

## **Schiller International University Largo Campus Security and Safety Report**

*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 Student Services Office and the Campus Security Officer. However, 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 and the safety and security of others.*

- ❖ *In the case of extreme emergency (life threatening) dial 911, than notify either the Student Services Office, the Security Officer on Campus or the Office of the President.*
- ❖ *In case of a medical or police emergency of any type, immediately contact the Student Services Hotline at 727-738-6345 to connect with a member of the Student Services Staff. The Florida Student Services Hotline is available 24 hours a day for addressing urgent situations involving students.*
- ❖ *In case of a fire, pull the fire alarm and proceed to the nearest exit.*
- ❖ *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 where students are located. Please do not leave without informing your roommates or contacting the Student Services Hotline to provide information about your location.*
- ❖ *All emergency notifications will be communicated through the following systems:*
  - *Schiller website (www.schiller.edu)*
  - *Email alert sent to Students, Faculty and Staff*
  - *On campus PA system: Zone 1 and Zone 2*
  - *On Campus fire alarms*

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

- ❖ **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 impact the University and the local area, all students and staff should take the necessary actions to minimize the possibility of harm.*

*Schiller International University is registered with the local office of Disaster Preparedness. Schiller has been identified as being in the "Level B Zone." Should an extreme weather situation develop, our emergency shelter is Largo High School, 410 Missouri Ave., in Largo. Sometimes a different shelter will be designated and students will be informed of the location(s), as needed.*

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

- ❖ **Evacuations: Directions and Instructions**

**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.
- Take important papers, such as passports, visas, etc., and identification showing your local address.
- Listen for weather updates.
- Have your car ready and filled with gas.
- Pets are not allowed in shelter.
- 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 where students are located. Please do not leave without telling your colleagues, roommates, and Student Services where you will be going, or leave a message with the address and phone number where you can be reached. Minors, students under eighteen (18) years old, must go to the designated shelter with a member of the University staff.

**Directions to Largo High School :**

Largo High School, 410 Missouri Ave., Largo, FL 33770. 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)

**Clery Act**

The Clery Act is a federal law which requires colleges and universities that receive Federal Financial Aid to report statistics regarding 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 particular to the Clery Act and may not be entirely consistent with other definitions used by different entities that collect crime information. The Act requires universities to report statistics for the three most recent years. The data provided in the Table below were gathered from Largo Police Department, Office of the President, Student Services Office and the University Crime Log.

**Campus Crime Report –insert Excel document link**

**Campus Lockdown**

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.

Each classroom and common area of the building has a wall-mounted telephone set. Each of these telephones has a clearly marked **"PAGE" button** and an instruction placard above the phone that lists the location of the phone and instructions for using the phone. Each office telephone also has a "PAGE" button feature.

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.

To use the intercom paging feature, callers must push a clearly marked "PAGE" button on the telephone set to broadcast a campus wide announcement. For example, to page for night security, a caller would push the "PAGE" button, speak into the hand set and request security to respond to the building and room number location displayed on the placard. The phone sets can also be used to dial 9-911 and internal campus extensions, but cannot be used for external, long distance, or international calls.

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 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:

1. The doors to the building should be locked, and no one should be allowed to enter or leave until officially instructed.
2. All students in the building should report to the nearest classroom.
3. 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.
4. Professors should take attendance of students in the room and await further instructions.
5. Professors may contact the Front Desk at #221 and the Student Services Hotline #727-738-6345, but should understand that immediate response from either may not be possible.
6. All activity should cease. Students are expected to be quiet and to limit movement.
7. Students/Staff outside the building must evacuate to an off campus location.

Once the lockdown is over there will be an announcement over the intercom system 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.

### **Alcohol Beverage Policy**

NO ALCOHOLIC BEVERAGES OF ANY KIND ARE PERMITTED ON CAMPUS OR AT ANY SCHILLER INTERNATIONAL UNIVERSITY PLANNED EVENTS EXCEPT WHEN AUTHORIZED BY THE University President.

### **USE OF ALCOHOLIC BEVERAGES**

Florida State laws prohibit the sale to or the consumption of alcoholic beverages by anyone under the age of 21 years: not 18, as in many European countries. Be aware that Florida State laws also include "an open-container law." For example, any person in possession of an alcoholic beverage in a can or bottle with a broken seal, found in a vehicle or in a public place, such as the beach, is subject to a substantial fine. If you are 21 years old or older, do not supply a person under the age of 21 with any kind of alcoholic beverage or help a minor purchase an alcoholic beverage. This is illegal and can lead to serious charges.

### **Drug Use**

Florida Statute Ch.893 states that, "It is unlawful for any person to sell, purchase, manufacture, or deliver a controlled substance. Violators are subject to the laws of Florida and will face felony conviction." Students should be aware that

*drug laws are strictly enforced in Florida and the penalties for illegal use of drugs are severe. In addition to the severe criminal penalties for illegal drug use, the student may be expelled from the University.*

### **Penalties for Drug Usage**

*Penalties for drug usage include immediate referral to the University President. In addition, the range of possible punishments may include: fines, community service, mandatory counseling and/or treatment and/or expulsion from the University.*

### **Sexual Harassment**

*Schiller International University does not tolerate or condone any form of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which:*

- A. Are aimed at coercing an unwilling person into a sexual relationship*
- B. Make submission to or rejection of such conduct the basis for employment or academic decisions affecting the individual*
- C. Amount to conduct which create a hostile work environment*

*If you feel that you are being sexually harassed, you are encouraged to seek help. The Director of Student Services treats all such complaints in a confidential manner. If you wish to pursue the matter beyond consultation, the matter may be resolved in an informal or formal manner.*

### **Theft**

*If you are the victim of any type of theft while on University property, you should immediately notify Campus Security and the Director of Student Services. Always keep your room doors locked. Incidents of theft should be reported to the Director of Student Services for disciplinary action and may be referred to appropriate authorities such as the Police Department.*

### **Tampering with Fire and Safety Equipment**

*State 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.*

### **Fire Drills / Safety and Inspection**

*We schedule periodic fire drills and every alarm must be taken seriously even if there is no immediate apparent danger. Every student will familiarize himself/herself with the rules and procedures. Students will use the following procedures during fire drills, when the alarm sounds:*

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

**ALL STAFF, FACULTY AND STUDENTS MUST ASSEMBLE IN THE FRONT PARKING LOT**

*Anytime the fire alarm goes off, everyone must evacuate the building immediately through the nearest fire exit. Do not 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 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.*

**Useful Numbers:**

**Largo Police Department – 727-587-6730**

**Pinellas County Sheriff's Office – 727-582-6200**

**Fire Administration – 727-587-6714**

**SIU Largo Student Services Hotline – 727-738-6345**