



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

## 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 Madrid Campus also complies with Spanish Legislation regarding the safety of students, faculty and staff. Periodic inspections of the premises are made by our local safety consultants.

Any questions or comments regarding its content should be addressed to Isabel Campbell, Campus Director Madrid. Tel: 00 34 448 2488 ext. 3112. [icampbell@schiller.edu](mailto:icampbell@schiller.edu)

## EMERGENCY NUMBER SPAIN

**112**

This will notify Police, Fire Services and Ambulance Services

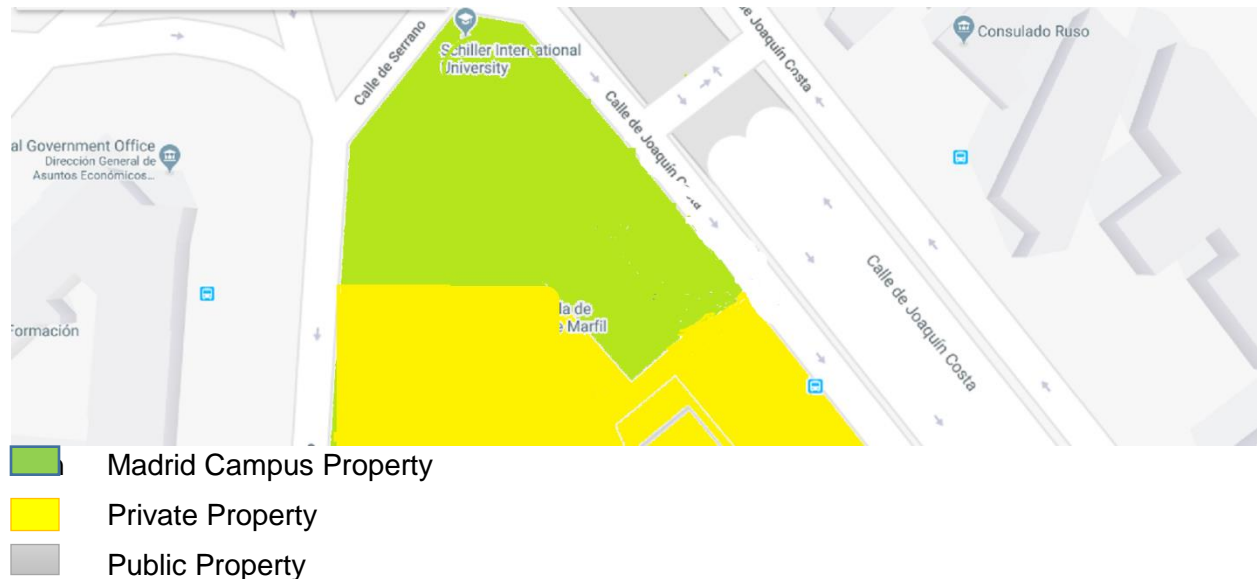
It can be called from any telephone, free of cost, without unlocking the telephone

## DEFINITION OF PROPERTY:

### CAMPUS:

- 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 Madrid Campus, situated on the corner of Calle Joaquín Costa and Calle Serrano, Madrid, Spain.

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






## CAMPUS BUILDING OR PROPERTY:

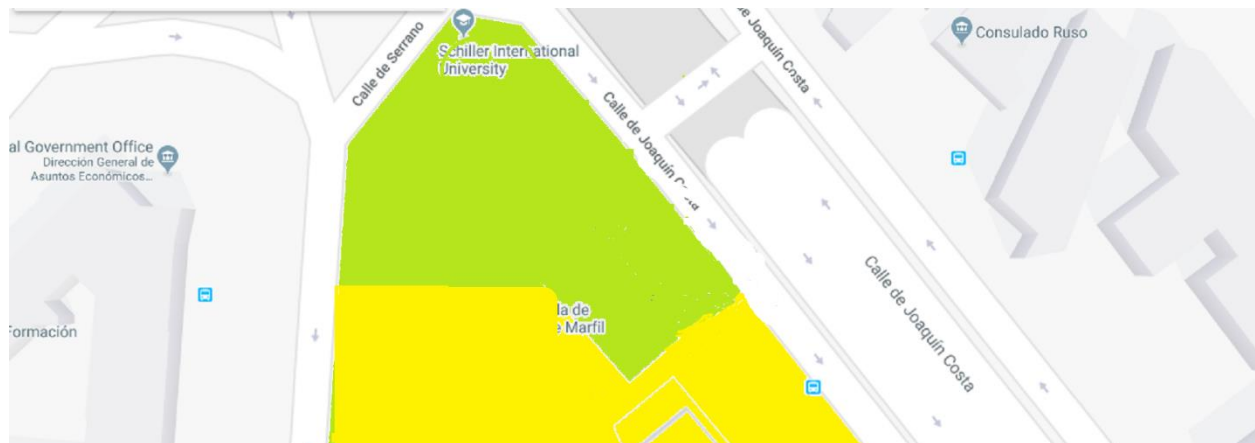
- There are no non-campus buildings or property on site.

## 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 Madrid Campus property is enclosed by a fence and gates.

-  Madrid Campus Property
-  Private Property
-  Public Property



## **CAMPUS SECURITY OFFICIALS**

All security issues should be referred directly to the Campus Director, Ms. Campbell. In her absence, a staff member should be informed immediately.

The emergency number for Spain is 112 and should be dialed immediately for police, fire or medical emergencies. The campus has a defibrillator which is connected to 112 and use of this will automatically contact an ambulance team.

Smaller incidents requiring less urgent police intervention can be reported by dialing 092. Our closest Police Station can be contacted on (+ 34) 91 456 25 10.

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.

## **REPORTING CRIMES AND INCIDENTS**

All crimes and incidents must be reported to the Campus Director or to a member of staff. Where a serious incident has taken place, the police, fire or ambulance must be called immediately on 112. 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.

The University does not provide pastoral care or counseling. 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 Campus Director who also serves as 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.

## **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.

Spanish 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 and unable to give 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 Largo 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.

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

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

<b>Crime Statistics for 2015, 2016, 2017</b>					
	<b>ON-CAMPUS PROPERTY</b>	<b>STUDENT HOUSING FACILITIES</b>	<b>PUBLIC PROPERTY</b>	<b>NON-CAMPUS PROPERTY</b>	<b>TOTAL</b>
2015	0	n/a	0	0	0
2016	0	n/a	0	0	0
2017	0	n/a	0	0	0
<b>LIQUOR LAW VIOLATION DISCIPLINARY REFERRALS</b>					
2015	0	n/a	0	0	0
2016	0	n/a	0	0	0
2017	0	n/a	0	0	0
<b>DRUG LAW VIOLATION ARRESTS</b>					
2015	0	n/a	0	0	0
2016	0	n/a	0	0	0
2017	0	n/a	0	0	0
<b>DRUG LAW VIOLATION DISCIPLINARY REFERRALS</b>					
2015	0	n/a	0	0	0
2016	0	n/a	0	0	0
2017	0	n/a	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 Spanish Emergency Services and Spanish Police 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:

<b>Director of Admissions</b>	<b>91 4482488 ext. 3110</b>
<b>Campus Director</b>	<b>91 4482488 ext. 3112</b>
<b>Registrar</b>	<b>914482488 ext. 3101</b>

## 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 Campus Director. If a criminal act and/or emergency are reported to someone other than Campus Director, that person is instructed to contact 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 Directors Office. 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 112 (All emergencies Spain).

### **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, e-mail, or verbally 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](http://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 (+34) 91 448 24 88.

## **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 **112**.

## **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 in the University Car Park.

## **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 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 University has a LOCKDOWN safety procedure, which can be used if and when there is an immediate threat and an evacuation would not be practical.

The University implemented this system because 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 fire, police or medical emergency services please call 112 – this call is free of charge and can be made from any telephone without unlocking access.

If there is an immediate threat to human life, you must react decisively, get out of harm`s way, notify the authorities by dialing **112**, and if necessary, implement and use the fire alarm switch or the new 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 “**LOCK DOWN 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 112**. 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 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 PARKING LOT**

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 parking lot 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**

Spanish 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 centrally located. 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.**

## **SUSPICIOUS ACTIVITIES YOU SHOULD REPORT**

Unusual sounds such as screams or shouts should be investigated cautiously and reported to the Madrid Campus Director. If required **call 112.**

If you notice anyone checking doors to see if they are open or looking into windows or parked cars, advise the Campus Director. If you see anyone being forced into a vehicle, **call 112.**

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 Madrid 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.

## **Campus Security Measures and Safety Information**

### **ACCESS TO CAMPUS BUILDINGS AND GROUNDS**

The University is not considered a large campus. It is centrally located. The nature of the services provided at Schiller requires that our building be open and accessible during extended periods each day. Since the campus is open, some individuals may engage in criminal activity. Therefore, regardless of the time of day or night, no matter where you are on campus, you should be alert and aware of your surroundings and exercise common sense safety precautions.

In an emergency: **Call 112**

## SUSPICIOUS ACTIVITIES YOU SHOULD REPORT

Unusual sounds such as screams or shouts should be investigated cautiously and reported to the Campus Director. If these noises seem to be coming from outside the building, you should look outside to see if you can spot anything specific. Do not go outside to investigate. Stay inside and report what you observe. If your instinct tells you it could be a life threatening event **call 112**.

If you notice anyone checking doors to see if they are open or looking into windows or parked cars, call the Campus Director. If you see anyone being forced into a vehicle, **call 112**

If you see property being taken from the building on campus by unknown persons, call the Campus Director. 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 - SPAIN

#### ***Statutory Definition of Rape***

Whoever offends against the sexual freedom of another person, using violence or intimidation, shall be punished for sexual assault with a sentence of imprisonment from one to five years.

#### **Spain Criminal Code, Article 178**

When the sexual assault consists of vaginal, anal or oral penetration, or inserting body parts or objects into either of the former two orifices, the offender shall be convicted of rape with a sentence of imprisonment from six to twelve years. **Spain Criminal Code, Article 179**

The Age of Consent in Spain is **16 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 15 or younger in Spain are not legally able to consent to sexual activity, and such activity may result in prosecution for **statutory rape** or the equivalent local law.

Spain statutory rape law is violated when an individual has consensual sexual contact with a person under age 16. **Spain 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 Spain, it is possible for two individuals both under the age of 16 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 15 year old and the second is a 16 or 17 year old.

**Criminal Code, Article 180:** 1. The preceding conduct shall be punished with prison sentences of five to ten years for assaults pursuant to Article 178, and from twelve to fifteen years for those of Article 179, when any of the following circumstances concur: 1. When the violence or intimidation made are of a particularly degrading or humiliating nature; 2. When the acts are committed by joint action of two or more persons; 3. When the victim is especially vulnerable due to age, illness, handicap or circumstances, except for what is set forth in **Article 183**; 4. When, in order to execute the offence, the offender has availed himself of a superiority or relationship, due to being the ascendant, descendent or brother or sister, biological or adopted or in-law of the victim; 5. When the doer uses weapons or other equally dangerous means which may cause death or any of the injuries foreseen in Articles 149 and 150 of this Code, without prejudice to the relevant punishment for the death or injuries caused. 2. Should two or more of the above circumstances concur, the penalties foreseen in this Article shall be imposed in the upper half. (**Criminal Code, Article 180**)

### ***Statutory Definition of Consent***

Sexual abuse: Whoever, without violence or intimidation and without there being consent, perpetrates acts against the sexual freedom or indemnity of another person, shall be convicted of sexual abuse, with a sentence of imprisonment from one to three years or a fine.

### ***Sex Offender Registry***

There is currently no Sex Offender Registry in Spain, however, there are plans to institute one in the future.

### ***Domestic Violence Organic law 1/2004 of 28 December***

In 2004 the Spanish parliament approved organic law 1/2004 of 28th December. The law is devised to combat domestic violence and comprises of many different measures aimed at rapid protection for victims or potential victims and swiftly punishing the aggressors.

The law has different targets:

1. Victim support. Creation of emergency telephone numbers with 100% availability giving the victims on the spot practical advice and psychological help. Creation of social centers for assistance of victims and their children. Free specialized juridical assistance, special economic assistance and employment help.
2. Legal measures. Creation of specialized tribunals with powers for immediate action. According to the magnitude of the problem the judge will dictate estrangement measures, arrest of the

aggressor or deprivation of parental rights and child custody. Increased punishment for aggressors. Any domestic violence cases will be considered criminal.

3. Administrative measures. Creation of specialized corps of the Local police and the “Guardia Civil” with agents trained for dealing with domestic violence cases. Creation of the “Observatorio Nacional de Violencia sobre la Mujer” in charge of the statistical follow up, in order to analyze the effect of the new laws on Spanish society.
4. Education of Spanish society. Even though this law has been criticized it is considered one of the most advanced and radical legislations of this kind within the European Union.

### **Penalties**

Law 1/2004 increased the penalties and hardened the conditions for suspension of sentence. Additionally any suspension of sentence will not prevent the perpetrator from undergoing a social rehabilitation program and psychological therapy. Resistance or lack of cooperation while in rehabilitation or therapy will mean the cancellation of the suspension and the full application of the sentence. A suspension of custody, patria potestad, and foster care will always be applied in cases where there are minors in the family.

The prison sentence can be turned into community work at the Judge’s discretion.

Physical aggressions with injuries will be punished with a prison sentence of two to 5 years, which will be heightened for:

- Usage of weapons or dangerous objects
- Premeditation or special cruelty
- If the victim is disabled or less than 12 years old
- If there is a sentimental relationship with the victim (even when not living in the same house).
- If the victim is especially vulnerable

Psychological aggression, mistreatment or any other physical aggression without injuries will be punished with prison sentences from 6 months to one year. The additional aggressions above will be taken into consideration.

Menace or coercion will be punished with prison sentences from 3 months to one year. A special aggravation of 50% of the sentence will be added if the crime was perpetrated in the presence of minors.

Other penalties for mild abuse which are not considered as a crime will be sentenced with fines.

### **Protection measures for the victims and their families**

Depending on the situation, the Judge will be able to apply estrangement measures and may order the victim or the perpetrator to leave the family domicile. The estrangement measures will be enforced with any means that will be deemed necessary including forcing perpetrators to wear GPS locator bracelets.

In exceptional cases the judge can instruct a public or private agency to find a temporary dwelling for the victim.

The Judge can decide to prevent any form of communication between perpetrator and victim. Apart from the suspension of custody, patria potestad, and foster care, the judge can enforce the suspension of visits to children by the perpetrator.

In any case confidentiality will be of the utmost importance and victims will be allowed to change their names as a temporary or permanent measure.

Help measures for victims

### **Employment**

Where possible victims will have the right to flexible working hours, work time reduction and work mobility. If a domicile change results in unemployment, the time spent looking for a new employment will still be accounted for regarding pension contributions. Special help will be given for finding a new job.

If the victim has an income below 75% of the minimum professional salary, social services will help with a single payment equivalent to 6 months of unemployment benefit. If there are other circumstances involving handicapped people or dependent children that sum can be increased up to 24 months of unemployment benefit.

### **Housing**

Victims will have priority access to social housing. In any case the judge considering the situation can apply a housing benefit payment.

### **What to do if you are a victim.**

If you are a victim you should immediately call 016 (emergency phone for domestic mistreatment). The operators will be able to talk to you in Spanish, English or French and will give you practical and psychological assistance. The service is totally free and confidential and will not appear on telephone bills. For emergencies you should call The Guardia Civil 062 or the Police 091. If the Guardia Civil or the Police are intervening, they will immediately take measures to distance or arrest the aggressor.

It is very important to collect any evidence available like broken objects, ripped clothes and any object that served as a weapon or stained with blood.

If you go or the police take you to hospital, clearly specify that you have been assaulted and do not alter your physical appearance (like changing clothes or showering) as this could destroy evidence that could be collected by medical personnel. Get a medical report; it will be important when you report the aggressor later on.

If the aggressor insists on going with you to hospital, keep in mind that he will probably try to influence your statements at the hospital.

### **Report the aggressor**

Past behavior is an indicator of future behavior; therefore if you have been assaulted once by your partner or a family member, it is likely that the pattern is going to repeat itself. Physical or

psychological aggressions have no space in a civilized society therefore aggressors must be punished. Victims should not feel guilty when reporting their partner or a family member to the police. Reporting the aggressor is also a way to help him as it is the first step towards rehabilitation therapy.

Before starting the process it is important to collect all possible evidence. If the police come to your home, make sure that they collect all possible data that will support the legal procedure. Experts say that after reporting aggression it is risky for the victim to share the same dwelling with the aggressor as the “denuncia” could trigger even more violent behavior. It is therefore recommended to leave the common domicile until the tribunal dictates an estrangement order for the aggressor or a protection order for the victim. This is very quick and will take 72 hours at most.

### ***Violence against Women Act (VAWA)***

The Violence Against Women Act of 1994 is a US Federal Law under Title IV § 40001-40703 of the Violent Crime Control and Law Enforcement Act, HR 3355, signed by President Clinton on September 13, 1994.

In Spain, the law protecting victims of sexual aggression is **the Ley Orgánica de Medidas de Protección Integral contra la Violencia de Género. (BOE-A-2004-21760)**. Definitions of domestic violence are similar to those for the USA.

Any one experiencing violence or harassment should report this to the Campus Director or to the local Police immediately.

### **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 3112
- Title IX coordinator- 91448 24 88 ext, 3112
- 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 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. The Campus Safety Officer can assist you with this process if you choose.

### **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, and the Campus Safety Officer will assist you. Educational resources are available to learn what steps you can take to preserve evidence.

### **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 112 and have them take you to the hospital. Campus Safety Officer cannot provide transportation. Being treated at the hospital does not mean you have to press charges.

***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 Safety Officer or Title IX coordinator.

**Reporting an Assault to the Police Department**

Regardless of where you have been assaulted or by whom, you may call the Madrid Police Department at **112 or go direct to a Police Station, (Comisaria)**, Filing a report (denuncia) is not the same as pressing charges and does not obligate you to press charges. However, if sufficient evidence exists, the Prosecutor's Office could decide to press charges and may require you to testify. 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. You have the right to request a translator if required.

***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.

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.



## **VICTIM'S RIGHTS**

### ***RIGHTS OF THE COMPLAINANT***

In our efforts to encourage reporting and ensure fairness in the campus judicial process, Schiller International University will take all reasonable measures to ensure that any person making a report of sexual assault will be given the following considerations:

- Immediate and comprehensive information on all procedural aspects of the process.
- Be accompanied by a person or persons of his or her choice throughout the reporting and campus discipline processes.
- Prompt, fair, and impartial investigation of complaints.
- Privacy and confidentiality wherever possible.
- Freedom from pressure to report or not to report an assault to the police.
- Requests for information will be answered in a way that protects privacy interests to the extent possible under the law.
- To the extent possible, be shielded from the presence or actions of the alleged assailant while on campus.
- The right to participate in campus judicial proceedings in accordance with university's policies and procedures.
- Have their past sexual or relationship history excluded from the campus discipline process to the extent possible under the law.
- The opportunity to describe the impact of the event and recommend an appropriate penalty if the accused is found responsible. (The complainant may do this by means of a taped statement, to be presented to the disciplinary body)
- Learn the outcome of campus discipline proceedings in a timely fashion by simultaneous written notification sent to complainant and accused.
- The opportunity to appeal any decision made in campus discipline hearings as provided by the applicable policies and procedures.
- The option to change academic and living situations after an alleged sexual assault incident, if so requested, and if such changes are reasonably necessary.

### ***RIGHTS OF THE ACCUSED***

If you have been accused of sexual assault, contact the Campus Safety Officer 91 448 2488 ext 3112. In the pursuit of fairness to all parties involved in a complaint of sexual assault, the University will take all reasonable measures to ensure that any person so accused will be given the following considerations:

- Prompt notification that a complaint has been filed against him or her.
- The right to be accompanied by a person or persons of his or her choice throughout the campus judicial process.
- Prompt and thorough investigation of complaints.
- Privacy and confidentiality wherever possible.
- Requests for information will be answered in a way that protects privacy interests to the extent possible under the law.
- Learn the outcome of campus discipline proceedings in a timely fashion by simultaneous written notification sent to complainant and accused.
- The right to appeal any decision made in campus disciplinary hearings. All University procedures will be followed.

## **DISCIPLINARY PROCEEDINGS AND POSSIBLE SANCTIONS**

Any student who is charged with rape, acquaintance rape, or other sex offense, forcible or non-forcible, may be subject to disciplinary action by the University in accordance with campus disciplinary procedures. The University's campus disciplinary procedures are separate and apart from criminal proceedings. Each process may impose sanctions independently. 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 sexual assault may be subject to disciplinary sanctions including, but not limited to probation, suspension, expulsion, or dismissal. Schiller International University uses a burden of proof called 'preponderance of evidence'. Preponderance of evidence means that evidence of an incident shows that the perpetrator 'more than likely' committed the offense. An organization or individual found to have aided or abetted a sexual assault may face the same sanctions. Non-students may be banned from campus. A person found responsible for bringing a false accusation of sexual assault against another member of the campus community may be subject to disciplinary action including, but not limited to probation, suspension, expulsion, or dismissal.

## **DISCLOSURE OF RESULTS OF DISCIPLINARY PROCEEDINGS**

Consistent with the Student Code of Conduct and related documents regarding the handling of violations of same, the decisions reached by the committees related to an alleged crime will be conveyed in writing to the alleged perpetrator and to the victim or next of kin if the victim is deceased. If it appears that a violation of law may have occurred, the victim will be advised that the University's procedure for processing violations of the Student Code of Conduct does not limit, encumber, or reduce the legal remedies that may be available to the victim under the law. The results of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking require simultaneous notification, in writing, to both the accuser and the accused.

## **Drug, Alcohol, and Substance Abuse**

The University policy regarding Drugs and Alcohol is published in the Student Handbook.. The University complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

In accordance with legal mandates, as well as its philosophy of providing a safe, secure and optimum learning environment, Schiller International University will enforce the following policy:

Any student found in possession of an illegal drug or alcohol on campus shall be subject to disciplinary action which may include suspension, expulsion and criminal prosecution.

Any student found distributing an illegal drug or alcohol on campus shall be subject to disciplinary action which could include suspension, expulsion and criminal prosecution.

Schiller International University will uphold and cooperate with all Federal, State or other laws related to illegal drugs and alcohol.

Any student found in a state of intoxication shall be subject to disciplinary action including dismissal, discharge or suspension.

## **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 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.

### **PROCEDURES AND REGULATIONS**

In the event of a fire, students are instructed to leave the building using the stairways only: Elevators should never be used. To ensure students know what to do, staff conduct fire drills as on a regular basis. These may be announced or unannounced.

Tampering with fire alarms, fire extinguishers, fire hoses, and smoke detectors is prohibited and may be punished with fines and probation, suspension, expulsion, dismissal, or being banned from campus. Causing a false alarm is similarly punishable.

If a fire were to occur that poses a threat, notification procedures will be activated for the building and surrounding areas, as necessary. Students and employees are instructed to remain outside the affected building until given an "All Clear" notice by an authorized first responder.

### **FIRE SAFETY EDUCATION AND TRAINING**

Faculty and Staff 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 Campus Safety Officer and/or designee.

**TO DATE, THERE HAVE BEEN NO FIRES ON THE MADRID CAMPUS OF SCHILLER INTERNATIONAL UNIVERSITY.**

<b>Campus Fire Statistics</b>			
	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Number of Fires</b>	0	0	0
<b>Fire Related Injuries</b>	0	0	0
<b>Number of Deaths</b>	0	0	0
<b>Value of Property Damage</b>	0	0	0