



**Tampa Bay Campus
Annual Security Report
Annual Fire Safety Report
2018-2019**

Contents

| | |
|--|----|
| Introduction | 4 |
| Definition of Property:..... | 5 |
| On-Campus Property: | 5 |
| Non-campus building or property: | 6 |
| Public Property | 6 |
| Campus Security Officials | 6 |
| Reporting Crimes and Incidents | 7 |
| Title IX Coordinators..... | 8 |
| Crime Log..... | 8 |
| Clery Act Crime Definitions..... | 8 |
| Criminal Offenses | 8 |
| Criminal Offenses- Forcible Sex Offenses | 9 |
| Criminal Offenses- Non-Forcible Sex Offenses | 9 |
| Arrests and Referrals for Disciplinary Action | 9 |
| Violence Against Women Act Offenses (VAWA) | 10 |
| Hate Crimes | 10 |
| Crime Statistics..... | 11 |
| Emergency Response and Evacuation Procedures..... | 14 |
| Safety Plan | 14 |
| Emergency Response Team (ERT)..... | 14 |
| Organizational Statement, Roles, and Responsibilities | 15 |
| Reporting an Emergency..... | 15 |
| Notification Procedures | 16 |
| Mass Notification..... | 16 |
| Communication with the Campus Community and General Public | 16 |
| Role of Community | 16 |
| Role of Students..... | 17 |
| Role of Faculty and Staff | 17 |
| Evacuation Guidelines | 17 |
| Evacuation of Campus Buildings..... | 17 |
| Lock Down and Shelter-in-Place Procedures | 18 |
| Bomb Threat or Hazardous Material Threat..... | 19 |
| Serious Injury or Illness..... | 19 |
| Drills and Testing | 20 |
| Tampering with Fire and Safety Equipment | 20 |
| Hurricane Emergency Response Plan..... | 20 |
| Procedures..... | 21 |
| Evacuations..... | 21 |
| Campus Security Measures and Safety Information..... | 22 |
| Access to Campus Buildings and Grounds | 22 |
| Non-Residential Buildings..... | 22 |
| Suspicious Activities You Should Report..... | 22 |
| Timely Warning And Campus Crime Alerts | 22 |
| Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy..... | 23 |
| Definitions | 23 |
| Dating Violence | 26 |
| Policy Statement on Sexual Assault..... | 26 |
| Policy Statement on Domestic Violence, Dating Violence, Stalking | 26 |
| Prevention and Awareness Programming | 26 |
| Retaliation | 27 |
| Reporting Procedures..... | 27 |
| Report the Assault on Campus. | 27 |
| Reporting an Assault to the Largo Police Department | 28 |
| Victim’s Rights | 29 |

| | |
|---|----|
| Disciplinary Proceedings and Possible Sanctions | 30 |
| Disclosure of Results of Disciplinary Proceedings | 30 |
| Registered Sex Offender Information | 30 |
| Drug, Alcohol, and Substance Abuse | 30 |
| Annual Fire Safety Report | 31 |
| Procedures and Regulations | 31 |
| Fire Safety Education and Training | 32 |
| Fire Statistics | 32 |
| Arson | 32 |

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 Director's offices and from the Financial Aid offices at each campus upon request.

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

Campus Director
Phone- (727) 738-6350

In An Emergency

Call 911

or

**9-911 (from any
Campus Phone)**

**TO REPORT AN
INCIDENT: CALL**

**(727)736-5082 or
(727)738-6350**

**Or Call Extension
221 or 249**

**From Any Campus
Phone**

Definition of Property:

ON-CAMPUS PROPERTY:

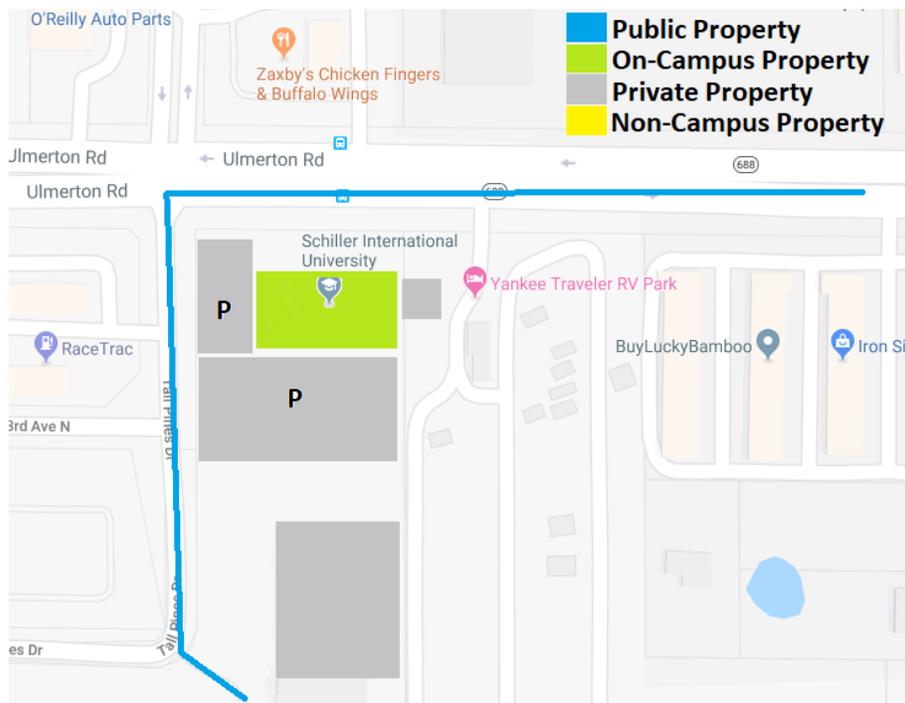
- Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; 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 a campus at the following location:

- Tampa Bay, Florida –8560 Ulmerton Road Largo, Florida 33771
US Toll Free in US: 1-855-787-2262, Outside US: 1-727-736-5082 Fax: 1-727-738-8405

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

Tampa Bay, FL Campus



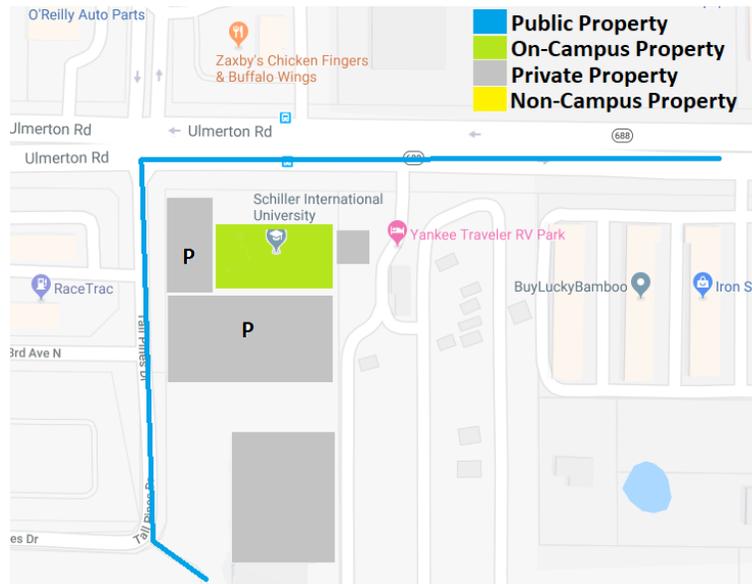
NON-CAMPUS BUILDING OR PROPERTY:

- Any building or property owned or controlled by a student organization recognized by the institution; and
- Any building or property (other than a 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 reasonably contiguous geographic area of the institution.

Schiller International University-Tampa Bay Campus does not have any non-campus property.

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.



Campus Security Officials

The Campus Director is the Campus Safety Officer (CSO). The CSO is responsible for maintaining the physical security and safety of the University and its students, faculty, staff, visitors, and facilities; for enforcing University policies and regulations; for investigating and reporting incidents; for conducting safety inspections and drills; for collaborating with law enforcement agencies to enforce local, State, and Federal laws; and for completing other tasks of campus security as needed. Campus Safety Officer does 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 the City of Largo Police Department, the Pinellas County Sheriff's Office, the Florida State Police, and other law enforcement agencies to ensure local, State, and Federal laws are enforced and the campus is

secure and safe. It is the University's policy that all alleged crimes be reported to the appropriate law enforcement agencies accurately and promptly. On an annual basis, the Campus Safety Officer will send a letter to local law enforcement agencies requesting crime statistics for Clery Act reportable crimes.

Contact Information for local law enforcement:

Largo Police Department:

Emergencies: Dial 9-1-1

Administrative Line: 727-587-6730

201 Highland Ave N, Largo, FL 33770

www.largo.com/largo_police/index.php

Pinellas County Sheriff's Office:

Emergency: 9-1-1

Administrative Line: 727-582-6200

P.O. Drawer 2500 Largo, FL 33779-2500

www.pcsoweb.com

Reporting Crimes and Incidents

Whether it happens to you or you're a witness, you have the responsibility to report crime. If a crime occurs on or around campus, report it immediately to the Campus Safety Officer or local police.

Crimes in progress and crimes that have just occurred should be reported by calling 911. Whenever possible, the actual victim or witness of the crime should call directly. Firsthand information is always more accurate and complete. If someone merely gives you the information and leaves, please include the name and contact information of the source.

Campus Safety Officer may be contacted at

- Tampa Bay, Florida – (727) 736-5082 or (727) 738-6350

The City of Largo **911** emergency communications center is staffed 24 hours a day by trained public safety dispatchers. The dispatchers receive calls from the 911 and business lines. They assign the appropriate police officers, firefighters or paramedics to handle the call. When calling to report a crime or incident, please be ready to give information such as: a brief description of what occurred, where the incident occurred, when the incident occurred. Did the suspect have a weapon? Where and when was the suspect last seen? What did the suspect look like (e.g., gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos, or scars)? Timely and accurate reporting of crimes assists investigations and helps develop timely warnings for the campus.

While students and employees are encouraged to report crimes to the Campus Safety Officer or Police, the Dean, Director of Financial Aid, Provost, Business Officer, or any other administrators on campus will provide assistance in reporting incidents.

Schiller International University policy requires that when a crime or student code of conduct violation occurs on campus it is to be reported as soon as possible, so that an accurate incident report can be filed promptly. Crimes may be reported to the following administrators and will ensure that the information will be used for processing timely warnings and preparing the annual statistical disclosure:

- Campus Safety Officer – Campus Director
- Any Administrator on Duty

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 or the Title IX coordinator, (see below for a listing of Title IX coordinators). 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.

Title IX Coordinators

- Tampa Bay, Florida – Jane Parker: Jane.Parker@schiller.edu (727) 736-5082

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. 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.

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. (Drunkness 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 | • Arson |
| • Sexual Assault | • Larceny-Theft |
| • Robbery | • Simple Assault |
| • Aggravated Assault | • Intimidation |
| • Burglary | • Destruction/Damage/Vandalism of Property |
| • Motor Vehicle Theft | |

Crime Statistics

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

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

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

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

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

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

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 SIU Emergency Response Team (ERT) is an action task force of SIU volunteers trained and prepared to perform the following functions:

1. Define action plans based on emergency level.
2. Coordinate communications with staff, students and faculty.
3. Coordinate efforts with Emergency Authorities.
4. Respond to SIU related crises or issues caused by a severe weather event.

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

Campus Director (CD)

Will gather information from advisors and coordinate with the University President on all critical decisions related to a severe weather event. The CD will verify that university policies and procedures for such an event are maintained and followed. The CD will also serve as spokesman for any interaction with local authorities and media, as well as interacting with other institutions, businesses or government agencies

Student Services (SS)

Will coordinate student safety efforts either on campus or at the designated emergency shelter, including:

- Gathering data on individuals affected and how.
- Procuring transportation in case an emergency evacuation and relocation is required.
- Procuring assistance to individuals requiring medical attention.
- Reporting incident and status updates to CD.

IT Department Manager

IT will oversee communication efforts with students, faculty and staff via email as related to the following:

- Notification on whether the campus will be open or closed on given days.
- Notification of evacuation, lockdown or lockout, and procedures when required.
- Communications of critical information when standard means of communicating are unavailable.
- Provision of hand-held radios, megaphones, cellular devices, etc.
- Reporting incident and status updates to CD

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 Director's 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, by calling 911.

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, the PA system, and fire alarm system if applicable. Phone calls are made if needed.

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

- Schiller website (www.schiller.edu)
- Email alert sent to Students, Faculty and Staff
- On campus PA system
- 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's security phone # will be the main line for contacting security and providing information regarding individuals confirmed to be on campus.

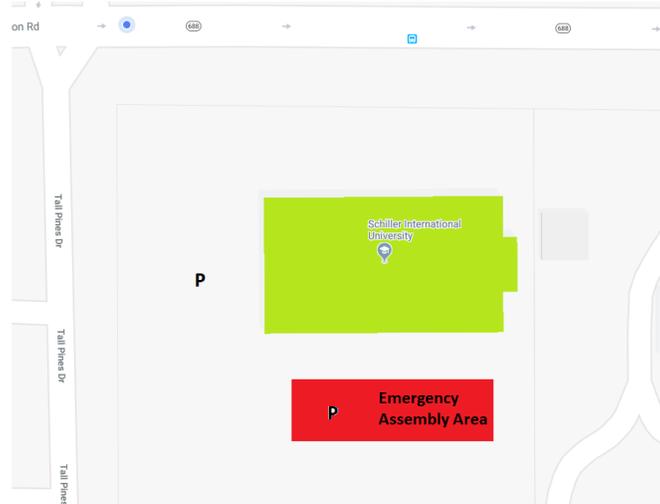
- Tampa Bay, Florida – Fabian Fernandez: (727) 736-5082 or (727) 738-6350

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 **911**.

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 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. The University also has a communication system and 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 **from a campus phone, callers must dial: 9-911**, 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 **9-911**, 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 using the intercom system (or assigned form of communication) 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 at #221, 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 over the Bullhorn 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 911**. 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 911
- 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 (if applicable)
- 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 front parking lot on the main 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

State/country 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.

Hurricane Emergency Response Plan

HURRICANE AND SEVERE STORMS

When the Tampa Bay area is threatened with severe weather, forecasters can sometimes predict its arrival in sufficient time to implement precautionary measures. If the forecast indicates that threatening weather will affect Schiller, all students and staff should take the necessary actions to minimize the possibility of harm.

Schiller has been established as being in the "Level D Zone" should an extreme weather situation develop, our emergency shelter is: **Largo High School, 410 Missouri Ave., Largo, FL 33770**

Directions: *From Schiller International University Largo Campus head West on Ulmerton Road, turn right at Seminole/Missouri Ave., Largo, arrive at 410 Missouri Ave., N. Largo, FL 33770. (10 minutes).*

Attached please also find all of the related shelter information in case of an evacuation. Visit the following link for additional emergency services and information provided by Pinellas County.

<http://www.pinellascounty.org/emergency/allhazardguide.htm>

PROCEDURES

STUDENTS, FACULTY & STAFF

In the event of a predicted hurricane, University officials will instruct ground students, faculty and staff of campus closures via email no later than 6 hours before classes begin on a given date. We will typically follow the local school district closure procedures; however, please be attentive to your Schiller email for school notifications and further information.

STUDENTS

If during a severe weather event, evacuation procedures are enforced, all students are encouraged to proceed to their designated shelter locations.

It is very important that we know your whereabouts, please do not leave without telling your instructors, classmates or student services representative where you are going and how to contact you.

FACULTY AND STAFF

In the event of a hurricane related campus closure, University officials will instruct ground faculty and staff on evacuation procedures. In such a situation, it is important that we know your whereabouts. Please do not leave without informing administration where you are going and how to contact you.

For more information on action plans, fire and evacuation, refer to www.largo.com or to view a list of shelters, visit the Pinellas County Emergency Management website: <http://www.pinellascounty.org/emergency/>

EVACUATIONS

If the need to evacuate should occur, listed below are important things to remember:

- Bring your medication (Prescription Drugs)
- Pack four changes of clothing, toiletries and bedding
- Pack a flashlight and small radio or cell phone
- Take important papers, such as passports, visas, etc., and identification showing your local address in water proof zip lock bags
- Listen for weather updates
- Have you car ready and filled with gas
- Pets are not allowed in shelters

In the event of a predicted hurricane, University officials will instruct students about evacuation procedures. In such a situation, it is important that we know your whereabouts. Please do not leave without telling your colleagues/roommates/student services where you will be going, or leave a note with the address and phone number where you can be reached.

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 911.**

NON-RESIDENTIAL BUILDINGS

Our campus has one main building which also includes valuable equipment. The building is unlocked during business hours, 8 a.m. to 5 p.m. Monday through Friday. It is essential that staff, faculty, and students cooperate to keep all facilities secure. Never prop open exterior doors. Never open a door for an individual you do not know. Always keep your assigned keys safe and report any loss immediately. Always keep your University identification card with you. If you notice an unauthorized entry or other suspicious activity, call the reception desk immediately at (727)736-5082. In an emergency: **Call 911.**

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 911.**

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 911.**

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.

An unregistered vehicle parked on campus or a slowly moving vehicle roaming the campus should be reported. Always give a description of the vehicle, including license plate, and of driver if possible.

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

Sexual Assault- Florida Rape (Sexual Battery) Law at a Glance Florida Statutes Title XLVI. § 794.005, et seq.

Statutory Definition of Sexual Battery (Rape)

Oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object, without the other party's consent or capacity to provide consent; however, sexual battery does not include an act done for a bona fide medical purpose.

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.

Sexual Battery: Classifications, Sentences, and Penalties

- Committed on a victim under the age of 12 by an adult (over 18): Capital felony (death penalty or life in prison without parole)
- Committed on a victim under the age of 12 by someone under 18: Life felony (30 yrs. to life in prison)
- Committed on a victim over the age of 12: 2nd degree felony (up to 15 years in prison)
- Committed on a victim over the age of 12, including threats, coercive acts, or victim's physical incapacity: 1st degree felony (up to 30 years in prison)
- Defendant used a deadly weapon or physical force likely to cause a serious bodily injury to a victim over the age of 12: Life felony (30 yrs. to life in prison)

Florida Sex Offender Registry

Those convicted of sexual battery must register as sex offenders with the Sex Offender / Predator Registry <https://offender.fdle.state.fl.us/offender/sops/search.jsf>

Defenses

Voluntary consent given by the victim

Note: Florida state laws prevent the use of certain defenses in a case for sexual battery. Specifically, the defendant cannot use the victim's "unchastity" or discuss the victim's prior sexual conduct. In cases where the victim's age affects the criminal charges, mistake or lack of knowledge regarding the victim's age cannot serve as a rape defense.

Domestic Violence- Florida Law at a Glance Statute Florida Statutes Sections 741.28-741.31, Florida Statutes Section 784.046

Domestic Violence Defined

Florida's crime laws define domestic violence as specified types of violence committed against a family or household member. In particular, an individual can commit domestic violence against a spouse, ex-spouse, the co-parent of the individual's child, or a relative related to the individual by blood or marriage. Florida laws also protect against domestic violence occurring between individuals who currently cohabit or who formerly cohabited together in the same household.

The types of crimes qualifying as domestic violence under Florida law include assault and aggravated assault, battery and aggravated battery, sexual assault and sexual battery, stalking and aggravated stalking, kidnapping, and others. The criminal offense charged for a domestic violence incident depends on the specific circumstances and events. For example, a threat of physical harm might become an assault charge, while physical contact or injury might become a battery charge. If a prosecutor can establish one of the aggravating factors set by Florida state laws, the state may pursue a charge such as aggravated assault or aggravated battery, which results in prosecution of the offense as a felony and entails a more severe punishment.

In addition, Florida recognizes the issue of violence committed between two persons in a current or former dating relationship. To meet the state's definition of a dating relationship, the two people must have participated in a romantic, intimate, or sexual relationship. The state issues injunctions to individuals who can prove an immediate danger or injury within a dating relationship. The state may prosecute a defendant who violates an injunction.

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.

Defenses to Domestic Violence Charges

Self-defense

Penalties and Sentences

Florida domestic violence laws specifically include a minimum punishment of five days served in county jail. The court can also sentence a convicted offender to a period of imprisonment in Florida state prison. Alternatively, state laws permit the court to decide on a sentence of probation or community service.

Additionally, a state prosecutor can charge a perpetrator of domestic violence with other criminal offenses established by Florida law. For example, a domestic violence incident may result in charges of assault and battery. Domestic violence may be charged as an assault, which is a second degree misdemeanor, or aggravated assault, which is a third degree felony. Battery may be charged as a first degree misdemeanor or as a third degree felony. Misdemeanor sentences range from a maximum of sixty days to one year, while a third degree felony conviction may result in a sentence of imprisonment for a term lasting up to five years. A domestic violence incident charged as a second degree felony can lead to a sentence of imprisonment for up to fifteen years.

If a victim of domestic violence had an injunction or restraining order in place against the defendant, the state may prosecute a violation of the order as a first degree misdemeanor. A conviction for a first degree misdemeanor may result in a sentence of imprisonment for up to one year.

For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking- Florida Law at a Glance Statute Florida Statutes Sections 784.048

Definitions

Stalking: Willful, malicious, and repeated following or harassing.

Aggravated Stalking: Willful, malicious and repeated following or harassing another with credible threats with the intent to place person in reasonable fear of death or bodily injury; or willfully, maliciously, repeatedly follows or harasses minor under 16; or after injunction for protection or any court-imposed prohibition of conduct, knowingly, willfully, maliciously and repeatedly follows or harasses another person.

Punishment/Classification

Stalking: Misdemeanor of the 1st degree

Aggravated Stalking: Felony of the 3rd degree

Sentencing/Fines: Apply 775.082, 083,084

Penalty for Repeat Offense

Violating Injunction/Protective Order:

- Judge must impose a minimum sentence of twenty-one (21) months imprisonment and can impose any additional penalties of:
- Up to five (5) years in prison.
- Up to five (5) years of probation.
- Up to \$5,000 in fines.

Arrest or Restraining Order Specifically Authorized by Statute?

Arrest without warrant if probable cause to believe statute is violated.

Possible Defenses

First Amendment Activities including picketing and organized protests

Legitimate Purpose

For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

DATING VIOLENCE

The term “dating violence” means violence committed by a person

- Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

There is not a separate statute in Florida for “dating violence”. Any crimes committed as part of a dating relationship would be prosecuted under the general criminal code based upon the specific allegations presented.

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 (specifically Florida Statutes Title XLVI, § 794.005, et seq.). 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 249
- Title IX coordinator- (727)736-5082
- Off-campus emergency services can be reached calling **911**.

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 Largo 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 911 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. Suncoast Center Inc. is a community organization that runs a 24-hour hotline staffed by volunteers who are trained to assist people who have been sexually assaulted. Their numbers are: Sexual Assault Service Helpline: 727.530.7273 Abuse Hotline: 800.962.2873. You can also contact Crisis Center of Tampa Bay if you are experiencing thoughts of suicide; verbal, physical or psychological abuse; or have any reason to be afraid, please call **2-1-1** for support and services.

Reporting an Assault to the Largo Police Department

Regardless of where you have been assaulted or by whom, you may call the City of Largo Police Department at **911** or (727)587-6730. Or call Sexual Assault Service Helpline: 727.530.7273 Abuse Hotline: 800.962.2873. You can also contact Crisis Center of Tampa Bay if you are experiencing thoughts of suicide; verbal, physical or psychological abuse; or have any reason to be afraid, please call **2-1-1** for support and services. Filing a report 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.

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.

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 (727)736-5082 or call extension 249. 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.

Registered Sex Offender Information

The State of Florida requires sex offenders to register with the State Police. The State makes this information available to law enforcement agencies. This information is available to the public at the following websites: <https://offender.fdle.state.fl.us/offender/sops/offenderSearch.jsf> or <https://offender.fdle.state.fl.us/offender/sops/faq.jsf>

Drug, Alcohol, and Substance Abuse

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

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 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-outlet 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

| Tampa Bay, FL Campus Fire Statistics | | | |
|---|-------------|-------------|-------------|
| | 2016 | 2017 | 2018 |
| Number of Fires | 0 | 0 | 0 |
| Fire Related Injuries | 0 | 0 | 0 |
| Number of Deaths | 0 | 0 | 0 |
| Value of Property Damage | 0 | 0 | 0 |

ARSON

There were zero incidents of arson in 2017, which is the required reporting period.