractor in accordance with French law.

b. First Aid Kit

A self-administered first aid kit is maintained in the kitchen area for staff, faculty, and students. The office manager is responsible to periodically inspect and restock this kit.

c. Trauma Kit

A trauma kit is maintained at the reception desk for the sole use of the Emergency Response Team. The Emergency Preparedness Coordinator is responsible for the annual inspection and restock of this kit. Expired materials will be retained as training aids.

d. Electrical Equipment

- An electrical disconnect station is located next to the electrical cabinet on the ground floor. This disconnect will immediately de-energize the main power supply for this side of the campus (not the library, meeting room, or staff office).
- All electrical equipment, extension cords, and power strips used on campus must be CE compliant. The CE marking indicates that a product has been assessed by the manufacturer and deemed to meet EU safety, health and environmental protection requirements.
- Power strips may not be connected in series (daisy-chained).
- All power strips and extension cords laying across or adjacent to walking areas must be covered with a protective mat or tape so as not be a trip hazard.

Facilities Construction

- All construction, remodeling, and modification to the building must be completed by certified contractors and comply with appropriate government codes to include construction, plumbing, electrical, telecommunications, and environmental systems.

Furniture

- Any hazardous damaged, broken, or malfunctioning furniture will be removed from service.
- Staff members may request ergonomic furniture on a case-by-case basis. Self-provided ergonomic furniture is allowed.

Safety Aids

- Exit signs and illumination will be installed and maintained in accordance with the

Paris Prefecture's instructions

- Motion sensor lighting will be installed and maintained in all walkway areas and stairwells.
- Building diagrams and evacuation instructions will be provided and installed by France Protection Feu.

Fire Alarm

- The fire alarm system is installed and maintained by the building owner, not Schiller International University.
- All fire alarm pull stations activate a building-wide alarm with visual and audible warning.

All Schiller students, staff, and faculty will immediately comply with any fire alarm activation.

Fire Doors

- The fire doors at the top and bottom of the spiral staircase automatically close after use. These doors will not be blocked open unless a fire watcher is posted to close them if necessary.
- All interior doors and windows for offices and classrooms must be closed prior to vacating the campus at the end of each workday.

Building Access

- The Paris Campus has controlled access. Staff, faculty, and students are issued RFID access cards to open the building and campus entrances.
- Each staff, faculty, and student card may have its access restricted to certain days and hours.
- The card-controlled access doors will not be blocked open without security being posted to prevent unauthorized public access.
- Lost, stolen, or non-functioning cards must be reported to the Office Manager as soon as possible.
- Cards for withdrawn students or dismissed students, faculty, or staff will be

de-activated.

- Cards for withdrawn students or dismissed students, faculty, or staff must be returned to the campus reception desk.
- Staff, faculty, and students will not allow admittance to persons they do not personally know are in good standing and authorized to enter the campus.

Building Monitoring

- The Paris Campus has video and audio monitoring capabilities to assist with security management.
- Access to the video and audio monitoring must be authorized by the Campus Director.
- Surveillance warnings will be installed and maintained at all entrances to the campus.
- Personal photography, videography, and audio recording must be approved by the Campus Director and comply with French privacy laws.

Activities Open Flames

- Open flames, incense, smoking, and vaping are prohibited in all campus areas.
- Portable stoves and cooking fires may be authorized by the Campus Director for supervised use by caterers.

Alcohol Use

- Alcohol may be authorized for specific times and campus events by the Campus Director.
- Persons under 18 years of age will not be provided nor possess or consume alcoholic beverages on campus.

Drug Use

- No one will possess, consume, or distribute illegal drugs on campus property or at campus events.
- Legally prescribed medications and drugs may be possessed and consumed by the prescription holder only.

Self-Reporting

- Self-reporting of the following conditions or requirements are entirely voluntary, but encouraged when disclosure may lower the risk of harm to self or others.
- Self-reporting should be made to the Campus Director, Student Advisor, or Emergency Preparedness Coordinator. All self-reported information will be treated with confidentiality and respect.
- Medical conditions, medications, or treatments that may cause incapacitation, delirium, confusion, or make self-evacuation by the stairs difficult or impossible.
- Being the complainant of a court or police issued domestic, stalking, or protection order.

Section 5: Response Concept of Response

All incident and emergency responses will be managed by fulfilling the basic functions of respond to the problem, safeguard others from the problem, and communicate internally and externally. Members of the ERT, EST, and ECT should be prepared to initiate their functions upon knowing of an emergency or incident. Coordination and adjustments to the response can be made as further information, organization, and resources are available.

Response Zones

Three types of response zones will be designated to isolate the hazard or threat, and to aid in managing the emergency response.

The Red Zone

The Red Zone designates the area where the hazard or threat has harmful effects on people or property. Only the Emergency Response Team and Emergency Service Personnel will enter the Red Zone. Injured victims will be treated in place unless the continuing hazard outweighs the risk of moving them.

The Yellow Zone

The Yellow Zone designates all areas encompassing access into the Red Zone, areas for staging response personnel and supplies, and areas needed to manage the emergency. Victims moved from the Red Zone may be treated in the Yellow Zone. The Campus Director and the Emergency Communication Team may establish an emergency command post, which will also be designated a Yellow Zone. The Emergency Security Team should keep all uninvolved staff, faculty, and students out of the Yellow Zone.

The Green Zone

The Green Zone is the campus area, and the external assembly area, where uninvolved staff, faculty, and students can remain without risk of harm or interfering with the emergency response. Staff, faculty, and students should not leave the Green Zone without permission of an Emergency Security Team member.

Emergency Response Guide

Type of Incident	Emergency Response Team	Emergency Security Team	Emergency Communications Team
Smoke, Fire, Sparks	Locate source Extinguish (if safe) Disconnect electrical Report to ECT Evacuate	Secure area of danger Initiate evacuation Establish accountability Report to ECT	Sound alarm Call 18 (Fire/Rescue) Monitor evacuation Communicate closure
Illness or Injury	Secure treatment site Assess victim Initiate treatment Report to ECT	Secure area of treatment Search for other victims Report to ECT	Call 15 (SAMU) Call 18 (Fire/Rescue) Monitor response

Active Aggressor	Monitor location of threat	Secure campus doors	Call 17 (Police)
	Treat/evacuate victims Report to ECT	Initiate shelter-in-place Establish accountability Report to ECT	Call 15 (SAMU) Call 17 (Fire/Rescue) Monitor response Communicate closure
Bomb Threat, Suspicious Package, or Suspicious Mail	Search building for IED Report to ECT	Secure campus doors BPT initiate evacuation Establish accountability Report to ECT	Call 17 (Police) Monitor response Communicate closure

Incident Response Guide

Type of Incident	During Open Hours	During Closed Hours
Severe Weather	Shelter-in-place	Hybrid class / Work from home
Transit Strike	Delayed opening / Early closure	Hybrid class / Work from home
Civil Disturbance	Shelter-in-place / Early closure	Hybrid class / Work from home
Terror Attack (not on campus)	Shelter-in-place / Early closure	Hybrid class / Work from home

Calling Emergency Services

From Fixed or Mobile Telephone to French Emergency Services:

- Medical Emergency: DIAL 15
- Police Emergency: DIAL 17
- Fire/Rescue Emergency: DIAL 18

From Mobile Telephone to Pan-European Emergency Service:

- ALL Emergencies: DIAL 112

DO NOT HANG UP UNTIL TOLD TO DO SO BY THE CALL TAKER

Information to Provide the Call Taker:

1. Your name		
2. Your phone number		
3. The address of the emergency Schiller International University 55 Avenue Hoche 75008 Paris		
4. Location within the campus of the emergency (floor, room, stairs, etc.)		
5. Nature of the emergency		
MEDICAL	FIRE/RESCUE	POLICE
6a. Number of Victims 7a. State of the Victim(s) • Age • Gender • Medical Crisis 8a. Actions being taken	6b. Nature of Emergency 7b. Number of Victim(s) 8b. Actions being taken	6c. Nature of Emergency 7c. Description of Suspect • Name • Age • Gender • Race • WEAPON • Height • Weight • Hair Color • Eye Color • Facial Hair • Clothing 8c. Actions being taken

Section 6: Recovery

The recovery is a critical phase of any incident or emergency. Lingering effects from the harm scenario may still need to be addressed for victims, witnesses, and responders. It is also imperative to capture a record of observations and lessons learned while memories are fresh.

Witness statements should be completed and submitted to the Emergency Preparedness Coordinator.

The Campus Director will lead the After-Action Review.

A critical incident de-brief with a qualified counselor should be held for the following groups:

- Campus community at-large
- Staff and faculty responders
- Victims (including worried wounded)
- Witnesses

Continuing counseling services should be provided to individuals as required.

Damaged property and evidence of the emergency should be removed as soon as legally and practically possible.

Internal and external communications should be transparent, accurate, and timely throughout the recovery process.

Talking points and positive messaging should be provided by the Campus Director, in coordination with the Schiller Chief of Communications, to ensure the consistency of public statements.

Business Recovery Team (BRT)

Following a significant emergency or incident, the Campus Director may convene a Business Recovery Team to manage the transition back to normal campus operations. The BRT should include, or consult, members of the Schiller Global Team. The BRT will:

- Coordinate the activation of alternative sites and processes as required to conduct critical campus operations.
- Contact legal counsel for advice and service.
- Arrange for off-site storage of necessary records and supplies.
- Secure alternate office and/or classroom space as needed.
- Activate temporary workspace plan for the administrative office
- Activate temporary classroom space plan as required.
- Document all actions taken.