

Information on Security and Safety on Campus and in the City of Brandenburg an der Havel

Dear Students,

This brochure is intended to convey useful information on safety on campus and in the city of Brandenburg an der Havel.

The university provides for the safety of its students and employees on the campus. Obviously, it is very important to know the right contact points, the correct places to get advice and information as well as the administrative procedures and guidelines which will help you in stressful situations or when you feel misunderstood or abandoned. This is especially true when you are confronted with a threatening situation.

International Office

The International Office is the first point of contact for foreign students at the THB. Irrelevant of whether you are studying abroad or at the THB for full-time studies, our doors are always open for international students and we will work with you to try and find solutions to any problems which arise.

It is important for us that you feel at ease and that you can pursue your studies without inconveniences. For this reason, it is advisable that you always inform us if something of yours is stolen or someone offends, threatens, or attacks you. It is important that you inform us so that we can help you take further action and if necessary, contact others who may be of assistance, such the police or a psychological counsellor.

Naturally, your information will be handled discretely and we will only pass it on with your permission.

Please do not hesitate to contact us, even in the case of incidents, which seem insignificant.

Your contact at the International Office:

Ms. Heike Wolff

T +49 (0)3381-355 104

E wolffh@th-brandenburg.de

R 2.41 WWZ

The Studentenwerk Potsdam

The Studentenwerk Potsdam is responsible for approximately 30,000 students at five universities in Potsdam, Brandenburg an der Havel and Wildau. The Studentenwerk Potsdam offers a variety of services in the areas of budget, health, social life and culture.

Studentenwerk Potsdam

Public institution

Babelsberger Straße 2 (entrance: Lange Brücke)

14473 Potsdam

Tel.: 0331 / 3706-0

Fax: 0331 / 3706-125

E-mail: post (at) studentenwerk-potsdam.de

Consultation days at Brandenburg University of Applied Sciences available at

<http://www.studentenwerk-potsdam.de/start.html>

Police Brandenburg an der Havel:

Throughout Germany, the emergency number for the police is **110**, which can be called in all dire emergencies.

In the case of an emergency, and a police station is nearby, you can go directly to the station without phoning before.

Police station Brandenburg:

Magdeburger Str. 52 (near Brandenburg University of Applied Sciences)

Direct phone: 03381 5600.

GUIDELINES IN CASE OF AN ASSAULT

In an emergency, call the police!

The points listed below should be followed so that you can get assistance quickly. The most important thing is that if you are assaulted, you should immediately call the police. Even if in your own countries you have had negative experiences with the police, you can be assured that the police here will help you.

But, the police need certain specific information in order to help you quickly.

You should therefore be prepared to report the following information:

1. **Who is calling** – Give your personal data: family name, first name, address and telephone number (for eventual queries)
2. **When** – The time of the occurrence
3. **Where** – The place of the occurrence: street, house number and a descriptions of the surroundings
4. **What** – What happened? Provide a short description of the occurrence.
5. **Who** – Give a description of the culprit: if known, their address; if unknown, their description, number of culprits, the direction in which they fled or a description of their car (including the license plate number)
6. **Victim** – Who was victimized: family name, first name and address
7. **How** – What happened exactly? What weapons were used?
8. **What have you reported until now?**

What actions have you already taken? Who have you informed about the situation?

Don't hang up! Wait for questions or instructions.

Please remember that the police officer with whom you speak possibly will most likely not speak English very well. Therefore, it is recommended that you locate someone to help you translate if you do not speak German very well.

IMPORTANT INFORMATION

Every person in Germany, including you, has the right to call the police when a threat is felt, not just when an incident occurs. If you feel threatened, call the police.

An example: In the evening you go for a walk and you see a group of people who look threatening. You should report this to the police and inform them exactly where you saw these people. Try to stay clear of these people yourself. In general, it is a good idea to distance yourself from threatening situations. If this isn't possible and an incident occurs, then call the police immediately.

The following steps are important after an incident:

- If you have been injured, see a doctor as soon as possible to have your injuries taken care of, regardless of how minor they are. The doctor's report will serve as proof of your injuries.
- Write down what has happened. Try to describe as exactly as possible what occurred. As orientation, you can use the same information that you had to give to the police (see above):

Who? What? When? Where? Why? How?

This information will help you to remember exactly what happened without losing valuable time. Report the information about the incident to the International Office so that further actions can be undertaken.

- You should file a formal complaint with the police. The International Office will gladly support you in this, if you desire assistance.
- Furthermore, it is possible to seek professional help after an emergency (please see next page). If you wish, the International Office can help you arrange this.
- Most importantly: Don't hesitate to file a formal complaint ('Anzeige'). It is crucial for the police to receive this information so that the culprits can be identified and brought to justice. When you file a formal complaint with the police, there are neither financial costs nor disadvantages concerning your visa/stay in Germany.

Addresses

Counselling for victims and witnesses of crimes

Steinstr. 12

Entry: Entrance Steinstr. Nr. 11

14776 Brandenburg

Tel. 03381/22 48 55

brandenburg@opferhilfe-brandenburg.de

<https://www.opferhilfe-brandenburg.de/kontakt/brandenburg/>

Tues. 15.00 - 17.00

Thurs. 11.00 - 13.00

Weisser Ring e.V.

(Non-profit organization for the support of victims of assault and prevention of criminal acts)

Brandenburg a. d. Havel

Tel.: 03381/307240

E-Mail: brb@mail.weisser-ring.de

Opferperspektive e. V.

Opferperspektive e.V. is specialised in counselling and offering support to victims of racist violence.

The counselling is free of charge, is independent of governmental institutions; intervenes on behalf of the victims and can remain anonymous by request.

The counselling is possible in different languages and translators are available.

If you are a victim of a racist assault, the counsellor may visit you at home or a different place of your choice.

Rudolf-Breitscheid-Str. 164

14482 Potsdam

Tel.: 0331 8170000

E-Mail: info@opferperspektive.de

GLOSSARY

Doctor's certification

The doctor's certification serves as proof for both the police and the court that you sustained injuries caused by a crime.

Your right to have a translator

You are entitled to a translator who speaks your language both at the time you file a formal complaint with the police as well as when you have subsequent conversations or give evidence concerning a crime. The translator is provided free of charge by the responsible municipal authority.

Formal complaint

A formal complaint ("Anzeige") is an official notification to the district attorney's office ("Staatsanwaltschaft") or the police that a crime has been committed. This is the first step that you have to take in order to bring those responsible to justice. It is the basis upon which the police can begin an investigation into what happened and find those responsible. It is your right, should something happen, to file a formal complaint. Your complaint will be given a crime reference number and filed in the police records. This number is important if you want to inquire about the status of your complaint.

Written account of the incident

Writing down an accurate description of what happened will help you in the future to remember exactly what occurred. It is especially useful to do this immediately after the incident. You can use the standard police questions to direct your written recollection of events (who, what, when, where, why, how).

Your right to compensation

According to German law, victims and witnesses of assault have the right to compensation for medical services received for bodily and mental harm acquired from an incident. This law applies to everyone, regardless of nationality. More information is available in multiple languages at www.weisser-ring.de.

Testimony

This is a true and detailed description of what happened. This testimony should be given to the police by yourself and other witnesses present at the time of the assault. The purpose of this testimony is to support the investigation by the police. In the event of a court case, your testimony has to be repeated both to the district attorney and in court. Therefore, your accurate written account of what happened will be very useful.

Your right to protection

All of the authorities working on cases are obligated to not share the identity of the victims with the perpetrators. This means that the victims shall not be seen by the

perpetrators in possible situations of confrontation. Both the victims and witnesses of crimes have this right to protection.

We thank the International Office of the BTU Cottbus Senftenberg for kindly letting us use parts of their own texts.