



**Annual Security Report**  
**Annual Fire Safety Report**  
**2020-2021**  
**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 ([Tanja.ward@schiller.edu](mailto:Tanja.ward@schiller.edu)).

**Emergency numbers:**

**Call -110 (Police)**

**Call -112 (Fire, Ambulance)**

**TO REACH THE CAMPUS:**

**CALL (06221)4851-0**

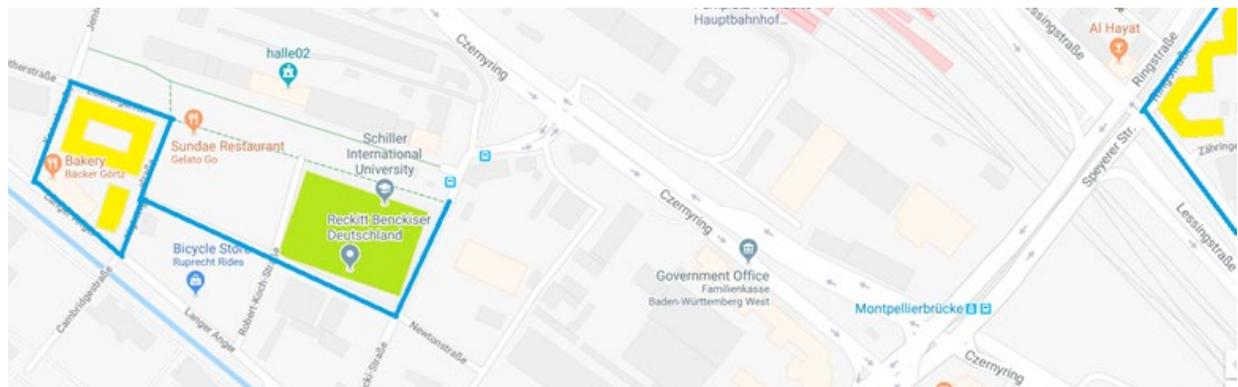
## DEFINITION OF PROPERTY:

### 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.

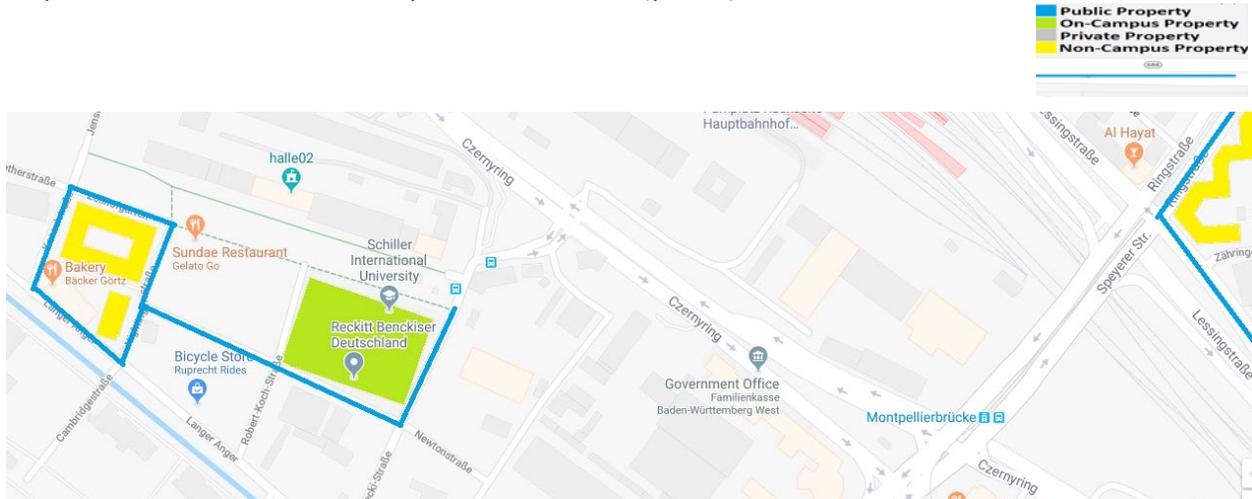
### Heidelberg, Germany Campus



### 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.

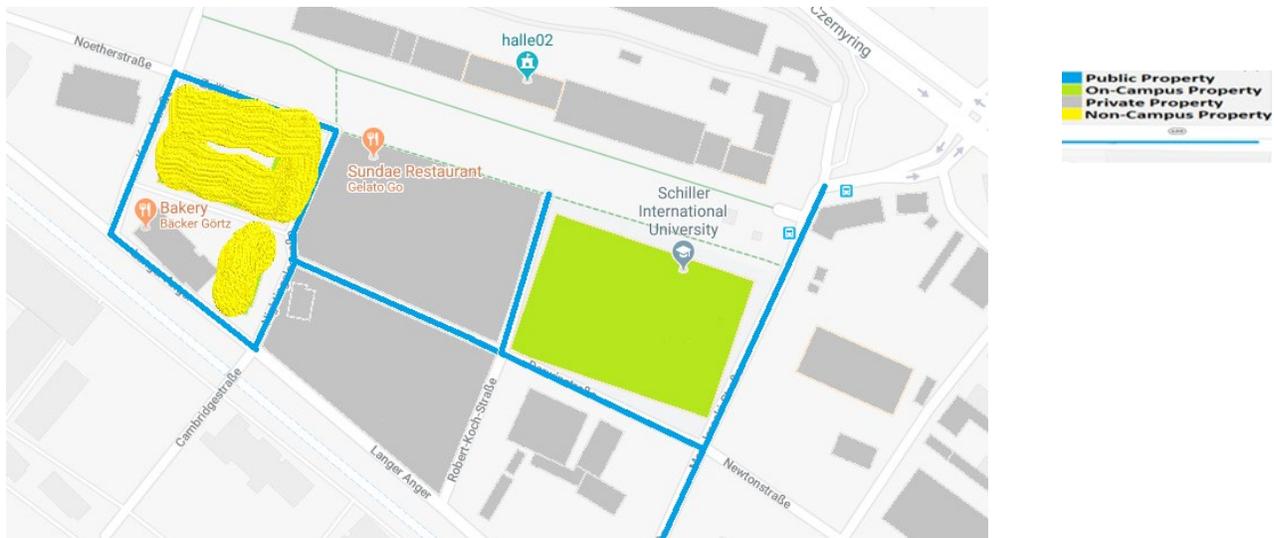
Schiller International University Heidelberg rents apartments for its students in buildings close to the campus. These are considered non-campus property since it is not adjacent to the “main campus”. The map below shows the two dorm apartment locations (yellow).



## 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, a staff member, or the building security personnel should be informed immediately.

Building security personnel do not have the authority to make arrests. The University does not have written agreements with local law enforcement agencies regarding the investigation of alleged criminal offenses, but the University cooperates with all law enforcement officials.

Outside office hours the campus is protected by an alarm, cameras and a security personnel 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, 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 not provide pastoral care but offers 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 Coordinator: Campus Director +49 (0) 6221 458120\*

\*The Campus Title IX Coordinator is the Campus Director, Ms. Tanja Ward. She receives annual training from the company Title IX Coordinator, Ms. Parker ([jane.parker@schiller.edu](mailto:jane.parker@schiller.edu)). Jane Parker who has over 9 years' experience as Title IX Coordinator. Contact information is available in the Employee Handbook, Website and Catalog. The Campus non-discrimination and Title IX grievance procedures are also published in these platforms.

## 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. Full records of any Title IX investigations and incident reports will be kept by the campus.

## 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 firearms.

## 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, Bensedrine).
- **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, 2019 through December 31, 2019 statistics to be reported by October 1, 2020.

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 local Police Department. Schiller International University at Heidelberg also collects crime statistics for its non-campus property. These statistics are provided by local law enforcement upon request. The local law enforcement monitors any crime as individual cases, as Schiller Heidelberg does not recognize any official student organization, the campus management won't necessarily get informed by the police if a Schiller student is involved in any crime. Schiller Heidelberg offers professional counseling services for students who need support or want to report a crime.

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 Germany's Crime Reporting System, which collects data only from police.

<b>Crime Statistics for 2017, 2018, 2019</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>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>SEXUAL OFFENSES</b>					
<b>RAPE- FORCIBLE</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>FONDLING- FORCIBLE</b>					
2016	0	0	0	0	0
2017	0	0	0	0	0
2018	0	0	0	0	0
<b>INCEST- NON-FORCIBLE</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>STATUTORY RAPE- NON-FORCIBLE</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>GENERAL OFFENSES</b>					

Crime Statistics for 2017, 2018, 2019					
	ON-CAMPUS PROPERTY	STUDENT HOUSING FACILITIES	PUBLIC PROPERTY	NON-CAMPUS PROPERTY	TOTAL
<b>ROBBERY</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>BURGLARY</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>ARSON</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>VIOLENCE AGAINST WOMEN ACT (VAWA) VIOLATIONS</b>					
<b>DATING VIOLENCE</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>DOMESTIC VIOLENCE</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>STALKING</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>ARRESTS and DISCIPLINARY REFERRALS</b>					
<b>WEAPONS LAW VIOLATION ARRESTS</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>WEAPONS LAW VIOLATION DISCIPLINARY REFERRALS</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0

<b>Crime Statistics for 2017, 2018, 2019</b>					
	<b>ON-CAMPUS PROPERTY</b>	<b>STUDENT HOUSING FACILITIES</b>	<b>PUBLIC PROPERTY</b>	<b>NON-CAMPUS PROPERTY</b>	<b>TOTAL</b>
<b>LIQUOR LAW VIOLATION ARRESTS</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>LIQUOR LAW VIOLATION DISCIPLINARY REFERRALS</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>DRUG LAW VIOLATION ARRESTS</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>DRUG LAW VIOLATION DISCIPLINARY REFERRALS</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0

**There were no hate crimes reported in 2017, 2018, or 2019.**

Schiller International University does not have authority to “unfound” criminal complaints therefore all reported crimes are counted regardless of disposition.

# 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:

**Campus Director: +49 (0) 6221 458120**

**Director of Admissions: +49 (0) 6221 458132**

**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](http://www.schiller.edu))
- Blackboard Collaborate platform
- 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. In case of a fire, an automated alarm will notify everyone throughout the campus. A fire drill is organized by the facility management every year.

## 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. The rules and procedures for emergency response and evacuation will be published in conjunction with the scheduled drills. 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 of those companies to access the campus despite the security code on the doors during campus opening hours. Non-tenants need to ring a doorbell, connected to a camera and buzzer system, requesting entrance. The reception area is located centrally with a good overview of the facility and regulates the door buzzer.

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.**

## **Security Considerations Used in the Maintenance of Campus Facilities**

All university faculty and staff are responsible for reporting maintenance and other safety issues to the Campus Director as soon as possible. The Campus Director will then report the issue to facility management. This will help ensure that all lighting, doors, sidewalks, parking lots, and other areas are kept in good working order.

Regular check-up by the facility management and qualified personnel are conducted in accordance with German legal requirements and results kept in in logbook. These check-ups include fire extinguisher, lifts, lights, doors and accessibility of pathways and safety-roots, such as certain windows.

### ***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, and never open a door for an individual you do not know. One should always keep the assigned keys safe and report any loss immediately. One should always keep the University identification card with him/her. If an unauthorized entry or other suspicious activity is noticed, 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 are installed according to German law. After hours a security personnel team, hired by the facility management, patrols the campus and dorm grounds.

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 two different locations close to campus. Each location 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. Ringstrasse, location: Ringstrasse 37-41, 69115 Heidelberg - contact facility management: Hausverwaltung Optima GmbH, Alexandrastr. 15, 65187 Wiesbaden, Tel.: 0611-44838263

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.

The Schiller Heidelberg campus does not recognize any official student organizations. Criminal activity outside the campus facility is monitored by local police force and handled individually.

## **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.

## **Safety Information**

Schiller International University is dedicated to promoting and maintaining safety awareness and a security wise environment. Presentations and special workshops on personal safety and related safety topics are provided for all campus members and at student orientation. Informational news articles, flyers, and safety-related brochures are developed and distributed to students and employees describing incidents affecting campus security, as needed. The University encourages students and employees to take responsibility for their own safety by taking proactive steps to reduce the likelihood of crimes on campus or to themselves. Campus security procedures and practices are explained to students during orientation and continued throughout the year during Town Hall meetings. Crime prevention literature is available from the Campus Director.

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

**The Heidelberg Campus abides by both Title IX and German legislation.**

### **SEXUAL HARASSMENT GRIEVANCE POLICY AND PROCESS**

This information is publicly available in the Employee Handbook, Catalog and website.

Schiller International University will investigate and adjudicate formal complaints of harassment and sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (i) A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
- (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

Sexual assault (as defined in the Clery Act), rape, dating violence, domestic violence, or stalking.

SIU grievance process:

- SIU will give both parties written notice of the allegations, an equal opportunity to select an advisor of the party's choice, and an equal opportunity to submit and review evidence throughout the investigation.
- SIU's Title IX personnel will objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party.
- SIU will protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during a grievance process as well as requiring written non-disclosure by all participants of any part of the process to protect the complainants, respondents and witnesses from being exposed to third parties;
- SIU will obtain the parties' voluntary, written consent before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student.
- SIU will apply a presumption that the respondent is not responsible during the grievance process, so that the school bears the burden of proof and the standard of evidence is applied correctly.
- SIU will use either the preponderance of the evidence standard or the clear and convincing evidence standard for formal complaints against students as for formal complaints against employees.
- SIU will ensure the decision-maker is not the same person as the investigator or the Title IX Coordinator.
- SIU may hold a live hearing and allow cross-examination by party advisors (never by the parties personally) this may be done through virtual means if necessary, making use of university technology.
- SIU will protect all complainants from inappropriately being asked about prior sexual history.
- SIU will send both parties a written determination regarding responsibility explaining how and why the decision-maker reached conclusions.
- SIU will effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment.
- SIU will offer both parties an equal opportunity to appeal.
- SIU will provide a reporting process of such incidents that protects the anonymity of the complainant or any witness who wishes to report such an incident.
- SIU will protect any individual, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process.

- SIU will make all materials used to train Title IX personnel publicly available on the school's website.
- SIU will document and keep records of all sexual harassment reports and investigations.

## **DEFINITIONS – GERMANY**

**(ALL RESIDENTS OF GERMANY ARE EXPECTED TO ABIDE GERMAN LAW)**

### **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.

### **Definition Dating Violence**

Dating violence is described by the Center for Relationship Abuse Awareness as a pattern of abusive and coercive behaviors used to maintain power and control over a former and current intimate partner.

Dating violence can be psychological, sexual, physical and/or emotional.

Can be a criminal act according to § 223 STGB.

See further definition: Sexual Assault.

### **Definition Domestic Violence**

Physical, sexual or psychological aspects between human beings sharing accommodation, refers to acts of violence (irrespective of the scene of the crime and whether or not you live together) between people in a relationship that

- is still ongoing
- is in the process of breaking up or
- has already broken up

or between people that

- are related to each other, insofar as these are not crimes against children.

Domestic violence (even observed violence) poses a risk to a child's welfare. \*

\* Common definition according to the Senatsverwaltung für Inneres und Sport/ Senatsverwaltung für Justiz (Senate Administration for Interior and Sport/Senate Administration for Justice) 10/2001 Criminal act (§§223, 185 and 238 STGB).

### **Definition Sexual Assault**

Behavior not respecting the other person's integrity; can be physically or verbally

Criminal act (§ 184 STBG).

### **Definition Stalking**

Bothering someone persistently; can lead to physical or psychological damage of the victim. Sexual assault or violence is any form of physical harm or the threat to another person from a sexual point of view. Today, the term "sexual assault" is often replaced by the term "sexual violence" to make it clear that it is violence and not an act of consented sex.

Criminal act – prison up to 3 years or higher, if danger for the victim or fine.

### **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.

### **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.

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

**Bystander Intervention** – A bystander is a person who is present but not involved: an onlooker or spectator. Bystander Interventions are in-the-moment interventions where those around an individual or group who are engaging in risky or dangerous behavior, intervene in an attempt to prevent harm. Steps to intervening include:

- Notice the event or issue
- Determine whether the issue is an emergency or problem
- Take responsibility
- Know what to do
- Take action by directly assisting the victim, detouring the action, or reporting the activity to appropriate authorities

An incident may qualify as rape or sexual assault regardless of whether the victim knows the assailant; the degree of physical or verbal resistance offered by the victim; the presence or absence of physical injuries to the victim; or the presence or absence of the victim's previous voluntary association, sexual or otherwise, with the assailant.

Sexual assault includes any form of nonconsensual sexual intercourse committed by physical force, coercion, threat or intimidation, actual or attempted and includes (but is not limited to) any or all of the

following behaviors: oral, vaginal, or anal intercourse; sexual touching, exhibitionism, sexual contact with someone who is incapable of consent; and sexual contact with someone who has resisted verbally or physically.

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.

### **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. The university is required to report sexual assaults, domestic/dating violence, and stalking allegations in the Annual Security Report and to the Department of Education. All personally identifying information is not included on in any public record keeping.

Personally identifying information is defined in Section 40002(a) of the Violence Against Women Act of 1994 as individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including: a first and last name; a home or other physical address; contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); a social security number, driver's license number, passport number or student identification number; and any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

### **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**

The preservation of evidence will help in proving that a criminal offense did occur and may assist in obtaining a protective order.

Reporting the incident immediately is a good way to help with this process. Campus Security Officials can assist you.

Depending on what occurred during the incident, the DNA of your offender might be obtained from a variety of sources, from body hair, saliva, bite marks, semen or vaginal discharge, debris under your fingernails, etc.

To preserve evidence, it is best to go to the hospital in the clothing you were wearing at the time of the assault and refrain from bathing, brushing your teeth, washing your hands, and urinating/defecating. 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 120 and have them take you to the hospital. Campus staff cannot provide transportation.

### **Seek counseling**

A trained counselor, on campus meetings are offered twice a month, 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, or check the open counseling sessions announcement on the information board.

- 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](mailto:info@fhf-heidelberg.de) Homepage: [www.fhf-heidelberg.de/](http://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

Student services sends monthly email announcements, informing students about the open counseling sessions on campus, about local medical doctors, and new community programs. In addition, our team provides visa and immigration assistance, student financial aid assistance, healthcare insurance assistance and provides contact information in case other assistance is needed (e.g. housing, hospitals/ clinics, etc.). The campus will provide immediate support to all victims. This will include referral to the appropriate external health, legal and police services.

The community offers medical assistance, and other support for victims, contact information is listed above.

A statement that the institution will provide written notification to students and employees about existing counselling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

## **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.

## **PROTECTIVE ORDERS AND OTHER INTERIM MEASURES**

The university does not have the authority to issue or enforce legally mandated protective orders but will assist the victim of sexual assault, domestic violence, dating violence, and/or stalking in applying for and obtaining such an order from the local court system. Campus Security Officers will remain vigilant and assist in reporting violations of protective orders.

The university is obligated to offer reasonable interim measures that are used to protect the safety and well-being of alleged victims of a crime. Campus Director will ensure students receive written notification of all their rights and options, regardless of whether a student chooses to report the incident Campus Security or to Law Enforcement Officers. This written notification will describe options for, available assistance in and how to request changes to academic, living, transportation and working situations or other protective measures. The university will make such accommodations or provide such protective measures if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the incident to Campus Security or local law enforcement.

A victim may also request that the alleged respondent's campus privileges be temporarily suspended (temporary suspension) until the investigation and judicial process is complete. This request can be filed with the Campus Director and if reasonable, action will be taken promptly.

Protective measures and accommodations will remain confidential to the fullest extent possible.

The Campus Director is responsible for overseeing these measures and that they are applied appropriately to ensure the safety and well-being of the victim.

## **VICTIM'S RIGHTS**

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

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

- Upon reporting an incident of sexual assault, stalking, domestic/dating violence the victim will receive a written explanation of rights and options.
- 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.
- To be informed, in writing, of counseling and other support services that are available.
- 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 or other preventative measures 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 Director for referral information. 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.

These rights will be presented, in writing, to both parties during the initial stages of the investigation.

## **DISCIPLINARY PROCEEDINGS AND POSSIBLE SANCTIONS**

Reports of sexual assaults, domestic violence, dating violence, and stalking are taken seriously by the university. Investigations and judicial proceedings are conducted in a prompt, fair, and impartial manner. 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. Violations of this nature are considered especially heinous and are handled by the university's Rules Committee.

The Rules Committee comprises the Campus Director, who acts as Chair and votes only to break ties, two professional or faculty members appointed by the Campus Director, and a designated Student Council Representative. All appointed members of the Rules Committee will serve for one academic year and may be reappointed.

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.

The alleged perpetrator will be given 24-hours' notice to appear, unless there is an emergency or other extenuating circumstance. The hearing may be held *in absentia* if the alleged perpetrator(s) fail to appear.

The complainant will be advised of the date, time, and location of the hearing. The complainant may attend the hearing to make his or her statement in person and may bring a support person with them if they so choose. The complainant may also submit a written statement. All efforts will be made to protect confidentiality and the safety and well-being of the victim.

The Rules Committee will decide "Responsible" or "Not Responsible" and may assign sanctions. An individual found responsible for sexual assault may be subject to disciplinary sanctions including, but not limited to, probation, suspension, expulsion, or dismissal. If the Board finds the alleged perpetrator is

“Not Responsible,” the incident will be dismissed. The decision will be placed in the Rules Committee files.

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 Rules Committee 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.

## **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.

## **STUDENT CODE OF CONDUCT**

The University Standard of Conduct is detailed on page 26 of the Catalog. It. 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, 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**

In keeping with the mission of Schiller International University and the requirements of state and federal laws, the university has adopted the following policy to ensure a drug-free campus and workplace, to prevent the use of controlled substances, and to prevent the abuse of alcohol. The use of illegal drugs and the abuse of alcohol on the SIU campus or in facilities controlled by SIU are prohibited.

### ***CAMPUS DRUG POLICY***

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.
- 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 and/or criminal charges according to state and federal law.

In addition, students are required to follow the German legislation regarding drugs.

### ***ENFORCING THE CAMPUS DRUG POLICY***

The Campus Security Officials are not a police force and has no arrest authority. Campus Security Officials are authorized to contact local law enforcement to report violations of law. Campus Security Officials can also refer violations of Federal and State Law and university policy to the appropriate administrators for potential disciplinary action.

### ***ALCOHOL POLICY***

Schiller encourages safe, responsible behavior toward alcohol. All students are personally responsible for their behavior, and all students should, consider themselves responsible for the safety of themselves and all fellow students.

The following policies are in place to support healthy decisions and encourage responsible behavior:

- The possession, use, consumption, manufacture, sale, or distribution of alcohol by anyone under the age of 16 (18 for hard liquor) is strictly prohibited and could result in both criminal charges in accordance to local law and university judicial proceedings in accordance with the student code of conduct.

### ***ENFORCING THE ALCOHOL POLICY***

The Campus Security Officials are not a police force and has no arrest authority. Campus Security Officials are authorized to contact local law enforcement to report violations of law. Campus Security Officials can also refer violations of Federal and State Law and university policy to the appropriate administrators for potential disciplinary action.

The minimum age for the purchase and consumption of alcohol in Germany is 16. Germany also has some of Europe's most stringent drive/drive regulations. One can expect to be breathalysed if involved

in any accident or incident. Fines and imprisonment can follow. *Heidelberg legislation on alcohol can be found at Germany's local legislation on alcohol: <https://dejure.org/gesetze/JuSchG/9.html>.*

INSERT APPLICABLE LOCAL LAWS AND SANCTIONS REGARDING DRUGS AND ALCOHOL

***GERMAN LAW***

§ 9 "Alkoholische Getränke" (Alcoholic beverages)

Penalties and sanctions for illegal possession of a controlled substance.

Young people under the age of 18 are not allowed to buy or consume hard liquor in restaurants, shops or in public. ("Alkopops" contain liquor and are covered by this paragraph, an indication of which must be clearly visible on the label since the introduction of the Alcohol Tax Act (AlkopopStG).)

For other alcoholic beverages (e.g. beer and wine), the clause stipulates that children and young adults under the age of 16 are not allowed to buy and consume in public.

An exception applies if a young adult (as of 14) is accompanied by a person with the right of custody.

# **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 the State or other 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.

Smoking and open flames, including candles, incense burners, and incense, are prohibited. All devices rated at more than 800 watts must be connected directly to a wall outlet or into an appropriately rated surge protector or power strip with integral circuit breaker. Students may not use lightweight extension cords or multiple outlets plugs that lack surge protection. Open heating elements and electrical appliances that may pose a fire hazard are prohibited, including hot plates and electric or contact grills. Combustion engines, acids, automotive batteries, gasoline, diesel fuel, kerosene, and other flammable liquids are prohibited.

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 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 Campus Safety Officer and/or designee.

## FIRE STATISTICS

### ARSON

There were zero incidents of arson in 2019, which is the required reporting period.

<b>Campus Fire Statistics- Heidelberg Campus</b>			
	<b>2017</b>	<b>2018</b>	<b>2019</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

<b>Fire Statistics – Heidelberg Non-Campus Dorm</b>			
	<b>2017</b>	<b>2018</b>	<b>2019</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