

# ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT

**"YOUR RIGHT TO KNOW"**

**<http://www.jmu.edu/pubsafety/righttoknow.shtml>**

**SAFETY AT JAMES MADISON UNIVERSITY'S SEMESTER IN ANTWERP**

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In Compliance with the federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998** (formerly the **Crime Awareness and Campus Security Act of 1990**)

**October 1, 2013**

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## **Annual Security Report**

Safety on the JMU Antwerp campus, Antwerp Hall/Montpelier Hall, is a natural source of concern for parents, students and employees. Education - the business of James Madison University - can only take place in an environment in which each student employee and visitor feels safe and secure. JMU recognizes this and employs a number of security measures to protect the members of its community.

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**Crime prevention remains a high priority among residents.** JMU does its part to help ensure the safety of its students, employees and visitors. The Program Director, the Faculty Member in Residence (FMIR), the Program Assistant (PA), Resident Manager (RM) and the students themselves all share in the responsibility of making the Antwerp campus, specifically our residential building, Montpelier Hall, a safe place to study, work and live. Students reside in Montpelier House located at Number 2 Rodestraat, B-2000 Antwerp Belgium. It is in the city center and surrounded by other student housing and shops and offices. JMU's Semester in Antwerp coursework is held in classrooms rented from the University of Antwerp, Prinsstraat 13, B-2000, Antwerp, Belgium. The University of Antwerp is about a two-minute walk from Montpelier House.

**<http://goo.gl/maps/wtgvv>**

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## **Antwerp Population**

The inner city of Antwerp has approximately half a million inhabitants. About a million people live in greater Antwerp.

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## **The Language**

The province of Antwerp is part of Flanders, and the official language of Flanders is Dutch. Since residents of Flanders speak Dutch with a different accent than residents of the Netherlands, they call their dialect of the Dutch language "Flemish." The Flemish and the Dutch have no trouble understanding each other. Most people also speak English and French. If participants do not speak Dutch, it is highly recommended that they speak English, even if they also know how to speak French.

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## **Police Protection**

The Montpelier House is under the jurisdiction of the Antwerp Police Department. The police station is a 20 minute, walk (<http://goo.gl/maps/n5NM3>) from the Montpelier House as well as the nearby East entrance to the campus. The address of this police station is:

Politie West Zone

Oudaan 5

B-2000 AntwerpenBelgie

Telephone (from Belgium) 03 338 55 11

<http://www.antwerpen.be/eCache/ABE/15/756.Y29udGV4dD04MDMzOTcx.html>

Our local contact is Jeff Verelst, [jeff.verhelst@politie.antwerpen.be](mailto:jeff.verhelst@politie.antwerpen.be)

The emergency police telephone number in Belgium is 101 (fire is 100). The United States 9-1-1 equivalent in Europe is 1-1-2. The non-emergency number for the Politie West Zone, if calling from Belgium, is 03 338 55 11; it is 011 32 3 338 55 11 if calling from the USA.

The B-2000 community enjoys a noticeable and reassuring level of police presence. The general area has the reputation of being a relatively safe locale in this University of Antwerp section of the city of Antwerp. But, as always one should always be vigilant and take precautions to minimize becoming a victim of a criminal act (for more on that see the addendum "How to Have a Safe Semester in Antwerp" at the end of this report).

The Antwerp Program Director and the Montpelier Resident Manager supply all statistics at the close of this document. Requested statistics specific to Antwerp and environs have not been made available by the Antwerp Police.

As far as an official security presence at the University of Antwerp, there are no campus police or security departments similar to campus communities in the United States. Rather than law enforcers or first responders to emergencies familiar to Americans the members of the University of Antwerp security force are more a combination of receptionists and persons who lock and unlock doors, check the assigned building after hours, and generally serve as building monitors. If they become aware of a problem requiring police powers (law enforcement, crime reporting, emergency response), they call the local "stad" (city) police force. The person responsible for security at the University is Mr. Jan Claessens. He can be reached by calling 03/220 4427 in Antwerp or 011-32-3/220 4427 from the United States. He does not speak English.

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### **Emergency Notification**

James Madison University's Antwerp program is committed to the immediate notification of the Antwerp campus community, without delay, upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on campus, 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. The Program Director and Resident Manager enjoy autonomous authority on activation upon confirmation, message content and messaging and takes into account the safety of the community while determining the content of the notification before initiating the notification system. Concurrently or contemporaneously, the official initiating the Emergency Notification will inform the Directors of JMU's Offices of Residence Life and International Education of the Emergency at hand and the justification for the dissemination of the related Notification. The Antwerp program officials regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

The means and methods of Emergency Notification includes the following components which may be activated independently or in-conjunction with each other based on the circumstances to notify the University community of the existence of an emergency, and updated information and as necessary throughout the duration of any incident.

The Resident Manager at Montpelier Hall has four methods of notifying the students within the hall; sending text messages to cell phones, posting fliers, email, and word of mouth. There are two main points within the building where fliers are posted; the entrance gate and the entrance into the tower. All

students have to enter and exit the building through the entrance gate. There are only 15 rooms in the residence hall and the Resident Manager lives in one of them. The manager has easy access to knock on each door and notify students of any immediate issue.

Systematic tests of emergency notification will be conducted annually. All members of the JMU community are instructed to notify the Program Director or Resident Manager of any situation or incident on or near campus that involves a significant emergency or dangerous situation that may pose an immediate or on-going threat to the health and safety of students, staff and visitors to the campus.

### Antwerp Crime Statistics

As opposed to information found on the report for the main Harrisonburg (US) campus, found at web site <http://www.jmu.edu/pubsafety/righttoknow.shtml> , there is no micro view of the crime picture in and around Montpelier Hall available from the Antwerp Police as there are no publicly available crime statistics for Antwerp.

### Emergency and Other Telephone Numbers

At the initial on-site orientation to Antwerp Hall, students are informed of the emergency number in Antwerp (101).

Emergencies – Police	101 (Antwerp)
Emergencies – Fire	100 (Antwerp)
Campus Security – University of Antwerp	03/220 4427 (Antwerp) 011-32-3/220 4427 (From US)
Anti Poison Center	070/245 245 (Antwerp)
Burn Center	03/217 7595 (Antwerp)
Card Stop for lost/stolen debit/credit cards	070/344 344 (Antwerp)
Information, concerns and emergencies Faculty in residence (FMIR) in Antwerp	Cell Phone: 0499/187 270
US Embassy in Brussels, 27, Boulevard du Regent Hours 9a.m. to 6p.m. Monday through Friday	Voice Phone: 02/508 2111 Fax: 02/511 2725
Office of International Programs at JMU	00-1-540-568-6419
Resident Manager (Alex Haueter)	Cell Phone: 032-484-77-73-77

Program Director (Dr. Mert Tokman) at JMU	00-1-540-568-3020
Telephone Country Codes	Belgium 32 Denmark 45 France 33 Germany 49 Italy 39 Netherlands 31 Norway 47 United Kingdom 44 United States 1

During orientation, each student is given a bright yellow card with the following information on it:

<b>Important Numbers &amp; Email Address for Purse or Wallet</b>	
FMIR Mobile:	0499 187 270
Assistant Mobile	0495 625 214
Resident Manager Mobile	0484 777 377
Vicky Meys	03 265 5033
Police	101
Fire or Ambulance	100
Antwerp Taxi	03 238 3838
Star Taxi	03 216 1616
US Embassy, Brussels	02 508 2111
Card Stop for lost/stolen debit/credit cards	070/344 344
Emergency, anywhere in the EU:	112

Vicky Meys is JMU's primary contact at the University of Antwerp, and is the assistant to the Academic Liaison. Beginning fall 2004, each student was issued a cell phone. All were counseled to carry the card in their purse or wallet, in addition to the cell phone, in case the cell phone is lost or stolen.

In June of 2008 Mr. Alex Haueter became the Resident Manger. His email address is [haueteah@jmu.edu](mailto:haueteah@jmu.edu). The Resident Manager assists Antwerp Program students with anything they might need concerning the building, certain student issues, and anything else that might involve the program. In May of 2011, Alex Haueter took on the responsibilities of overnight trip logistics coordinator.

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## Safety and Security in University Housing

Overseeing the security of Antwerp Hall is a full-time, Faculty Member In Residence (FMIR). Each semester, a new JMU faculty member assumes the FMIR duties.

Semester	FMIR
Fall 2011	Dr. Cheryl Beverly "Cheri" ( <a href="mailto:beverlcl@jmu.edu">beverlcl@jmu.edu</a> )
Spring 2012	Prof. Fernando Pargas ( <a href="mailto:pargasfa@jmu.edu">pargasfa@jmu.edu</a> )
Summer 2012	Dr. Mert Tokam ( <a href="mailto:tokmanmx@jmu.edu">tokmanmx@jmu.edu</a> ) became the Program Director of the program. He replaced Prof. Chris Roeder ( <a href="mailto:roedercc@jmu.edu">roedercc@jmu.edu</a> ) the Interim Program Director
Fall 2012	Dr. Bernd Kaussler ( <a href="mailto:kausslxb@jmu.edu">kausslxb@jmu.edu</a> )
Spring 2013	Prof. Carey Cole ( <a href="mailto:colec@jmu.edu">colec@jmu.edu</a> )
Summer 2013	Dr. Mert Tokman ( <a href="mailto:tokmanmx@jmu.edu">tokmanmx@jmu.edu</a> )

All FMIRs in Antwerp can be contacted at the above mentioned mobile phone number. All FMIRs reside in the JMU faculty flat, location the Meir 107 apartment 4.1, B-2000 Antwerp, Belgium. The FMIR office in Antwerp is located in Montpelier House. The Resident Manager also maintains an office in Montpelier House.

The James Madison University's Antwerp program is concerned about the security and safety of the students who participate in the Semester in Antwerp. Because of this, there are several rules participants must follow.

*Visitors* - No visitors are allowed in Montpelier House, period. Because of the lessons learned at this and other foreign operations centered in residential facilities, no visitors are allowed into Montpelier House. If a participant is found with a visitor, he/she will be fined €150 and will be subject to immediate dismissal from the program. If a participant has visiting family member(s) and would like to take them

to their apartment, they are to contact the Resident Manager and arrange for the Residence Manager to give the family member(s) a tour of the building.

Participants are warned that if they smuggle someone they have picked up at a bar into the building, they put themselves and every other student at risk. We are serious about this rule and will take steps to enforce this policy.

**Apartments** - All apartments in the Montpelier Hall house are between two - four students. Each apartment has its own kitchen and bathroom facility.

Each room contains a small refrigerator with freezer compartment, an armoire, a desk, chair, bed, mattress, sheets, towels, pillows, and other amenities. There are no telephones in the apartments, but each student will be checked out a cell phone.

Apartment Policies - Participants are expected to abide by all apartment policies, and obey directives from the Resident Manager (RM). These policies, especially security related, are spelled out in greater detail in another section, and participants are expected to abide by these policies.

Keys - Program participants are issued two keys: a plastic access key FOB to open the front entrance gate to Montpelier House and a key to their room. Students are expected to keep their keys in a secure place and not lose them. If they do lose their keys, they will be charged €150 for a replacement set. The Resident Manager will have to go to the key smith to have new keys made and that may take a few days. If more than two or three sets of keys are lost, the Resident Manager will have to request new locks and keys from the landlord so the room will be re-keyed entailing much expense.

If one locks him/herself out, the Resident Manager (RM), if available, will let residents into the building. There is a €50 fine for all requests to enter the building between 11:00 p.m. and 8:00 a.m.

Misconduct -Montpelier House has an official JMU policy that if a student violates the rules outlined in the orientation review, her or his conduct will be reviewed by the Resident Manager, FMIR, and Director and disciplinary action will be taken, including removal from the program. Examples of misconduct include violating the visitor policy, abusing alcohol in the building, coming into the building drunk if your drunken behavior impacts other students and guests in the building, damage to property, threatening or striking a staff member or another student, and violating the rules of the house.



### **Alcohol and Drug Policies**

The legal drinking age in Belgium is 16. As long as you behave responsibly, and do not disrupt the Montpelier House community, you may consume alcohol (beer and wine only) in the hall. Drinking parties, drinking games, kegs, or anything else that violates the spirit of this policy are explicitly

prohibited at Montpelier House. Storing more alcohol than one might safely and reasonably consume in one evening is prohibited. Any person or persons found to be violating these rules will receive a fine of €150 and face judicial action from JMU when they return to the Harrisonburg campus. If residents are not behaving in a responsible manner, the privilege of consuming alcohol will be discontinued at Montpelier House.

No illegal drugs (including marijuana) are allowed in Montpelier House. If a student is found to be using or possessing drugs in the house they will immediately be removed from the program, without refund, and judicial action will be taken by James Madison University.

**Alcohol-** James Madison University prohibits the illegal or otherwise irresponsible use of alcohol by students. It is the responsibility of every student to know the risks associated with alcohol use and abuse. This responsibility obligates students to know relevant University policies and federal, state, and local laws and to conduct themselves in accordance with these policies and laws. JMU students traveling abroad may be studying in countries where the legal age for alcohol consumption is different than in the United State. Thus, while overseas, it is the responsibility of the student to know the relevant country and local laws concerning the possession, use, and abuse of alcohol. If students who are of legal age choose to consume alcohol while abroad, they are expected to drink and behave responsibly. The illegal or excessive consumption of alcohol or misconduct due to alcohol consumption will not be tolerated and will result in disciplinary action, including dismissal from the program and follow-up through the JMU judicial system.

Many physical and psychological health risks are associated with the abuse of alcohol and other substances, including the following:

- difficulty with attention and learning
- physical and psychological dependence
- damage to the brain, liver and heart
- unwanted sexual activity
- accidents due to impaired judgment and coordination

Staff members at the JMU Health Center and the JMU Counseling and Student Development Center can provide additional information about these concerns. More complete information on JMU's substance abuse policy can be found in the section on "University Policies".

No Alcohol on the Field Trip Bus - No alcoholic drinks of any kind are allowed on the field trip bus. Even if the bus driver sells beer, participants may not purchase or consume it while traveling on a trip organized by JMU.



Train Travel and Alcohol - The above policies apply mostly to the buses. For the trip to London, transportation will be by taking a train. The one major policy that will be strictly enforced is the purchase of alcohol. Trains usually sell beer or other alcoholic beverages in the "bar" car. While traveling with the JMU group, participants may not purchase or consume alcohol while traveling. This is a policy that applies to all JMU semester abroad programs, not just Antwerp.

A Note on Drinking in Belgium - Belgium is known for its many varieties of beer. However, participants should be aware that Belgian Beer often contains 9-12% alcohol, much higher than the levels in American beer. Hence, if one drinks five or six beers at one sitting, one will have significantly more alcohol in his/her system than if one consumed the same number of beers in America.

While participants may find Belgians who binge drink, beer is mostly consumed by sipping small amounts over a longer period of time, often with a meal. Further, most Belgians have begun drinking at a much earlier age, at dinner, with the family, and they know their limits. Participants, based on the American experience will not, especially with the higher alcohol content.

**Drugs** - Illegal drug use in any form is not tolerated. JMU students traveling abroad may be studying in countries where drugs that may be legally possessed and used in the United States are prohibited by law. Thus, while overseas, it is the responsibility of the student to know the relevant country and local laws concerning the possession and use of drugs. Most foreign criminal systems are considerably less accommodating than those within the United States; student possession or use of illegal drugs may be punishable by fine, imprisonment, and/or deportation. Study abroad participants found using or possessing illegal drugs in any form are subject to immediate dismissal from the program and/or follow-up through the JMU judicial system.



### **Faculty Member In Residence**

While in Belgium, a JMU faculty member will function as Faculty Member in Residence (FMIR). The FMIR has overall responsibility for the semester, but will not be teaching any courses. The FMIR, in conjunction with the Director of the Semester in Antwerp experience and logistic coordinator plan the semester excursions. Participants will get to know the FMIR very well, as they will be spending much more time with her/him than participants would with a typical professor at JMU in Harrisonburg (state side).

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## University of Antwerp Support Personnel

Several University of Antwerp personnel may participate in the semester abroad experience outside of the classroom.

Assistant to the Academic Liaison	Vicky Meys	Office: 03/265 5033,
Academic Liaison	Prof. dr. Liliane van Hoof	Office: 03/275 5028,

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## Crime Prevention and Personal Safety Programs

Students are informed, at their first orientation session, of JMU's "Right to Know" policy. They are reminded of their responsibilities in maintaining a safe secure building and premises. Students will be informed about any crimes on Montpelier House premises since under JMU management. The Office of International Programs (OIP) developed a study abroad safety manual which has been supplied to students in all international studies programs. OIP also covers safety and security issues in all of its orientation sessions.

In light of a post 9/11 world, program staff members strive to make the participants as aware and as safe conscious as possible. All of the material covered is in the various handbooks for each semester. The student guide has been and continues to be reviewed in detail at orientation meetings both in Harrisonburg and again in Antwerp. The staff hands out the student guide to the group and methodically reviews the content with the participants based on the assumption that the students do not always read what is handed out to them.

The program director and Faculty Member in Residence (FMIR) have always been and continue to be security conscious, and reviewed personal and fire safety procedures with all of the students in the spring and fall semesters. Again, the information covered was and continues to be in the student guide.

University of Antwerp personnel reviewed the university's fire safety drill policies and procedures for residence halls at the beginning of each semester, spring and fall.

They were very concerned about fire, gave many lectures about fire safety with detailed information provided.

On-going security evaluations are periodically done by the FMIR and Director. Ideally, we would like to have our students meet with a police officer each semester, as is the case in London. However, to date, our efforts to get a police officer to talk with the group has been in vain. For a list of the crime prevention and personal safety programs presented by the Antwerp program staff in Academic year 2012-2013, go to the end of this report.

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### **Weapons Policy**

How a weapon is defined varies from country to country. What may be legal in one country may be illegal in other countries. For example, when we travel to France, you may be able to purchase pepper spray, which is legal in that country. However, if you are caught with it in Belgium, you will probably be arrested, as it is illegal here. Another example: pocketknives with locking blades are legal in Belgium, but illegal in England. If you take one into England, it will likely be confiscated at the train station or airport, even if you have it packed in your bags.

Because program participants travel across six countries, and because the laws are different in each country, we ask that you not carry items with you that can be construed as a "weapon." If you get in trouble somewhere for carrying a "weapon," your professional behavior grade will be deducted.

Safety Tips - Antwerp is a very safe city, and with a little diligence, participants should have no problems during their stay. There are very few violent crimes in Europe in general, and Belgium is no exception. However, participants may find there is a higher rate of property crimes, especially pick pocketing, so they are cautioned be aware of their surroundings. The following tips are useful:

Carry a card in your purse, wallet, or back pack that says, "In case of problems, please call FMIR phone number]." If you have a chronic medical condition (e.g., type I diabetes), list this information on the card, too. Always carry the card issued to you that contains the emergency phone numbers.
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Definitely be sure to make copies of all of your credit cards, passport, and other ID's, and leave one at home for your parents and bring a set with you. When a recent participant lost her VISA, it was easy to get a new one because she had all pertinent information on hand.
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Do not become drunk in public, especially at night. Belgians (and other Europeans) have little patience with people who cannot control their alcohol intake. If you are female and publicly drunk, you are especially vulnerable. When you are drunk in public, you are a target for burglary, physical harm, and perhaps even rape. Avoid the appearance of the "Ugly American." Be accepting of other cultures. Do not be arrogant and let people see American stereotypes. That is, don't get drunk in public, don't laugh obnoxiously loud in public, do not raise your voices, and when you speak in English, do so softly. Otherwise, you are identifying yourself as a target.
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In a post September 11 world, it is generally a good idea to lower your profile while abroad, and avoid calling undue attention to yourself.
Do not allow anyone into the dorm living areas who does not have a dorm room. No exceptions, not even for visiting family or boyfriend/girlfriend. If you bring home a stranger, you expose everyone else in the dorm to a person of unknown scruples.
Carry your purse " <i>en bandouillère</i> ," that is, loop the strap over your head, with the strap on one shoulder and the actual purse on the side opposite the strap. Even better, wear the purse like this under a coat.
Carry a purse equipped with zipper (to keep out thieves).
Do not withdraw money from an ATM at night when you are by yourself.
Watch your bags, back pack, brief case, etc., at all times. Do not put them on the floor or even on a chair next to you in bars, restaurants, cafes, etc. Never leave your stuff unattended, even at the University of Antwerp.
Keep your dorm room locked when you are not in it, even when you shower or use the bathroom.
Try to develop that self-assured, "I-know-what-I'm-doing-and-where-I'm-going" look so many Belgians have. Avoid looking too much like a forlorn foreign tourist, but do feel free to ask people for directions when you feel lost.

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### **Emergencies Involving Students**

Ambulance/Fire (0) 100

Hospital is Ziekenhuis

Police (0) 101

Emergency Department is Spoedgevallendienst

### **Bring**

Passport, Belgium Identity Card, University of Antwerp student ID, your Antwerp telephone number, Antwerp address, and **cash**. The amount you are charged seems to depend on whether or not you give proof that you are a University of Antwerp student so be certain to bring the above items.

### **Method of Payment**

Cash; but it varies depending on facility and who you speak with at that facility.

St. Vincentius Hospital: Orthopedic Department demanded cash only and would not accept any type of credit card; GYN Department sent us down to special office on first floor where we were allowed to pay with a VISA credit card.

University Hospital: did not ask for payment at the time of emergency service; they did not ask for payment at the time of follow-up visits for the same emergency; student received a bill later.

Sint Elisabeth Hospital: For three separate visits, did not charge the students anything. One student had to pay €60 up front; immediately after receiving services she was refunded €40.

### **EMT**

Emergency Medical Technician is sometimes available in the Agora student lounge at the University of Antwerp. Go up one and ½ flights of stairs just before Agora Café; enter office E.115 and tell someone there you need an EMT.

### **Pharmacy**

To find a pharmacy open after normal hours, look on nearest pharmacy window for a posted white sheet (on weekends the sheet is green) with names and address of pharmacies with late hours. To get the location of a pharmacy open after 10 pm, call 09 001 0500.

### **Doctors**

To get a doctor for a house call (within central Antwerp) during the night or on weekends, call 03 286 1186.

The University of Antwerp's doctor's office is located in the same building, same floor as classroom D.015; go left, right, left out of D.015 to find doctor's office at D.013. When school begins at the University of Antwerp (end of September and end of January), office hours are 1:00-2:00 M-F. Since you are have a UA student ID card, the charge for this doctor is about €20; injections are free.

If between 1 and 2 the doctor is not in, go to the Agora, go up the stairs just in front of the Agora Café. Go to office E.115 at top of stairs; go to the left as you walk in; tell the secretary that the doctor is not in and ask her to call the doctor. Sometimes the doctors are busy at their private practice, located nearby, and they do not come to the Agora office until they are called.

### **Psychological and Emotional Needs**

JMU Antwerp students can maintain contact with the home campus of JMU while away through phone, fax and e-mail, and have at their disposal the normal services on campus, including the JMU counseling center and the Sexual Assault Education Coordinator.

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## **Missing Student**

Each student living in Montpelier House will be given the option in advance to identify a contact person(s) whom the Resident Manager and/or Program Director shall notify if the student is determined missing by the Antwerp Police Department.

Such resident students shall be advised that contact information will be considered to be confidential, accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing person investigation. Likewise, students under 18 years of age and not emancipated, James Madison University officials must notify a custodial parent or guardian when the student is determined to be missing, in addition to any additional contact person designated by the student.

It is suggested that reports should be made directly to the Montpelier House Resident Manager and/or the Antwerp Semester Program Director that a student has been missing for 24 hours; the official to whom the report was made, shall make a direct report immediately to the Antwerp Police.

If a member of the Semester in Antwerp community has reason to believe that a Semester in Antwerp student is missing for 24 hours, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of the University of Antwerp Security, the Antwerp Police and the Office of International Programs. If the student is an in-house resident, the Antwerp Police will be given immediate authorization from the JMU Semester in Antwerp officials to make a welfare entry into that student's room. If, by chance a student participant resides off site in a flat or other location, the aid of the appropriate Antwerp Police office or neighboring police agency having jurisdiction will be elicited. Concurrently university officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings; or appearing for scheduled work shifts, will be established. All JMU Semester in Antwerp students live in Montpelier House.

If located, verification of the student's state of health and intention of returning to Montpelier House is made. When and where appropriate if the need is determined a referral will be made to the contracted professional counselor(s) and/or medical practitioners. If warranted a referral will be made to the Office of Counseling and Student Development and/or the University Health Center on the main Harrisonburg campus.

If not located, notification of a custodial parent or guardian or failing that any other available family member within 24 hours of receiving the initial report is made to determine if they know of the whereabouts of the student. The Semester in Antwerp officials will cooperate, aid, and assist that

primary investigative agency in all ways prescribed by prevailing law. If the student is a Montpelier House resident the Semester in Antwerp officials will remain at the disposal and cooperate thoroughly with the official investigation by the primary investigative unit.

All pertinent law enforcement agencies, be they neighboring precinct, borough, or municipal; those located along suspected travel corridors; or place of original domicile wherever it might be, will be notified and requested to render assistance, through direct telephone contact or visit, electronic data (teletype) message, and/or radio transmission with a comprehensive BOL message based on the totality of up-to-date information.

Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

To reiterate, when a student who resides in Montpelier House is determined to have been missing for 24 hours, the University through its Antwerp Semester Program officials are legally obligated, if the student has designated a contact person, to notify that contact person within 24 hours; if the student is under 18 years of age and is not emancipated, the aforementioned officials must notify the student's custodial parent or guardian and any other designated contact person within 24 hours; and within 24 hours inform, the Antwerp Police that the student is missing.

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### **General Security Procedures**

Students are made aware from their very first day in Antwerp that no guests are to be admitted into Montpelier House. Officially, the Resident Manager is asked to be on duty during the normal working hours (9 a.m. - 5 p.m., weekdays). However, as they live on premises, students are likely to find them just about any time, day or night. The FMIR for each semester live in the nearby B-2000 sector. The health and well-being of all students is one of their primary responsibilities. Both attending JMU faculty and all attending students participate in rigorous orientation sessions before their Antwerp semester and during the first few days in Antwerp, where security issues, Belgian law, emergency procedures and the rules and regulations set forth here are thoroughly discussed with the Director of the Semester in Antwerp Program. Much of this information is included in handbooks prepared for the students and the attending faculty. On-site orientation materials, given to students upon their arrival in Antwerp, provide further emergency information.

Firearms and dangerous weapons of any type are not permitted in Montpelier House or other university facilities, except when carried by bona fide law enforcement officers within their jurisdictions. Intentional use, possession or sale of firearms or other dangerous weapons by students is strictly forbidden and is a violation of university policy as stated in the student handbook.

Depending on the particular circumstances of the crime, the Office of Public Safety may also post a notice on the campus-wide electronic bulletin board, providing the university community with more immediate notification for adverse events on the main (US) campus. In such instances, a copy of the notice is posted at our Antwerp facility. The electronic bulletin board is immediately accessible via computer by all on-campus faculty, staff and students.

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### **Crime Log Information**

The requirement for crime log maintenance applies only to schools and/or branch campuses that feature a campus police or security department. Montpelier House has neither. Even so, the Montpelier House in Antwerp community is kept aware of reported incidents on site and the immediate surrounding area by the Montpelier House resident manager staff.

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### **Timely Warnings**

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Antwerp Hall staff will also post a notice on the on-site bulletin board and provide the Semester in Antwerp and Intern academic community immediate notification. In such instances, a copy of the notice is posted on each lobby, residential, and study lounge bulletin board in a prominent location. Anyone with information warranting a timely warning should report the circumstances to the Montpelier House Resident Manager, by phone 0484 777 377 and/or Faculty Member In Residence 0499/187 270 or in person. An electronic copy of the warning will be e-mailed to all students and staff. **The Resident Manager also forwards messages from the Warden at the American Embassy in Brussels to students and staff with regards to potential dangerous places to avoid in Belgium.**

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### **Sex Offender Registry and Access to Related Information**

When questioned about a sex offender registry, a University of Antwerp official informed the Antwerp program staff that Belgium does not maintain a sex offender registry, as this would violate European Union privacy laws.

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### **Sexual Assault**

Prevention, intervention and education programs specifically addressing rape, acquaintance rape and other sexual offenses are regularly sponsored by a variety of organizations at JMU. The JMU Health



Center, Sexual Assault Education Coordinator, Counseling and Student Development Center and Women's Resource Center present programs throughout the year in classes, residence halls and student organizations. Programs on sexual assault occur at least once each semester in all residence halls and the topic is addressed at freshman orientation. Antwerp students are encouraged to attend on-campus sessions prior to going abroad.

If a sexual offense should occur, the victim should take the following actions:

- Go to a safe place.
- Call the local police and notify the Semester in Antwerp staff no matter where the event occurred. The Semester in Antwerp staff will then contact appropriate counseling professionals and medical practitioners.
- Contact a friend or family member.
- Do not bathe or douche,
- Do not urinate, if possible.
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
- Get prompt medical attention.
- Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's home, the victim should not clean or straighten until the police have had an opportunity to collect evidence.
- Tell someone all details remembered about the assault.
- Write down all details remembered as soon as possible.

Visitors, faculty and students living in Antwerp at Montpelier House and other university managed facilities are informed that they may report any incident to the staff of our local clinic and/or hospital, where provision is made to refer them to appropriate counseling and legal authorities.

Following an incident, victims are encouraged to make a report to local police. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence. Victims have the option of keeping their report of sexual assault in complete confidence, protecting their right to anonymity, if making a report through a professional or pastoral counselor.

University judicial action, criminal prosecution and civil suits are all options available to victims of sexual assault. To begin university judicial action, the counselor, police or victim should contact the university judicial officer. During campus judicial proceedings, both the victim and the accused may be present and

may have a counselor, solicitor (attorney) and/or adviser present to provide support and advice. Both the victim and the accused will be informed of the results of the proceeding. Sanctions for sexual assault may range up to and include suspension or expulsion from JMU.

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### **Date Rape Drugs**

Date rape drugs can be placed in any drink, not just alcohol. Effects may range from a feeling of well being and short term memory loss to an apparent aphrodisiac and intoxication effect. Serious adverse effects can occur such as seizures, insomnia, anxiety, nausea, dizziness, hallucinations, coma, even death. Some common side effects of these drugs include a drunken appearance, drowsiness, light-headedness, staggering, confusion, muscle relaxation and amnesia that lasts up to 24 hours.

If one suspects that they or someone they know has been drugged and/or assaulted, first, go to a safe place, notify the Montpelier House staff or local police if off campus, go to the emergency room of the Sint Elisabeth Hospital for immediate treatment. Again, if a student requires assistance, they will be accompanied to the hospital by one of the Program Assistant, Resident Advisors or the FMIR.

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### **Sexual Harassment**

As on the JMU home campus, faculty and students are reminded to be cautious regarding behavior that refers to a person's gender, race, religion, age, disability, sexual preference or national origin. Harassment is defined as "offensive verbal or physical conduct, which creates an intimidating, hostile, or offensive study environment." Harassment may include such actions as unwelcome verbal kidding, physical contact, demands or subtle pressure for sexual favors accompanied by implied or overt promises of preferential treatment or threat to one's grade. FMIR's and Resident Directors are responsible for assuring that such behavior does not occur between students and foreign faculty, themselves, or within the student group. Students, FMIR's, and Resident Directors may contact the Office of Equal Opportunity (540-568-6991) and/or the Executive Director of International Programs (540-568-6419) if they have any questions or concerns regarding sexual harassment.

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## Resources For Support and Assistance

<p><i>University Hospital</i>, Wilrijkstraat 10, B 2650 Edegem</p> <p>www.uza.be. Take bus 17 from Roosevelt square. The end of the bus route is University Hospital.</p>	<p>day 03 821 3806</p> <p>night 03 821 3088</p>
<p><i>Sint Elisabeth Hospital</i> 26 Leopoldstraat (emergency room entrance), 2000 Antwerpen,</p>	<p>03 234 4111</p>
<p>JMU Counseling and Student Development Center (main campus)</p>	<p>(540)568-6552</p>
<p>Sexual Assault Prevention/Women's Resource Center (main campus)</p>	<p>(540)568-2831</p> <p>(540)568-3407</p>
<p>JMU Campus Assault Response Emergency help line (C.A.R.E.)</p>	<p>(540)568-6411</p>
<p>JMU Judicial Officer (main campus)</p>	<p>(540)568-6218</p>
<p>Citizens Against Sexual Assault (Harrisonburg, VA, USA)</p>	<p>(540)434-CASA</p>

*Silent Witness* - If you have any information you feel would be helpful in an investigation but wish to remain anonymous, you have the option to report it through Silent Witness at:

<http://www.jmu.edu/pubsafety/SilentWitness.shtml>

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## Other Suggestions for Your Safety, Welfare and Comfort

Clothing - Belgians and Europeans dress differently than Americans do. It is relatively easy to spot Americans in Europe, because they wear shorts, sandals, baseball caps, and shirts or sweatshirts with university logos on them. Participants will notice that Belgian fashion is quite different. Because of this, here are a few suggestions.

- Europeans do not wear shorts and sandals; participants may want to follow their lead.
- Belgians wear closed-toed shoes except perhaps in August. It is cold in Belgium, so this helps to keep feet warm.

- In general, Belgians will dress much better than the average American. So if participants want to blend in, it is suggested they bring some nice things to wear.

Public Restrooms - There are few public restrooms in Belgium, and the ones that are available will cost participants money, usually €0.40, to use; though some American based fast food chains still have free toilets. Unlike the United States, one cannot just go into a restaurant and expect to use their toilets. Those are reserved for paying customers only.

Often when participants do find a public restroom in Belgium, such as in a train station, they will usually find an attendant just inside the entrance. There will usually be a sign somewhere with the price, usually €0.25 to €0.50. This is the price one is expected to pay, always upon leaving the place, never entering.

Participants are cautioned to be careful about how much liquid they ingest. There are very few public drinking fountains in Belgium, so some students make the mistake of carrying bottled water, drinking it all, and being unable to find a restroom. Participants are cautioned to monitor their hydration carefully.

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## **Medical/Emergency Care**

Physicians - The University of Antwerp has a walk-in clinic with very limited hours. Participants will need to bring their student ID card. The walk-in clinic is located in the basement of Building G and is open daily between 12:30 and 1:30 p.m. Serious injuries can be treated at the UZA, the university hospital on campus.

Drugstore - There is a drugstore located on Keizerstraat 73, the same street as the physicians and the FMIR apartment. "Apotheek" (also often spelled "apoteek") is the Flemish word for "drug store". They are always designated by a large illuminated green cross hanging out above the entrance. All apothekes in Antwerp have exactly the same hours: 9:00 am to 12:30 pm, and 2:00 pm to 6:30 pm, Monday to Friday. Apothekes are normally closed Saturdays and Sundays, with one exception: each part of town will have one apothek that is open during the weekends. This is known as the "*apothek van wacht*", and it changes each weekend. Exactly which apothek is "*van wacht*" each weekend is usually posted on the door of each apothek, easily visible from the outside. The address and usually the phone number are mentioned on the list.

Many medicines available in the United States without prescription do require a doctor's prescription in Belgium. And some that require a prescription in the United States are available over the counter in Belgium. Most medicines, be they prescription or over-the-counter, are only available at an apothek, and not in a supermarket, or other similar outlet. No apothekes are self-service, which means the pharmacist must help you, and they are usually rather small in size.

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**Officials with Significant Responsibility for Student and Campus Activities otherwise known as "Campus Security Authorities"**

**As specified in the Clery Act those considered to be "Campus Security Authorities"** are deans (or other senior student administrative personnel), coaches, residence hall staff; overseers and advisors to student clubs, organizations, and Greek houses; and other campus officials having "significant responsibility for student and campus activities," not just police and/or security officers. All must report annual campus crime statistics (professional and pastoral counselors excluded; passages in quotations are taken directly from the applicable **Federal Register**)<sup>(1)</sup>.

Although the timely reporting of campus criminal activity directly to the Antwerp Police is encouraged, in some instances members of the Antwerp Hall/Montpelier Hall community may choose to file a report with the FMIR or RM who are the primary *Campus Security Authorities* for Montpelier House. By law James Madison University officials who learn about sexual assaults, as well as other crimes, will tell the victims that they can take their complaints to the police. JMU officials will help the victims if asked to do so. If making a crime report directly to the police the program participant is encouraged to make a report to a one of the above listed *Campus Security Authorities* as well.

Crime statistics are monthly and annually gathered from JMU *Campus Security Authorities*, including those in Antwerp, via fax, online and campus mailreporting utilizing a report/survey form supplied by the Clery Act Compliance Coordinator. Any reportable crime made to a *Campus Security Authority* can be immediately transmitted to the JMU Police via fax machine, e-mail or conventional campus mail.

Other people holding positions with the Semester in Antwerp program considered to be *campus security authorities* under the law are the **Semester in Antwerp Program Director, Resident Manager** and **The Faculty Member in Residence (FMIR)**.

(1) From page 59063, **Federal Register**/Vol. 64, No. 210/Monday, November 1, 1999/(Final) Rules and Regulations: "For example, a dean of students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activity, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students is unlikely to have significant responsibility for student and campus activities."

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### **"Non-Campus Area" Classroom Facilities Remote from Montpelier House**

JMU's Semester in Antwerp coursework is held in classrooms rented from the University of Antwerp, Prinsstraat 13, B-2000, Antwerp, Belgium. The University of Antwerp is about a two-minute walk from Montpelier House.

These classrooms are booked each semester by Vicky Meys, the assistant to the Academic Liaison at the University of Antwerp.

The Resident Manager of the Semester in Antwerp program, reports that he knows of no JMU student being victimized at the University of Antwerp since the inception of the program in September, 2002.

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### **Policy and Procedures for Developing Information for this Report:**

The Antwerp Police and the Security Department of the University of Antwerp are asked to report pertinent statistics from the required geographical areas related to the Antwerp campus to James Madison University annually upon request. All figures reported are incorporated in the preceding statistical tables.

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### **Notice of Availability of Annual Campus Crime (Your Right to Know) Report**

Each year e-mail and conventional mail notification is made to all enrolled students and employees that provide the web site to access this report. Availability of the print version is also imparted to the community through the same means ("summary" statement on a 5" X 7" mailer card). Prospective student and employees are informed of the report and how it may be secured. The report is also made available to the general public upon request.

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### **Crime Statistics**

PLEASE NOTE: The requested crime statistics were not made available by the local police. In an effort to secure definitive information from the person responsible for security at the University of Antwerp (UA) we learned that Belgian universities are not required to keep or even compile such data. It does not exist. UA has no security officers, no related training programs and no incident/ arrest/referral data. American rules and systems apparently cannot be applied. Likewise, there are no publicly available crime statistics for Antwerp from the city or "stad" police. All statistics below were compiled and supplied

by the Resident Manger of the Antwerp program. He conferred with past and current FMIRs to obtain these numbers

## REPORTABLE INCIDENTS AND ARRESTS CALENDAR YEARS 2010, 2011 and 2012

OFFENSE (Mandatory Reporting)	Year	ON CAMPUS <sup>4</sup>	**RESIDENTIAL FACILITIES (Subset of <i>On Campus</i> )	NON- CAMPUS <sup>5</sup>	PUBLIC AREAS <sup>6</sup>
MURDER / NON-NEGLIGENT MANSLAUGHTER	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
NEGLIGENT MANSLAUGHTER	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
SEX OFFENSES, FORCIBLE <sup>1</sup>	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
ROBBERY	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
AGGRAVATED ASSAULT	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
BURGLARY <sup>2</sup>	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
MOTOR VEHICLE THEFT	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
ARSON	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
LIQUOR LAW ARRESTS <sup>3</sup>	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION <sup>3,7</sup>	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
DRUG LAW ARRESTS	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION <sup>7</sup>	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARREST	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	<b>2012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2011	0	0	0	0
	2010	0	0	0	0

1 Forcible sexual offenses include offense of rape

2 Most burglaries are non-forcible unlawful entries involving petty thefts

3 Classification *Liquor Law Violations* does not include arrests for Driving under the Influence and Drunk in Public

4 *On Campus* includes the figure from Residence Halls within the aggregate

5 *Non Campus* includes off campus affiliates such as privately owned off-campus fraternity houses and campus ministry centers in addition to university owned or controlled off-campus facilities not considered to be branch Campuses

6 *Public Areas* are mainly the city streets and sidewalks (both sides of the street) bordering campus



## **Hate Crimes**

Involving Crimes or Incidents of homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, vandalism, and intimidation against persons characterized as and motivated by bias against Race, Gender, Religion, Sexual Orientation, Ethnicity, National Origin and/or Disability.

Geographical Areas: On Campus, Residential Facilities, Non-Campus and Public Property

2012– There were no reported bias motivated incidents.

2011 – There were no reported bias motivated incidents.

2010– There were no reported bias motivated incidents

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## **The Individual's Responsibility**

Although JMU works hard to ensure the safety of all individuals within its community, students and employees themselves must take responsibility for their own personal safety and that of their personal belongings. Simple, common sense precautions are the most effective means of maintaining personal security.

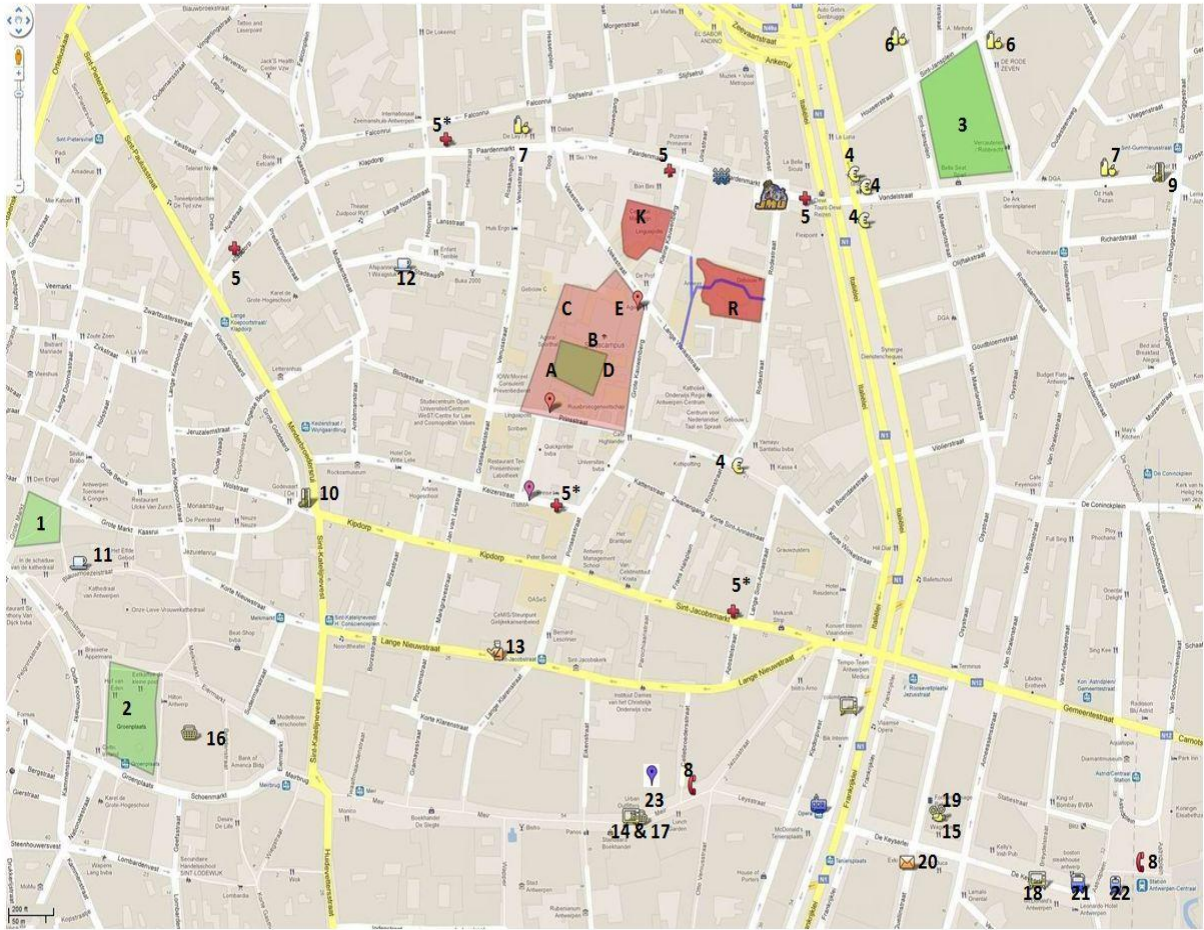
Further information about campus safety can be obtained from the director of Public Safety at (540)568-6913 in the U.S., as well as the Public Safety web site: [www.jmu.edu/pubsafety/index.shtml](http://www.jmu.edu/pubsafety/index.shtml).

James Madison University does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation or disability (in compliance with the Americans With Disabilities Act) with respect to employment or admissions, or in connection with its programs or activities. Inquiries or requests for reasonable accommodations may be directed to the activity coordinator, the appropriate university office, or the Office of Equal Opportunity, JMU, Harrisonburg, VA 22807, (540)568-6991 or 568-7902 TDD.

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## ***Antwerp Map***

This map represents the portion of the downtown area near Montpelier House. Note that none of the “dangerous” areas described by the Chief of Police fall within the boundaries of this map. At a normal pace, it takes 10 minutes to walk from the faculty flat to Montpelier House, and three minutes to walk from Montpelier House to the University of Antwerp building where classes are held. A numerical and color location key has been included on the map below. You may also click the following link to the online version of this map which is also provided to the students. <http://goo.gl/maps/by0hf>



- |                   |                      |                    |                    |                 |                                |
|-------------------|----------------------|--------------------|--------------------|-----------------|--------------------------------|
| 1. Grote Markt    | 5. Pharmacy or DR*   | 9. Barber Shop €10 | 13. Police Station | 17. Saturn      | 21. Bus to Airport             |
| 2. Grone Platz    | 6. Lidl & Aldi       | 10. Hair Salon €14 | 14. Delhaize       | 18. Media Markt | 22. Train Station              |
| 3. St. Jans Plein | 7. Carrefour Express | 11. Pater's Vatja  | 15. Match          | 19. UGC         | 23. FMIR Flat                  |
| 4. ATM's          | 8. BASE Shop         | 12. Waag Stuk      | 16. GB- Carrefour  | 20. Post Office | UA Bldg. A, B, C, D, E, K, & R |

**CRIME PREVENTION AND PERSONAL SAFETY PROGRAMS – SEMESTER IN ANTWERP 2012-2013**

PROGRAM	AUDIENCE	PROGRAM DESCRIPTION
Spring Antwerp Semester Orientation	Spring 2012 Group—30 students	Topics include: fire safety,* personal safety, alcohol and drug policies, property crime awareness.
Summer Antwerp Orientation	Summer 2012 Group – xx Students	Topics include: fire safety,* personal safety, alcohol and drug policies, property crime awareness.
Fall Antwerp Orientation	Fall 2012 Group – xx Students	Topics include: fire safety,* personal safety, alcohol and drug policies, property crime awareness.

**How Participants Can Have a Safe Semester in Antwerp**

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**Special Security Issues During Times of International Crisis**

Since the tragic events of September 11, 2001, a set of special security measures and general precautions have been put in place for students attending the programs. These measures are discussed in detail at the orientation meetings on campus, then reviewed as conditions warrant throughout the semester abroad.

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**Introduction to International Program Safety**

In 1979, the Semester in London Program piloted James Madison University's approach to international education leading to the Semester in Antwerp and other JMU Studies Abroad Programs.

Generally, for student participant safety, it is strongly recommended that they wear a money/passport pouch around their neck and under their shirt, especially for when they are traveling. Students are recommended not to take expensive watches or jewelry with them. Pickpocketing is an art in Belgium. It is recommended that students not take or carry lots of cash. The best and safest way for them to take money is in the form of Travelers' Checks, or to rely on an ATM/debit card, with a Visa charge card as an emergency backup.

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## **Normal Everyday Security**

Students may be concerned about the safety of Americans in Europe. As far as large European cities are concerned, Antwerp is as safe as, if not safer than, most U.S. cities. In Belgium, there is a lower incidence of violent crimes than in the U.S., though property crimes, such as pick pocketing, occur more frequently than in the U.S. Nevertheless, some care should be taken.

Students should be observant of their surroundings, lower their profile, and keep their wits about them. The escalation in the potential for threats and harm for Americans in Europe as well as the rest of the world is apparent. As much for decorum as for safety, students are asked to not draw unnecessary attention to themselves in public by being a loud "ugly American" (once there, they will soon know what that phrase means).

The realities of the post 9/11 world reinforced by subsequent attacks on civilians in Madrid and now most recently in London make it evermore necessary for everyone to be more diligent in observing what transpires on a daily basis. Antwerp authorities ask the public to remain alert and to report any situation that appears to constitute a threat or suspicious activity, particularly on or around mass transportation systems to the PolitieAntwerpen. The Politie West Zone Commissariaat is located at Lange Nieuwstraat 40 B-2000 AntwerpenBelgie.

And may be reached by telephone (from Belgium) at 03 201 49 11. Security officials are not suggesting that people avoid public transportation systems; rather, they are asking they do so with an increased awareness of their surroundings. Things to look for:

Clothing out of sync with the weather, suspicious person's social position (appears well groomed but is wearing sloppy clothing), or location (wearing a coat inside a building).

- Close fitting clothing.
- Suspicious person carrying heavy luggage, bag or wearing a backpack.
- Suspicious person having pale face from recent shaving of beard.
- Eyes appear to be focused and vigilant.
- Does not respond appropriately or at all to salutations.
- Behavior is consistent with no future, e.g., individual purchases a one-way ticket or is unconcerned about receipts for purchases.
- Suspicious person walks with deliberation but is not running.

Most importantly, one should never give out their semester abroad address to people they do not know well. Students will be advised on the security procedures related to keys, guests, and fire regulations. They are asked to observe the same common sense about travel and strangers that one would take at home. Also:

- The number one rule is to have confidence! It is recommended that one should act like they belong in Belgium. Students live there for a period of time, so they should not be mistaken for a tourist. It is recommended that students ask questions if they are lost, but not stand on a street corner with their map out and a confused look on their face. Dressing and acting like a native is the watchword. Projecting confidence, being comfortable, keeping one's shoulders back, and dressing up to the occasion or the area will go a long way to helping the student fit right in.
- Students should know the phrases that will help one get around. They should ask directions of merchants, waiters, policemen, bus drivers and so on. If someone offers advice, students should thank them but do not accept an offer to be led to their destination.
- It's safer to travel in groups. It is especially important for students to stick together after dark. However, in Antwerp it is okay to travel alone during the day, if one knows the area. One always should know their route.
- That said, Antwerp is NOT Harrisonburg! Again, knowing where one is going is recommended. One should not leave things unattended. One should not be obvious with money, cameras, expensive walkmans, etc. One should not use ATMs in lonely and poorly lighted areas after dark. The main places where people can be robbed are in metro or tube stations, crowded streets and open markets. Generally, bums and gypsies are harmless, but one should be on guard. Muggings and violent crimes are very, very rare, but again, pick pocketing and purse-snatching have been honed to a fine art and are commonplace since time immemorial. So, one should keep track of purses and wallets. One should never leave them on a café table or bench, and hang on to them securely while on public transport. A pouch worn beneath a blouse or shirt is recommended. It should be used for extra money, traveler's checks, passport, and Visa card. When traveling, one should wear this at night.
- When traveling it is recommended that one:
  - Not go into a train compartment alone.
  - Sleep in public only with money, passport, etc. in inside pockets.
  - Use locks on suitcases, purses whenever possible.
  - Protect valuables in the hostel as well.

- Safe places to meet friends are restaurants, pubs and other public places (during peak hours).
- One should never appear drunk in public. Pickpockets and pick-up artists will take an intoxicated person as easy prey. Most natives regard drunkenness as deliberate stupidity and are therefore likely to be unsympathetic with someone who has made oneself vulnerable and dull-witted. One should always stay sharp.
- One should always avoid the neighborhoods known for prostitution.
- For students in the fall and spring programs, please remember to always carry your city ID card after you receive it while you are in Belgium. When you travel outside of Belgium, please take your passports. For students in the summer program (who are not required to get visas and register with the city), please carry your passport with you at all times.

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### **Preparation for and Response to Crisis Related to Short-Term International Programs**

With the responsibility of leading a JMU study abroad program, Program Directors are aware that it is possible that an emergency may occur involving one or more of the students in the group. Students can and do become ill, suffer accidents, are the victims of muggings and assaults, find themselves caught up in potentially violent political situations, or fail to return on time to programs at the end of long weekends. While it is of course impossible to plan for all contingencies involving our students abroad, Program Directors are trained to follow sound recommended practices when emergencies do arise. They work individually and together to provide for the safety and well-being of our students.

JMU has therefore developed a series of specific procedures designed to safeguard the welfare of program participants. The Office of International Programs (OIP) takes responsibility for coordinating the University's management of emergencies affecting participants in JMU study abroad programs. The students are informed about these procedures during their on-site orientations.

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#### **What is an emergency?**

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Emergencies will include, though not be confined to, the following types of events and incidents:

- Physical assault

- Disappearance or kidnapping of a student
  - Robbery
  - Sexual assault or rape
  - Serious physical or emotional illness
  - Significant accident and/or injury
  - Hospitalization for any reason
  - Terrorist threat or attack
  - Local political crisis that could affect the students' safety or well-being
  - Arrest or questioning by the police or other security forces
  - Any legal action (lawsuit, deposition, trial, etc.) involving a student
- 

### **What is done to prepare for emergencies?**

Students are instructed that they are required to inform Program Directors and Resident Manager about any medical emergency. Program Directors in turn are required to contact the OIP as soon as possible in order to inform the OIP Executive Director or Administrative Coordinator about the emergency. The students are informed that this information will be treated with the strictest confidentiality, and that it will be shared on a "need to know" basis only. If the crisis involving the student is grave enough to jeopardize his or her safety or well-being, the emergency contact they have provided at the time of registration will be informed. The Executive Director is Dr. Lee G. Sternberger, JMU Office of International Programs, Office: 540-568-6419 & 540-568-7002. The Administrative Coordinator is Ms. Jackie Ciccone, Office 540-568-7004.

During the orientation on-site, the students will be provided with

1. the local telephone number(s) the students should use to contact emergency services (i.e. the equivalent of the "911" that we use in the U.S., which provides access to police, fire and emergency medical services);
2. a written list of reputable local medical clinics or hospitals.

During the on-site orientation by the Program Directors, students will be informed of the exact location of the U.S. Embassy and be highly encouraged to register with the Embassy. In order to register, they will need all of the information provided on the front page of their passports. The students will be

strongly encouraged to stop in at the Embassy or Consulate before and during their travels away from your site in order to get updated information about each country they plan to visit. The students will be advised to avoid travel to or through any location where tensions exist and travel may be dangerous. Experience has shown that students may benefit from a security briefing offered at U.S. Embassies abroad; such briefings will assist in reinforcing the message to the students that travel to dangerous areas should be avoided.

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### **How Program Directors respond to emergencies**

1. In an emergency, the first responsibility for a Program Director is to safeguard the safety and well-being of program participants. Whatever is necessary is done to assure this, whether this means obtaining prompt and appropriate medical attention, Embassy intervention or police protection.
2. When all that can be reasonably done to assure the student's welfare, the Program Director will immediately contact the OIP and brief the Executive Director, Administrative Coordinator or his/her representative, in a detailed way, about the situation. Every effort will be made to reach the Executive Director or Administrative Coordinator by telephone, rather than e-mail or fax for the opportunity to fully discuss the situation.
3. The Program Director will notify the local U.S. Embassy or Consulate about the crisis, and follow whatever procedures they may require; if there is a continuing risk to the welfare of the or Consulate Officer to provide advisory information on a regular basis about the evolution of the crisis and about how the students should respond. In any other sort of emergency, the Program Director will notify the local police about the situation - if the Program Director and the Embassy believe this is appropriate - the Program Director will then follow the procedures the police may require of them or the student.
4. During an ongoing crisis, the Program Director will keep the OIP informed on a regular basis, through telephone, fax, or E-mail messages, about the evolution of the crisis until it has passed.
5. In the event of a crisis, it is important that all concerned not overreact or panic. The Program Director will help the students to get through a difficult time. The OIP staff members have experience dealing with crises in the past and are ready to assist the Program Directors during and after any type of event or incident.



6. After the OIP is informed about an emergency, and after OIP personnel consult with the Program Director and other appropriate individuals on site, the OIP may, depending on the acuteness of the crisis, fax a description of the course of action that the Program Director and the students will need to follow. All program participants will be required to sign a statement acknowledging that they have received, read and understood this response plan; after all of the participants have signed, the Program Directors will fax the OIP the signed acknowledgments.
7. During a political crisis or some other emergency during which foreigners in general or U.S. citizens in general may be at risk, the Program Directors will request that the students keep a low profile. The students will be told to avoid demonstrations, confrontations or situations where they could be in danger; to avoid behavior that could call attention to themselves; to avoid locales where foreigners or Americans are known to congregate; and to take down signs, avoid using luggage tags and wearing clothes that would label them as Americans.
8. It is highly unlikely that participants would need to be evacuated from a site abroad; of the hundreds of U.S. institutions operating programs abroad when the Gulf and Iraq Wars broke out, only a handful concluded that events indicated that they should bring their students home. However, JMU would of course bring faculty members and students home if a situation were to deteriorate to the point where the degree of risk to participants was deemed unacceptable. If this unlikely event were to happen, the Executive Director, in consultation with the Program Director(s), the U.S. Embassy and State Department, plus appropriate individuals on the home campus, will develop an evacuation plan in as much detail as possible. This plan will be transmitted to the Program Director(s) in confidence, and the Office of International Programs will continue to work closely with the Program Directors(s) throughout the process.
9. In the event of a significant crisis, individual students have the option of returning to the U.S. Every reasonable effort will be made to allow them to continue their academic program on campus, and to be housed appropriately as well. Refund policies are outlined in the faculty handbook for the Program Directors; withdrawals and grades will conform to JMU policies as well.

Observing the procedures outlined here will help our students have the unique educational experience abroad.

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## **Insurance and Medical Treatment Related to Short-Term International Programs**

### **Insurance Coverage**

Students participating in a study abroad program are strongly urged to have hospitalization and medical insurance that is valid outside the United States. It is the student's responsibility to know about his/her coverage and to accept any financial risk that may occur. Proof of coverage is not required; however, the Office of International Programs (OIP) will enforce that requirement in the rare cases where proof of health insurance is required for a student to obtain a visa permitting them to enter the country and participate in the program. The OIP maintains a list of companies that provide term insurance for students and travelers.

#### Medical Expenses

Students should be advised to have access to enough money, through a credit card for example, to be able to pay for any medical services they might need. In the event of a medical emergency, if the student decides not to pay for medical services, JMU cannot be expected to be responsible for these costs. This does not indicate less of an interest in the welfare of the student, but rather eliminate any misconception that every student participant is fully covered by insurance for their medical care. This is a financial and liability matter, not an indication that a faculty member should draw back from helping students get medical care, from accompanying them to a doctor, clinic or hospital, etc. It is the responsibility of the Program Director to make inquiries regarding available medical and professional services near the program site, to provide information for participants and to help participants obtain the services they may need during the program.

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### **Important Policy Related to Short-Term International Programs - Alcohol and Drug Policy**

Students participating in JMU's international programs are bound by all tenets of the JMU Honor and Judicial Systems. They are subject to all regulations in place on the JMU campus that pertain to every student enrolled in university-sponsored educational programs. Laws regarding alcohol and drug use are substantially different in other countries. If any student is observed in an intoxicated state and if that student's actions are deemed abusive by the Program Director or other program representatives in authority, the student is subject to disciplinary actions which may include suspension from the program and return to the U.S. As with all honor or judicial cases, the student has the right of appeal. The Executive Director for International Programs will serve as the appellate officer in all such cases. The web address for the Office of International Programs is <http://www.jmu.edu/international/>

## **Annual Fire Safety Report**

### **"YOUR RIGHT TO KNOW"**

**SAFETY AT JAMES MADISON UNIVERSITY'S SEMESTER in Antwerp**

**October 1, 2013**

**<http://www.jmu.edu/pubsafety/righttoknow.shtml>**

**In compliance with amendments to the Higher Education Opportunity Act of 2008**

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The Higher Education Opportunity Act (HEOA) requires two new safety-related requirements on institutions that participate in federal student financial aid programs which follow:

1. Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities.
  2. Annual Fire Safety Report: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards.
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### **Reporting a Fire**

Fires should be reported to the Fire Service at 100 and also the Resident Manager at 0484 777 377.

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### **Evacuation**

If the fire alarm system activates, the following procedures should be followed:

When the building evacuation alarm (fire alarm) is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

1. Feel doors for heat – don't open doors that are warm to touch. If you cannot exit due to fire and/or smoke place items around door openings to prevent smoke from entering the area and call the resident advisor and give your exact location.
2. Assist the handicapped in the building.
3. If you must exit through smoke stay low and crawl – the air at floor level is less hot and cleaner.

4. All occupants should know where primary and alternative exits are located, and be familiar with the various evacuation routes available.

Elevators must NOT be used to evacuate the building in the event of an emergency. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button.

Exit the building and proceed to designated meeting sites, Rodestraat 20-22 UA Campus building R. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points. **Stay there until an accurate head count attendance is taken and assist in the accounting for all building occupants.**

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## Policies

*Smoking* - Montpelier House is a smoke-free facility. You may not smoke anywhere in the building, and you may not hang out of your apartment window and smoke. If you wish to smoke, please exit the building to do so.

If you are caught smoking in Montpelier House, you will be fined €150 for the first offense. The fine will double for the second offense, and you will be subject to immediate dismissal from the program.

*Open Flames* - The burning of candles, oil lamps, incense, or any other flammable material is strictly forbidden. Cigarette lighters and matches are not to be ignited anywhere in the building. Anyone caught using an open flame will be fined €150 for the first offense. As with cigarette smoking, the fine will double for the second offense, and you will be subject to immediate dismissal from the program.

*Electrical Appliances from the United States* -Do not use any hair dryers, curling irons, or other electrical appliances from the United States. The electrical system is different in Belgium than in the United States, and appliances such as hair dryers and curling irons will burn out adaptors and create a fire hazard.

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## Definitions

### Fire:

Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of

emergency; any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire related Deaths:**

Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

**Fire-related injury:**

Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individual.

**Fire drill:**

A supervised practice of a mandatory evacuation of a building for a fire

**Cause of fire:**

The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Value of property damage:**

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

**Fire safety system:**

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

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**Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.**

**JAMES MADISON UNIVERSITY'S ANTWERP SEMESTER PROGRAM**

<b>RESIDENCE HALL</b>	<b>FIRE ALARM PANEL TYPE</b>	<b>SPRINKLER SYSTEM</b>	<b>SPRINKLER SYSTEM COVERAGE</b>	<b>FIRE EXTINGUISHERS</b>	<b>FIRE DRILLS 12-13</b>
Montpelier	None	None	None	Y	3

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The Daily Fire Log contains:

The number and cause of each fire in an on-campus student housing facility.

Unintentional Fire

- Cooking
- Smoking materials
- Open flames
- Electrical
- Heating equipment
- Hazardous products
- Machinery/Industrial
- Natural
- Other

Intentional Fire

Undetermined Fire

The number of deaths related to the fire in an on-campus student housing facility.

1. The number of injuries related to a fire in an on-campus student housing facility that resulted in treatment at a medical facility.
2. The value of property damage related to the fire.

Antwerp

<b>On Campus Residence Hall</b>	Number of Fires	<b>Date/Time of Fire</b>	<b>Cause of Fire</b>	Number of Deaths	Number of Injuries	Value of Property Damaged
Montpelier	0	<b>NA</b>	<b>NA</b>	0	0	NA

James Madison University continually strives to make the James Madison University campus foreign programs safe and secure and seeks to constantly to improve this mission in the area of fire safety through self-evaluation, training, and the utilization of best practices