



# Annual Security Report 2023 Redmond Campus

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# Introduction

This Annual Security Report is generated to inform the student body, prospective students, faculty, and staff of DigiPen Institute of Technology about crime prevention and statistics. This report is in compliance with the Jeanne Clery Act.

DigiPen follows applicable federal, state, and local laws, and supports a safe environment for students, faculty, and staff. It is the immediate responsibility of the campus community to report any criminal activity. Each member of the campus community should exercise precautions to minimize risks to themselves and to others on campus.

## History of the Jeanne Clery Act

The Clery Act was advocated by Howard and Connie Clery after their 19-year-old daughter Jeanne was raped and murdered in her dorm room at Lehigh University in 1986. Following her death, her parents lobbied Pennsylvania lawmakers for legislation requiring colleges and universities to publish their crime statistics.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies.

## Annual Security Report

The Annual Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (the "Clery Act"). The report includes the crime statistics for the previous three years (2020, 2021, and 2022) as well as Crime Reporting Procedures, Emergency Response and Evacuation Procedures, Drug and Alcohol Policy, and Campus Sexual Assault Prevention.

DigiPen Institute of Technology publishes, collects, and reports crime statistics on a daily and annual basis. DigiPen makes a good faith effort to obtain crime statistics from Campus Security Authorities (CSAs). The report also includes applicable crime statistics provided by the Redmond Police Department and Kirkland Police Department.

The Annual Security Report is submitted by October 1 of each year. The Annual Security Report is emailed by DigiPen once annually to all current students and current employees via their assigned DigiPen email address. The Annual Security Report is available to prospective students and employees by a provided Disclosures page on DigiPen's website, accessible from all webpages.

The Annual Security Report website address is <https://www.digipen.edu/student-portal/campus-information/annual-security-report> where may view and download copies of this report.

To request a hard copy of the information or for any questions about the information available in the report, please contact the Front Desk at [frontdesk.us@digipen.edu](mailto:frontdesk.us@digipen.edu).

# DigiPen Institute of Technology Redmond Campus Geography

## The Campus

DigiPen Institute of Technology Redmond, (“DigiPen”) is located in Redmond, WA on Willows Road. The Main Campus is located at 9931 Willows Road, Redmond, WA 98052 and the secondary building, The Wing, is located at 9825 Willows Road, Suite 160, Redmond, WA 98052. Main Campus consists of classroom space, labs, common areas, offices, and food services, and is approximately 150,000 square feet. The Wing consists of classroom space, common areas, and a library, and is approximately 15,000 square feet. The exterior grounds and building engineering are managed and maintained by CBRE: Global Commercial Real Estate Services. The interior and general operations and upkeep of the campus are managed and maintained by DigiPen Facilities. Campus has onsite security operated by DigiPen, known as DigiPen Security. DigiPen has a multitude of recognized student organizations, however, none have offsite locations.

## Public Areas

There are public areas accessible around campus. Public areas include all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within or immediately adjacent to and accessible from Main Campus and The Wing.

## Noncampus Buildings

DigiPen Housing, LLC, (“DigiPen Housing”) utilizes local apartment complexes to offer furnished and staffed apartment-style housing to a limited number of students during the academic year with off-campus living accommodations and supportive living communities. DigiPen Facilities offers shuttle service to and from DigiPen’s campus and DigiPen Housing locations. The areas DigiPen Housing utilized in 2022 are:

### **Shadowbrook Apartments**

8500 148th Ave NE, Redmond, WA

### **Summit Apartments**

1811 NE 128th St, Kirkland, WA 98034

### **The Knoll, formerly The Gates of Redmond Apartments**

15325 Redmond Way, Redmond, WA 98052

Buildings A,B,C,D,E,G,H,L,M,N,P,Q,R and Common Areas

### **Skyline Apartments, formerly Olde Redmond Place Apartments**

7001 Old Redmond Road, Redmond, WA 98052

Buildings A,B,C,D,E,F,H,J,K,L,N,O,P

### **Avalon ParcSquare Apartments**

16080 NE 85th St, Redmond, WA 98052

N Building and Common Areas

**Redmond Place Apartments**

8935 160th Ave NE, Redmond, WA 98052 / 15817 NE 90TH ST, Redmond, WA 98052  
Buildings A,B,E,F,H and Common Areas

**The Bower Apartments**

11811 NE 128th St, Kirkland, WA 98034

# Campus Safety and Security

## Security and Access

DigiPen maintains an internal security team consisting of full-time security professionals. DigiPen Security maintains responsibly for campus access control, parking enforcement, emergency procedures and response, incident and crime reporting, and addressing suspicious behavior, trespassers, and other safety and security concerns.

DigiPen Security maintains a daily crime log. Crime log information is entered into the Incident Report System and Discrimination & Harassment Incident Report System. Students and employees also add their incident information into the Incident Report System and Discrimination & Harassment Incident Report System, which then act as a central repository for incident and crime information.

DigiPen's campus, requires the use of ID access card technology. Both the Main Campus and The Wing follow the same security and access rules, protocols, and hours. The security system enables the administration to set the parameters for student access. With this system, DigiPen Security can access, track, and log the movement of students, faculty, and staff within the building.

Campus access is available to employees 24/7 every day, including holidays. Campus access is available to students from 6am to midnight every day of the year, including holidays. Security is present from 6am-midnight every day of the year, including holidays. Parking overnight is not permitted.

Access, controlled electronically through the security system, is granted as needed. Employees have access to most spaces, including internal office space, whereas students are limited to labs, classrooms, and other public-facing and student-facing spaces. Students who work student jobs on campus are granted access to internal office space as needed during specific work hours.

Lost ID access cards are deactivated immediately after reported missing. ID access cards are also deactivated for employees after employment is completed or at termination. ID access cards are deactivated for students after graduation or when enrollment is ended in any other way.

## Maintenance of Facilities and Grounds

Campus facilities and grounds are maintained in a manner that minimizes hazardous conditions and improves security. DigiPen's property management, CBRE: Global Commercial Real Estate Services provides maintenance services and performs checks on critical building functions and attributes including structural, electrical, plumbing, fire suppression, HVAC, exterior common areas, exterior lighting parking, and landscaping. CBRE staff maintain presence onsite from 9 a.m. to 5 p.m. on weekdays, and DigiPen staff can contact CBRE using an emergency hotline all other hours. DigiPen Facilities has a working relationship with CBRE including a formal ticketing system, regular meetings, phone communications.

DigiPen Facilities maintains interior lighting, finishes, hygiene, equipment, furnishings, and the general campus maintenance. DigiPen Facilities and DigiPen Security regularly examine security systems such as locks, alarms, lighting, and communications systems. DigiPen Security checks exterior doors nightly to ensure proper latching and locking, in addition to checking interior and exterior lighting nightly to ensure exterior visibility.



All members of the campus community, staff, faculty, and students are encouraged to report any safety hazards or maintenance concerns to DigiPen Facilities at [facilities@digipen.edu](mailto:facilities@digipen.edu).

## Campus Law Enforcement Authority

DigiPen does not have campus police. DigiPen Security staff members have the authority to determine whether individuals have legitimate and lawful business at on campus. DigiPen Security personnel have the authority to deny access to campus and issue parking tickets. DigiPen Security members do not possess arrest power. Criminal incidents are referred to the Redmond Police Department who have jurisdiction on campus.

## Working Relationship with Law Authorities

Redmond Police are consulted on a regular basis to provide assistance, advice, and suggestions to enhance the safety of the campus environment and prevent criminal activities from happening. DigiPen does not have a written memorandum of understanding with local law authorities, and instead maintains regular communication via phone, email, and site visits. Campus security attend training hosted by Redmond Police. Redmond Police also retains knowledge of and access to emergency keys and campus maps in the case of emergency. DigiPen does not have a working relationship with Washington State law enforcement authorities other than communication and cooperation on an as-needed basis. DigiPen will communicate with the federal law enforcement agencies on an as-needed basis. DigiPen receives regular communications from the FBI regarding national concerns.

# How to Report Emergencies

For all emergency situations, students, faculty, and staff are to remove themselves from personal danger and then call **911 (or 9911 from an on-campus phone)**.

Emergencies and any suspicious activity or person seen in or around campus should be reported to the local police department **by calling 911 (or 9911 from an on-campus phone)**. After emergency communications with 911 operators and local authorities has ended, please notify DigiPen Security using the contact info below.

For Non-Life Threatening Emergencies, please notify DigiPen Security.

DigiPen Security

Physical Location: Lobby of the Main Building

Security Desk Main: **(425) 629-5006 (or 5006 from an on-campus phone)**

Back-up Contact: **(425) 445-4453**

# How to Report Crimes

Report criminal offenses or other concerns to:

DigiPen Security

Physical Location: Lobby of the Main Building

Security Desk Main: **(425) 629-5006 (or 5006 from an on-campus phone)**

Back-up Contact: **(425) 445-4453**

In-Person Locations:

Any Student Affairs team member in the Dragons Lair, 2nd Floor, Main Campus.

Any Front Desk team member in the Lobby, Main Campus

Any Library Desk team member in the Lobby, The Wing

Campus Contacts:

Alex Comair

Director of Operations

[acomair@digipen.edu](mailto:acomair@digipen.edu)

(425) 246-9868

Current Students and Employees may also reach out via Microsoft Teams

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Current Students and Employees may also reach out via Microsoft Teams

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Current Students and Employees may also reach out via Microsoft Teams

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Current Students and Employees may also reach out via Microsoft Teams

When reporting criminal offenses, provide the responder a description of the event and follow any instructions that the responder gives. The responder will guide the reporter to fill out an Incident Report or Discrimination & Harassment Incident Report. DigiPen Security will assist with making reports to police when applicable.

## Confidential & Anonymous Reporting

If you are the victim or witness of a crime and want to pursue action within DigiPen's crime reporting system or the criminal justice system, you may make a confidential and anonymous report. With your permission, DigiPen Security can file a report on the details of the incident without revealing your identity. DigiPen Security can be reached in the lobby of the Main Building or **by calling (425) 629-5006 (or 5006 from an on-campus phone) OR (425) 445-4453**. DigiPen Security will assist with marking reports to police when applicable.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, DigiPen can keep an accurate record of the number of incidents determine where there is a pattern of crime with regards to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for DigiPen.

## Response to a Reported Crime

Reported incidents will be forwarded to the appropriate personnel to work with individuals reporting a crime to obtain information and evidence, identify potential witnesses, and conduct a thorough investigation to identify the responsible party and come to a resolution. When appropriate, crime suspects will be adjudicated through the student conduct system, employee conduct system, or criminal justice system. Information reported to DigiPen is treated as confidential during the investigation phase, except as required by law. When major incidents occur, the Redmond Police Department may also respond.

## Disclosures to Alleged Victims of Crimes of Violence

DigiPen will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by DigiPen against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, DigiPen will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

# Incident Reports

## *Incident Report Webpage*

The purpose of an Incident Report Form is to gather information on events, interactions, and issues of concern related to campus safety, security, student or employee behavior, and health. There are many situations in which it's a good idea to fill out an Incident Report Form. They may involve the following:

- Non-Emergency Accident
- Emergency (911 called)
- Safety Incident
- Vandalism
- Maintenance
- Roommate Situation
- Student Conduct
- Faculty Concern
- Staff Concern
- Emotional Concern
- Health Concern

After receiving a submitted Incident Report, you can expect to hear back from the Student Affairs team within one to two business days for support, guidance, and follow-up.

For on- and off-campus incidents or misconduct believed to be motivated by issues of race, religion, gender, age, and other characteristics, please submit a Discrimination & Harassment Incident Report.

If your situation is urgent (not emergent) and you need support sooner than one to two business days, we encourage you to call the 24/7 Student Help Line at (425) 785-1608. You will be connected with a trained DigiPen staff member to provide immediate support related to the issue you are experiencing.

# Discrimination & Harassment Incident Report

## *Discrimination & Harassment Incident Report Online*

The Discrimination & Harassment Incident Report Form should be used to report incidents on or off campus involving DigiPen students, staff, and/or faculty.

Discrimination or Harassment based on the following characteristics:

- Race
- National Origin
- Religion
- Physical or Mental Differences
- Veteran Status
- Gender
- Sexual Orientation
- Age
- Staff Concern
- IT Concern
- Emotional Concern
- Health Concern

Sexual Misconduct including:

- Dating Violence
- Stalking
- Sexual Harassment
- Sexual Exploitation
- Non-consensual Sexual Intercourse
- Sexual Assault

For general issues related to campus safety, security, student or employee behavior, and health, use the Incident Report Form.

If your situation is urgent (not emergent) and you need support sooner than one to two business days, we encourage you to call the 24/7 Student Help Line at (425) 785-1608. You will be connected with a trained DigiPen staff member to provide immediate support related to the issue you are experiencing.

If you are in an emergency situation, please call 911 immediately.

In some situations, after verbally reporting a campus-related incident to DigiPen staff, you may be asked to fill out and submit an Incident Report Form. An Incident Report Form can be submitted by any member of the DigiPen community. In certain cases, DigiPen may also communicate incidents submitted through the Incident Report Form to the police.

# Timely Warnings and Emergency Notifications

DigiPen will, without delay, will issue Timely Warnings and Emergency Notifications. DigiPen will consider the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Timely Warnings and Emergency Notifications are issued by DigiPen Security, the Director of Operations, the VP of Student Engagement, and the SVP of Administration. These parties will work together to:

- Confirm there is a significant threat or emergency
- Determine the appropriate segment of the campus community to receive a notification
- Determine the content of the notification
- Initiate the notification system

## Notification Methods

Timely Warnings and Emergency Notifications are issued to employees and students via email, Microsoft Teams postings, and the emergency text message notification system, Regroup. Employees and students are enrolled in Regroup by default and may opt out. To update cell phone numbers, employees contact Human Resources at [hr.us@digipen.edu](mailto:hr.us@digipen.edu), and students log into Self Service and edit their profile.

### TIMELY WARNINGS

A Timely Warning is a notification to the campus community concerning the occurrence of a Clery Act Crime that poses an ongoing threat on campus, public spaces around campus, and noncampus buildings, which includes DigiPen Housing.

**Scope:** Clery Act Crimes, reported to Campus Security Authorities

**Triggered by:** Crimes that occurred that pose an ongoing threat

**Where event occurs:** Anywhere on campus, public property around campus, and noncampus buildings (DigiPen Housing)

**How soon:** As soon as information is available

Clery Act Crimes:

- Murder
- Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

- Fondling
- Incest
- Statutory Rape
- All Hate Crimes
- Weapons: Carrying, Possessing, etc
- Drug Abuse Violations
- Liquor Law Violations
- Domestic Violence
- Dating Violence
- Stalking

Each incident is considered on a case-by-case basis, depending on the facts of the case and the information currently available. Some incidents and crimes do not necessarily pose an on-going threat to DigiPen and a Timely Warning message may not be disseminated regarding it. Case-by-case criteria include:

- Nature of the crime
- Continuing threat to the campus community
- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended.
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat.
- Crimes in which an identified perpetrator targets specific individual to the exclusion of others, such as domestic violence.

The timely warning content will contain sufficient information about the nature of the threat to allow members of the campus to take protective action:

- A clear statement of the incident
- Possible connection to previous incident(s) if applicable
- Date, time, and location the incident
- Description and image of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information



## **EMERGENCY NOTIFICATIONS**

An Emergency Notification is a notification to the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees.

**Scope:** Significant emergency or dangerous situation

**Triggered by:** Event that is currently occurring on or imminently threatening campus

**Where event occurs:** Only on campus

**How soon:** Immediately upon confirmation of situation

# Emergency Procedures

For all emergency situations, students, faculty, and staff are to remove themselves from personal danger and then call 911.

**Emergency Closures:** DigiPen may close facilities in the event of an emergency or unsafe conditions. The campus has several methods of informing students, faculty, and staff of these closures, the policies for which are outlined here.

Emergency drills are conducted on an annual basis and coordinated with local property owners and emergency officials.

If physical conditions, or other circumstances, make it difficult to provide a safe or productive work environment, DigiPen may close its facilities. Examples of such circumstances include severe weather or environmental conditions, utility, equipment or systems failures, or other conditions which directly affect DigiPen's facilities or the surrounding community.

**Information Resources:** When there is a building closure, employees and students will be notified via one or more of the following methods:

For information regarding the reopening of the facility following a closure, please call DigiPen Security at (425) 629-5006. DigiPen will provide updated status reports as needed.

**Coordination of Closure:** Any information regarding emergency conditions should be reported to DigiPen Security at (425) 629-5006. DigiPen Security will share this information with DigiPen Administration, who is responsible for coordinating building closures and will act without delay.

DigiPen Administration is responsible for soliciting information from the media, weather services, local law enforcement agencies, utility companies, the Department of Transportation, METRO, and other appropriate sources to assist in determining whether company facilities should be closed.

When DigiPen communicates a building closure, all affected employees and students are expected to vacate the premises as soon as reasonably possible. Employees are asked not promptly leave campus to avoid complications when commuting home or create operational and security issues. Facilities personnel will begin securing facilities as soon as a closure decision has been made.

## Fire

A campus evacuation plan in the event of a fire is detailed here, including route maps for each floor.

### *Evacuation Maps Online*

**Phase 1:** Evacuation: All members of DigiPen's community (faculty, staff, and students) are responsible for being aware of fire evacuation routes and of the locations of fire extinguishers and fire alarms in their work or study areas.

#### **1.** Instructors' Procedure - Fire Evacuation

In the event of a fire alarm, all faculty, staff, and students must evacuate their work or study areas and, as far as possible, shut down any operations that might become a hazard if unattended.

Instructors or personnel who have groups of people under their direction are responsible for ensuring the orderly evacuation of these people in the event of a fire or fire alarm. Please instruct all students to leave the building through the nearest exit(s). Make sure you are the last to leave the room and remember to close the door(s). After clearing the specified areas, all staff members must report to the nearest area of refuge located outside the facility.

Select one or two students to lead the class safely out of the building.

Assign two individuals for each student with disabilities to assist in their safe evacuation from the building.

Be sure that everyone in your area is notified to vacate the building.

Instructors must verify that there is no one missing from their group. If someone is unaccounted for, the authorities on the scene should be advised immediately.

Make sure that all persons remain in their safe zone away from the building.

Emergency vehicle access to all buildings must be kept clear of obstructions at all times.

## 2. Administration and Staff Procedures - Fire Evacuation

In the event of a fire alarm, shut down any operations that might become a hazard if left unattended. Please instruct all students to leave the building through the nearest exit(s). Make sure you are the last to leave the room and remember to close the door(s). After clearing the specified areas all staff members must report to the nearest area of refuge located outside the facility. Remember to keep the road clear for the fire department.

## 3. Individuals with Disabilities Fire Evacuation

Students, staff, and visitors who are blind should be assisted through hallways and down stairways along designated evacuation routes.

Wheelchair-bound persons should follow designated evacuation routes on the ground floor and exit the building. If not on the ground floor, wheel to the nearest fire escape or stairway door. Rescue personnel will search these areas first and help individuals with disabilities evacuate the building.

**Phase 2: Re-entering the Facility:** Once the building has been evacuated, no person will be permitted to re-enter the facility until approval is given by authorized personnel.

# Earthquake

Detailed plan for those finding themselves indoors and outdoors during an earthquake, as well as evacuation routes for each floor after particularly strong earthquakes.

**If You're Inside:** When you feel an earthquake, duck under a sturdy desk, table, or other piece of sturdy furniture or equipment.

Stay away from windows, bookcases, file cabinets, tall furniture, heavy mirrors, paintings, and other objects that could fall. Watch out for falling plaster, lighting fixtures, or ceiling tiles.

Stay under cover until the shaking stops. If no desk or table is available, seek cover against an interior wall and protect your head and neck with your arms. Hold onto the desk or table. If it moves, move with it.

Hold your position until the ground stops shaking and it is safe to move. Do not rush outdoors, since most injuries occur from falling glass, plaster, bricks, debris, and electrical lines as people are leaving buildings.

**If You're Outside:** If you are outside, remain there and move into the open. Move away from overhangs, light poles, and trees. Remain in the open and away from all structures, including buildings.

**After the Earthquake:** Remain calm and take whatever actions necessary to prevent injuries and further damage. Check yourself and people around you for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury. Provide first aid where necessary. Do not panic and do all that is possible to calm others. Move cautiously and observe your surroundings for hazardous situations.

Facilities will provide public safety instructions, information, traffic reports, and any other earthquake-related news. Aftershocks may occur at any moment with nearly the same force as the original quake. Be prepared, and protect yourself first.

**Evacuations:** An evacuation may be initiated after a strong earthquake in which the building may have received structural damage. Facilities personnel will initiate the evacuation by pulling a manual pull station in each building. All employees, visitors, and contractors should report to their designated meeting areas outside; do not use areas of rescue for post-earthquake evacuation.

## ***Evacuation Maps Online***

While many employees may want to leave the site to check on their homes and families, they should remain at DigiPen at least long enough to be accounted for. Those that do depart should drive extremely cautiously. Remaining employees should stay away from the buildings in order to avoid falling debris.

Please do not smoke or wander around, and do not attempt to reenter any building until directed to do so by Facilities personnel. Building re-entrance will occur after an inspection of the facility has been conducted.

Do not attempt to use your telephone except for genuine emergency calls (e.g., injury, fire, or structural damage).

Remember to follow the plan.

# Lockdown

## Evacuate

- Attempt to leave the building immediately if there is a clear and safe escape path.

## Shelter In Place

- If unable to evacuate the building safely then quickly proceed to badge-accessed classrooms/faculty areas or other lockable spaces which could serve as areas of refuge.
  - **Note for the main building:** When Security announces a lockdown over the PA, they will give 25 seconds to allow occupants to shelter before remotely locking all badge access doors. After 25 seconds, badge access doors will remain locked, even with a badge. This time limit is announced with a countdown over PA.
- Cover any glass sections
- Stay away from windows
- Barricade the door(s) with any loose tables and chairs if possible
- Close any blinds
- Turn off the lights
- Remain quiet and turn off phones
- Wait for an “all clear” message from DigiPen Security or Law Enforcement

# Serious Injury & Medical Emergencies

**Call 911.** Do not move the injured person unless instructed to by 911 operators or medical professionals. If applicable, after calling 911, use emergency call switch in classroom to notify Security. All classrooms in the main building have this system. An alternative to using the call switch is to send someone to notify Security in-person.

# Power Outage

## Await Announcements, Exit

Please remain in place as much as possible and await announcements from our Security team through our PA system. After about five minutes, Security will ask people to exit the building. Caution, the walkways and stairwells can be dark, please watch your step, move carefully.

# Campus Safety, Security, and Emergency Programs

## INITIAL STUDENT TRAINING

DigiPen Facilities gives incoming students training at New Student Orientation and provides a Campus Safety Cheat Sheet at the event. Those who are not present have access to an updated video presentation with the same contents. Contents of the training include campus evacuation protocols, fire, earthquake, lockdown, injury, medical emergency, power outage, access control, emergency

notifications, transportation tips, incident reporting, Title IX reporting, crime reporting, emergency reporting, and are also given contact information to ask any questions or report any safety concerns, including maintenance or hazard concerns.

DigiPen Security individually briefs each new student regarding access control when issuing new ID access cards.

## **TRANSPORTATION SAFETY**

Transportation safety programming is hosted at the start of each academic year. Free bicycle helmets and high visibility reflective vests are given out at the front office in Main Campus to encourage safe commute practices.

## **SAFETY COMMITTEE**

DigiPen maintains a Safety Committee consisting of multi-departmental members. Safety meetings and safety committee details are documented, with formal minutes for the committee and a notation of subjects discussed for the safety meeting. The Safety Committee performs the following duties:

- Review safety and health inspection reports to help correct safety hazards
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected
- Evaluate workplace accidents and illness prevention program and discuss recommendations for improvement, if needed

## **EMERGENCY DRILLS**

Fire, Earthquake, and Lockdown drills are each preformed twice every academic year at a minimum. Emergency drills are conducted on an annual basis and coordinated with local property owners and emergency officials. Emergency drills are timed approximately one month into both the fall semester and the summer semester in order to include highest possible number of participants.

## Missing Students: On Campus Housing

DigiPen does not have on-campus housing, and instead uses noncampus buildings to operate student housing. Although not required, DigiPen maintains Missing Students policies for DigiPen Housing. This policy, and the procedure that follows, identify the collaborative process by which members of the DigiPen community attempt to locate a student in DigiPen Housing that has been reported missing. A student shall be deemed as missing when they have been reported absent from the DigiPen and DigiPen Housing for more than 24 hours without a known or identified reason. All reports of a missing student shall be reported to the Director of Housing. The Director of Housing will investigate each report and make a determination as to whether the student is missing, in accordance with this policy.

DigiPen Housing, LLC is comprised of off-campus, apartment style living facilities and therefore may not conduct or adhere to prescribed timelines for monitoring students residing in Institute provided housing. Student welfare and safety is paramount at DigiPen; however, DigiPen recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students whether or not they reside in DigiPen housing.

Each student, using Colleague, may identify an external individual as an emergency contact. DigiPen will contact this individual no later than 24 hours after the student has been determined to be missing. Institution process will be followed in the notification of this external party. Students over the age of 18 may choose to not provide a contact person in Colleague. If a missing student is under 18 years of age, and not an emancipated individual, DigiPen is required to notify a custodial parent or guardian no later than 24 hours after the determination has been made by Security.

The Director of Housing will also notify DigiPen Security, the Redmond Police Department, and other appropriate law enforcement agencies no later than 24 hours after the student has been determined to be missing, even if the student has not registered an emergency contact.

The Vice President of Student Engagement shall have the responsibility to make the provisions of this policy and its procedures made available to students.

Procedure:

Notification:

1. Any report of a missing students, from any source, should be immediately directed to The Director of Housing:
2. When a student has been reported as missing to the Director of Housing:
  - a. initiate an investigation to determine the validity of the missing person report;
  - b. contact the Vice President for Student Engagement or designee;
  - c. make a determination as to the status of the missing student;
  - d. will notify the Redmond Police Department, or other appropriate law enforcement agencies, within 24 hours after determining that the student is missing.

When contacted by the Director of Housing, the Vice President for Student Affairs shall:

- If, following investigation, the Director of Housing determines the student to be missing, the Vice President for Student Engagement will notify the missing student's emergency contact within 24 hours of Security making the determination the student is missing.
- If the missing student is under the age of 18, and not an emancipated individual, the Vice President for Student Engagement will notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
- The Vice President of Student Engagement shall initiate whatever action is deemed appropriate and in the best interest of the missing student.



## Professional Counselors

The Counseling Center is located in the Administration Offices area on the second floor for Main Campus. To make an appointment, or for questions about Counseling Center services and policies, contact the Counseling Center at [counseling@digipen.edu](mailto:counseling@digipen.edu) or (425) 629-4859.

The Counseling Center is open during the fall, spring, and summer semesters and closed during breaks. Appointments can be made Monday through Friday. Students are welcome to drop in, as long as their visits do not conflict with previously scheduled appointments.

Note: The Counseling Center is not the best resource for all problems and situations. We provide services in keeping with DigiPen's goals (student academic success), within our business hours, and in keeping with the structure of the Counseling Center. The Counseling Center does not provide services for those needing long-term intensive psychological treatment, substance-abuse treatment, 24-hour-on-call availability, or whose treatment has been mandated by the legal system or an employer. In these instances, we will make appropriate referrals.

- ***Short-Term Individual Counseling***

DigiPen's on-campus Counseling Center offers short-term, one-on-one counseling for all students. You can talk to counselors about a variety of common concerns including stress management, depression, anxiety, homesickness, and many others.

- ***Online Mental Health Screening***

This online mental health screening tool provides a brief self-assessment test for depression, bipolar disorder, generalized anxiety disorder, alcohol use disorder, or post-traumatic stress disorder. Each screening will take four to five minutes to complete. Your screening score is not diagnostic but rather informative. When you click on the link above, you will be transferred to a different website. A core value and objective of this screening is to preserve participants' anonymity. Because DigiPen does not manage the screening website, we cannot identify you through your responses.

- ***ULifeline***

As a DigiPen student, you have free access to ULifeline, an anonymous and confidential resource with information regarding mental health and well-being. Whether you need more information for yourself or to help a friend, ULifeline is available to you 24 hours a day, seven days a week.

- ***Off-Campus Resources***

If you would like to seek advice or resources outside of the Counseling Center, we've put together a short list of local and national off-campus resources to help you start your search for more information.

## Mission of the Counseling Center

The mission of the Counseling Center is to provide services that promote student success in academics, promote engagement in the DigiPen community, and prepare students for their professional careers and life after graduation. In addition, it is to provide intellectual and emotional support to all students, promote healthy and active development and involvement in student life, and welcome and celebrate the diversity

of DigiPen and the larger community. The Counseling Center is committed to providing an environment that ensures students' safety and empowers them to achieve their personal, academic, and career goals.

## Goals of the Counseling Center

- Provide counseling and/or referrals for personal and academic concerns for the campus community.
- Provide crisis intervention/emergency counseling for students as needed.
- Support the learning and retention of students through appropriate treatment and/or referrals.
- Improve areas of prevention through education and communication.

## Codes of Ethics

The American Counseling Association (ACA) serves as the primary guidelines for professional behavior in the Counseling Center. All Counseling Center counselors are expected to be familiar with and adhere to these principles in practice. The code of ethics for the American Counselor Association can be found at: [\*2014 ACA Code of Ethics\*](#)

## Confidentiality

Every client at intake will be presented with the Counseling Center's Consent form and the Counselor Disclosure form. The client's signature will signify that he/she has read the policy. When obtaining informed consent to counseling, the counselor must inform the client in a timely manner about the nature and the anticipated course of counseling, involvement of third parties, the limits of confidentiality, and to provide sufficient opportunity for the client to ask questions and to receive answers.

When the Counseling Center believes that a client poses a clear and present danger to himself/herself and/or to others, the Counseling Center may selectively release information, without the client's consent, to aid in the care and protection of the client or the endangered others.

When the Counseling Center has reasonable cause to suspect that a child (a person under 18 years of age) has been subjected to child abuse, which may involve sexual abuse, neglect, sexual exploitation or abandonment, as defined by RCW (26.44.030), the Counseling Center may selectively release information, without the client's consent. Also, the Counseling Center is required to report elderly and vulnerable adult abuse.

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides that student records maintained by physicians, psychologists, psychiatrists, or other recognized professionals and paraprofessionals are not educational records. Therefore, client files do not become part of any permanent record at DigiPen but are the property of the Counseling Center.

Clients may review their records, in the presence of a Counseling Center staff member, upon written request. The request and the fact that a review occurred will be entered in the client's records. Clients may receive copies of the record. The request and the copy of the records that were given will be documented in the client's records.

The client file of a person who is not a student, including but not limited to, a staff member, faculty member, etc., is not an educational record. The file is accessible to the client.

Should the Counseling Center receive a subpoena for client records, the college legal counsel will be consulted prior to taking any action. Clients will be notified in advance, if possible, of any compliance with a court order, state or federal law that might require disclosure of client records.

The Authorization for Release of Information form will be used when a client requests that counseling information to be shared with a third party. The client's consent must be informed. The Counselor who is expected to release information must discuss the positive and negative consequences, actual and potential, associated with the release of information.

## Program Accessibility

Counseling services and referrals are available to all students who are registered for courses in undergraduate/graduate programs offered by DigiPen. The Counseling Center will not collect charges or fees for the services.

Referrals will be given to all faculty and staff members for outside services. The Counseling Center will not see faculty and staff for counseling sessions.

## Counseling Center's Scope of Practice

The Counseling Center at DigiPen Institute of Technology provides short-term individual counseling free of charge to students who are currently registered for courses in undergraduate/graduate programs offered by DigiPen. The role of the Counseling Center is not necessarily to heal or see students through to recovery from psychological disorders or traumas; it assists students in coping with problems that are interfering with their abilities to meet the demands of being a college student.

## The Services Provided by the Counseling Center

- Crisis intervention
- Short-term counseling services
- Referral services for students who need long-term therapy
- Mental health consultation, education, and outreach programs for students, faculty, and staff

## Limited Service

The Counseling Center does not provide long-term intensive counseling and psychotherapy. It is beyond the Counseling Center's scope of practice to provide ongoing counseling and psychotherapy for students who may be diagnosed with a variety of serious and long-term psychiatric conditions, and individuals who appear to be a recurring high risk to themselves or to the DigiPen community.

The College Counseling Center does not prescribe or monitor psychotropic or any other medications.

# Drug and Alcohol Policy and Prevention

- I. **Statement of Policy:** DigiPen Institute of Technology forbids the manufacture, possession, distribution, and use of alcohol and illicit drugs on Institute Property or as part of any of the institution's activities, except alcohol consumption during approved and catered events in accordance with State of Washington liquor license procedures. As an institution participating in the federal student aid programs, DigiPen is abided by federal regulations regarding the use of drugs by students and employees, regardless of state approval of drug use.
- II. **Applicable Sanctions:** Illicit drug purchase, possession and use are crimes under state (**RCW 69.50**) and federal law. Washington law prohibits a variety of alcohol related conduct, including the purchase or possession of alcohol by anyone under 21 years of age (**RCW 66.44**). Violations of law are punishable by fines, imprisonment, or both.

Inability to exercise care for one's own safety or the safety of others, and/or any damage caused to DigiPen property due in whole or in part to being under the influence of alcohol and/or controlled substance is considered a violation of this policy.

Accordingly, under **WAC 478-121-115**, **478-121-127**, and **478-124-020**, violations of this policy can result in institutional sanctions, in addition to any criminal sanctions provided by federal, state, and/or local law.

Institutional sanctions for violation of standards of conduct may include referral for rehabilitation, expulsion, termination of employment, and referral for prosecution.

- III. **Available Services:** Students seeking additional information about the effects of drug or alcohol use or seeking assistance for alcohol- or drug-related problems should contact the Alcohol and Drug Help Line (<http://www.adhl.org>) at (800) 562-1240 or the Dean of Students at (425) 629-5034 for referral information. Employees that have health coverage under Cigna can find information and available programs on [cigna.com/substanceabuse](http://cigna.com/substanceabuse).

Drug and alcohol counseling, treatment, or rehabilitation or re-entry programs available to students and employees:

- The **Washington Recovery Help Line** at (866) 789-1511, which provides 24- hour help for substance abuse.
- The **Crisis Connection** website contains information about recovery resources.
- **Washington State Directory of Certified Mental Health, Substance Use Disorder, and Problem & Pathological Gambling Services**, is published by the state Department of Social and Health Services.
- **Behavioral Health Treatment Services Locator** is a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance use/addiction and/or mental health problems. **SAMHSA National Helpline**
- Health Risks of alcohol abuse are published by **Centers for Diseases Control and Prevention**.

**IV. Health Risks & Prevention:** Repeated use of either drugs or alcohol can lead to dependence. Use of illicit drugs and abuse of alcohol cause a substantial number of health problems and can be fatal. The Controlled Substances Act (CSA) places all substances which were in some manner regulated under existing federal law into one of five schedules. The health risks for these substances can be found here at [National Institute on Drug Abuse](#). Additional prevention information can be found on the DEA's website: [Campus Drug Prevention](#).

## Alcohol and Substance Abuse Prevention Programs

Alcohol and Substance use/abuse training is available to any student through Student Lingo, an education platform. The training is not required but could be used as part of a sanction levied from the Student Conduct process. DigiPen campus and housing are alcohol and substance free environments for students, enforced by scheduled Housing and Residence Life staff Health and Safety checks of each apartment.

All employees must submit to a pre-employment drug screen. To ensure compliance with our drug and alcohol policy, DigiPen may require drug and alcohol testing of employees at its discretion. This includes testing based upon reasonable suspicion, where management personnel reasonably suspect that an employee may be under any influence of drugs or alcohol or is otherwise violating the policy.

DigiPen Human Resources encourages any employee seeking assistance for drug or alcohol related problems to seek assistance. Employees who have health care coverage through DigiPen's benefit plans can seek care through the provider or assistance through the associated employee assistance program (EAP). Additionally, DigiPen encourages employees seeking assistance to reach out to any of the following counseling, treatment, rehabilitation, or re-entry programs, all of which are listed in the employee handbook.

DigiPen Facility employees are trained to report any drug or alcohol substances and paraphernalia on campus to DigiPen Security in order to perform follow up investigations.

# Dating Violence, Domestic Violence, Sexual Assault, Stalking

DigiPen, in accordance with applicable law, prohibits forcible and non-forcible sex offenses. For further information see DigiPen's Regulation of Conduct and Disciplinary Procedures published in the catalog, Student Handbook, and Employee Handbook. The policy defines sexual harassment, reporting procedures, and complaint resolution processes.

A victim of a sexual offense should report the crime immediately to local police by calling 911. The victim may also contact DigiPen staff members. If the victim indicates a need, DigiPen will assist in contacting the police department.

For options regarding changes to a victim's academic and living situation, please contact the Student Affairs department.

DigiPen's Anti-Harassment Policy outlines the procedure for campus disciplinary action in cases of an alleged sexual offense. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

See [Counseling Center](#) for information about available on- and off-campus services for victims.

**Sanction Statement:** Any respondent found responsible for violating the policy on Sexual Misconduct, including dating violence, sexual assault, and stalking, may receive a sanction which includes, but is not limited to: interim suspension from DigiPen and/or DigiPen Housing, permanent expulsion from DigiPen, probation and educational sanctions, depending on the severity of the incident, and taking into account any previous documented conduct issues. If the responding party is an employee, sanctions will be determined by Human Resources in consultation with the Title IX Coordinator.

In any complaint where there is a finding of violation of the sexual misconduct policy, the sanctioning, in addition to standard sanctioning principles, will be guided by the following goals to:

- Ensure that the sexual misconduct is brought to an end;
- Make reasonable efforts to prevent the reoccurrence of the sexual misconduct in the future;
- Restore the victim, as much as possible, to their pre-deprivation status and undo the effects of sexual misconduct upon them. Changes to academic and/or residential living situations may be made.

## Sexual Misconduct Policy and Prevention

DigiPen is committed to maintaining a positive emotional and physical environment in which all students have an equal opportunity to achieve success. DigiPen will not tolerate any acts of harassment or nonconsensual sexual activity. Intimidation, harassment, and sexual misconduct violate the standards of acceptable behavior and academic freedom of all students on campus and in the DigiPen community.

# Definition of Terms

## **Advisor of Choice**

A student or employee has the right to have an advisor of choice present during any meeting conducted under this policy. This advisor can be any person who the student or employee chooses but may not have personal involvement regarding any facts or circumstances of the alleged misconduct. This advisor's only function shall be to assist and/or consult with the student or employee. This advisor may not act as a spokesperson. This advisor may be an attorney, but participation shall be limited as stated above.

## **Consent**

Consent is a voluntary agreement to engage in sexual activity; someone who is incapacitated cannot consent; past consent does not imply future consent; silence or an absence of resistance does not imply consent; consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

## **Confidential Resources**

DigiPen employees who are required to maintain near-complete confidentiality. Speaking with these employees is referred to as a privileged communication. Privileged communications cannot legally be disclosed to another person without the consent of the individual who originally provided the information, except under very limited circumstances such as allegations involving the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person.

## **Incapacitation**

Incapacitation exists (but is not limited to) when a person is unaware, blacked out, unconscious, unable to make rational/reasonable decisions, and/or otherwise physically or mentally helpless to give effective consent. Incapacitation does not excuse the accused party.

## **Responsible Employee (or Mandated Reporter)**

A Responsible Employee is a DigiPen employee who has the authority to address sexual misconduct, who has the duty to report incidents of sexual misconduct or other student misconduct, or who a student could reasonably believe has this authority or duty.

## **Sexual Exploitation**

Sexual exploitation occurs when a student takes non-consensual, unjust, and/or abusive sexual advantage of another individual for advantage or benefit of anyone other than the individual being exploited. The behavior may also constitute as rape, sexual assault, and/or sexual harassment. Examples include, but are not limited to:

- inducing incapacitation with the intent to rape or sexually violate another person
- knowingly transmitting an STD
- prostituting another student
- taking non-consensual video, audio taping, or still photography of sexual activity and/or full or partial nudity

- allowing others to observe an act of consensual sex without the knowledge or consent of the consenting partner

### **Sexual Harassment**

Sexual harassment includes, but is not limited to, non-consensual touching, bribery, demands for sexual favors, threats of physical and/or emotional harm, exposing oneself, undue attention, unwanted embraces or bodily contact, sexual gestures, and verbal abuse. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. such advances or requests are made under circumstances implying that one's response might affect educational or personnel decisions that are subject to the influence of the person making the proposal; and/or
2. such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; and/or
3. such speech or conduct is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, or co-workers; and/or
4. such behavior may be an unwanted series of events or an unwanted single encounter that causes a reasonable individual worry, trouble, or concern

### **Sexual Misconduct**

Sexual misconduct includes all instances of sexual exploitation, sexual harassment, and non-consensual sexual intercourse (also sometimes referred to as rape and/or sexual assault).

### **Hostile Environment**

A hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive, and objectively offensive that it has the effect of unreasonably interfering with, denying, or limiting someone's ability to participate in or benefit from DigiPen's educational programs or activities.

### **Non-Consensual Sexual Intercourse (or Rape/Sexual Assault)**

Non-consensual sexual intercourse consists of any sexual intercourse (urethral, anal, oral, or vaginal), however slight, with any body part or any object, by a person upon another person, without consent.

Nonconsensual sexual activity occurs if a person is forced to have sexual intercourse, or if sexual intercourse occurs under circumstances in which a person is unable to consent to such activities.

Sexual intercourse may involve vaginal, oral, urethral, or anal penetration by any body part or any object.

The perpetrator may be known or unknown to the victim. The force necessary can be any amount (or threat) of force which places the victim in fear of injury or in fear of their life. The perpetrator need not use a weapon nor must they physically abuse the victim to make the victim fearful of injury or in fear of their life. The terms "acquaintance rape" and "date rape" refer to the above-described behavior perpetrated by someone known to the reporting party. Non-consensual sexual intercourse also includes knowingly transmitting a Sexually Transmitted Infection to another person.



## Retaliatory Harassment

Retaliatory harassment is intentional action taken by an accused individual or allied third party that harms an individual as reprisal for reporting sexual misconduct or for participating in an investigation of sexual misconduct.

DigiPen prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). Retaliation will not be tolerated by DigiPen.

## Title IX

Title IX is a law that protects against gender discrimination and provides for equal opportunity for students to pursue education and have equal and safe access to all of a school's programs and facilities and protects these environments from becoming hostile environments. It is mandated through the Office of Civil Rights in the US Department of Education that institutions receiving federal funds or providing federal financial aid to students must adhere to Title IX's rules and provisions.

## Title IX Coordinator and Deputy Coordinator(s)

DigiPen Institute of Technology officer charged with investigating all complaints of violations of the Sexual Misconduct Policy.

### Title IX Coordinator

Angela Kugler  
[akugler@digipen.edu](mailto:akugler@digipen.edu)  
(425) 895-4438

### Deputy Title IX Coordinator – Student Cases

Patrick Dezort  
[patrick.dezort@digipen.edu](mailto:patrick.dezort@digipen.edu)  
(425) 522-5025

### Deputy Title IX Coordinator – Employee Cases

Alicia Cappola  
[alicia.cappola@digipen.edu](mailto:alicia.cappola@digipen.edu)  
(425) 629-5068

## Reporting an Instance of Sexual Misconduct

To report an instance of sexual misconduct, students should contact any Responsible Employee of DigiPen.

DigiPen encourages the reporting party of sexual misconduct to talk to a Responsible Employee so that the reporting party can get the support they need and so DigiPen can begin the Title IX investigation procedures.

## Confidentiality

1. Different employees on campus have different abilities to maintain a reporting party's confidentiality. Confidential resources are required to maintain near complete confidentiality; talking to a confidential resource is sometimes called a privileged communication (e.g., Counselor).
2. All other employees (excluding those with privileged communication) are considered Responsible Employees (sometimes also called mandated reporters) and are required to report all the details of an incident (including the identities of both the reporting party and respondent) to the Title IX Coordinator. A report from these employees constitutes a report to DigiPen and obligates DigiPen to commence the Title IX investigative procedures.

## Reporting to Responsible Employees

The following employees (or categories of employees) are DigiPen's Responsible Employees:

- Student Affairs staff
- Faculty members
- Administration staff
- Student Assistants

A Responsible Employee must report to a Title IX Coordinator all relevant details about the alleged sexual misconduct shared by the reporting party. Responsible Employees are required to report any potential violation of the sexual misconduct policy to a Title IX Coordinator. If the reporting party wants to tell the Responsible Employee what happened but also maintain confidentiality, DigiPen will consider the request, but cannot guarantee that it will be honored. While reporting the details of the incident to a Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the reporting party's request for confidentiality.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling DigiPen's response to the report. A Responsible Employee should not share information with law enforcement without the reporting party's consent or unless the reporting party has also reported the incident to law enforcement. When a reporting party tells a Responsible Employee about an incident of sexual misconduct, the reporting party has the right to expect DigiPen to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

The Responsible Employee taking the report of sexual misconduct will fill out an Incident Report and will then submit that Incident Report to the Title IX Coordinator.

# Resources

## ON-CAMPUS RESOURCES

### Confidential Resources

Confidential resources are DigiPen employees with whom an individual can have a privileged communication. Privileged communications cannot legally be disclosed to another person without the consent of the individual who originally provided the information, except under very limited circumstances such as allegations involving the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person. DigiPen's confidential resources are listed as follows:

DigiPen Counseling

Email: [counseling@digipen.edu](mailto:counseling@digipen.edu)

Phone: (425) 629-4859

### Non-Confidential Resources

Responsible Employees (also sometimes known as "Mandated Reporters")

DigiPen's Responsible Employees are required to report all details of an incident (including the identities of both the reporting party and respondent) to DigiPen's Title IX Coordinator. To file a report of an incident of sexual misconduct, please contact a Responsible Employee.

Most members of the DigiPen community are considered Responsible Employees and are therefore obligated to report to DigiPen any information they receive about sexual misconduct. Employees who are categorized as Responsible Employees include (but are not limited to):

- DigiPen's Title IX Coordinator
- Student Affairs staff
- All faculty members
- Members of DigiPen's general administration staff
- Student Assistants
- Students employed in their work-related positions

Talking with any of these individuals constitutes a report to DigiPen. DigiPen commences the Title IX investigative procedures, described later in this chapter, in response to all reports of sexual misconduct.

## OFF-CAMPUS RESOURCES

DigiPen provides this directory as a resource for students in crisis. DigiPen is not officially partnered with any of the following off-campus resources.

### Redmond Police

Address: 8701 160th Avenue NE, Redmond, WA 98052

Main Phone: (425) 556-2500

**Evergreen Health Emergency Dept.**

Address: 8980 161st Avenue NE, Redmond, WA 98052

Main Phone: (425) 899-1111

**King County Sexual Assault Resource Center 24 Hour Resource Line**

Phone: (888) 998-6423

**National Sexual Assault Hotline**

Phone: 1 (800) 656-HOPE (4673)

## The Title IX Investigation Process

The Title IX officers (Title IX Coordinator, Deputy Coordinators, and Title IX Investigators) are charged by Title IX with investigating all complaints of violations of the Sexual Misconduct Policy.

1. Reporting Party contacts a Responsible Employee of the DigiPen community to report the incident.
  - Any student in the DigiPen community who believes they have been the victim of sexual misconduct as defined by the Sexual Misconduct Policy is encouraged to bring the matter to the attention of a Responsible Employee.
2. The Responsible Employee reports the incident to the Title IX Coordinator or a Deputy Coordinator who reports it to the Title IX Coordinator.
  - The Title IX Coordinator oversees DigiPen's review, investigation, and resolution of reports of sexual assault and harassment.
3. The Title IX Coordinator determines whether the conduct in question is a violation of DigiPen's Sexual Misconduct Policy or regulations under Title IX.
4. If the conduct is found to be a violation of the Sexual Misconduct Policy, the Title IX Coordinator (or designee) initiates a prompt, thorough, and impartial investigation by trained Title IX Investigators. The Title IX investigation occurs independently of any criminal investigation initiated by the reporting party.
  - DigiPen may designate an investigator of its choosing, provided that the investigator has specific training and experience investigating allegations of misconduct. DigiPen will provide ongoing training for all investigators. Any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest.
5. Investigation can last 30-60 days of receiving the complaint. This timeframe may be extended depending on the complexity of circumstances of each case.
  - The investigator(s) conduct the investigation in an appropriate manner considering the circumstances of the case. The investigation typically includes interviews with the reporting party, the respondent, and any witnesses. As part of the investigation, the investigator(s) provide an opportunity for both parties to present witnesses and other evidence. A reporting party or respondent has the right to an Advisor of Choice at any stage of this process. The interviews are supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. The investigation is designed to provide a fair and reliable gathering of the facts. The investigation is

thorough, impartial, fair, and all individuals are treated with appropriate sensitivity and respect. The investigation is conducted in a manner that is respectful of individual privacy concerns. The parties involved are notified when the investigation has commenced.

- Information gathered during the review or investigation is used to evaluate the responsibility of the respondent, provide for the safety of the reporting party and the DigiPen campus community, and impose sanctions as necessary to address the effects of the alleged conduct. Where there is sufficient information alleged, if proven, that would constitute a violation of policy, DigiPen has the discretion to institute on campus judicial resolution proceedings against the respondent. At its sole discretion, DigiPen may remove a member of the community temporarily until the investigation is completed.
- 6.** Title IX Investigators report the investigation findings to the Title IX Coordinator (or designee).
- At the conclusion of the investigation, the investigator(s) and the Title IX Deputy Coordinator will prepare a report setting forth the facts gathered. The investigation report is presented to the Title IX Coordinator. Upon receipt of the investigation report, DigiPen will notify all parties that the investigation is complete and provide information about next steps in the process.
- 7.** The Title IX Coordinator (or designee) determines the sanctions and decides on appropriate measures to resolve allegations.
- Based on the information gathered in the initial Title IX assessment and/or investigation, the Title IX Coordinator (or designee) acting on the behalf of DigiPen will take appropriate measures designed to end the misconduct, prevent its recurrence, and address its effects. The decision is made using preponderance of the evidence (i.e., more likely than not). The Title IX Coordinator (or designee), acting on behalf of DigiPen, makes a determination based on the present facts about the safety of the reporting party and the potential risk to other students.

Potential Outcomes Include (but are not limited to):

- **Judicial Charge:** The Chief Operating Officer-International (or designee), acting on behalf of DigiPen, is the administrator who determines whether or not the incident warrants a judicial charge. A student does not initiate a charge against another student, but may press charges using local, state, or federal procedures.
  - **Imposing Sanctions:** If deemed necessary, DigiPen may contact the respondent and may impose sanctions which include, but are not limited to: interim suspension from DigiPen and/or DigiPen Housing LLC; permanent expulsion from DigiPen, and a No Contact Order.
  - **Insufficient Evidence:** A Title IX Coordinator determines there is not enough information to justify filing a formal Sexual Misconduct charge and the disciplinary matter is dropped or other charges are assigned, as appropriate.
  - **False Report:** A Title IX Coordinator determines that the reporting party made a false statement and sanctions may be imposed.
- 8.** Reporting party and respondent are notified of the decision via a simultaneous written notice.
- A Title IX Coordinator (or designee) documents each report or request for assistance in resolving a case involving charges of sexual assault or harassment, whether made by the

reporting party, a third party, or anonymously, and reviews and retains copies of all reports generated as a result of investigations. These records will be kept confidential to the extent possible, however, each report will be documented via an incident report and reported annually in adherence to the Clery Act (names will not be used).

## **TITLE IX DECISION APPEALS**

Either party may submit a petition for an appeal to the Title IX Coordinator within five (5) business days of the date of the decision. Once an appeal is received, the other party will be notified and provided with an opportunity to review the submitted appeal and submit a written response within three (3) business days of the notification being sent. Deadlines may be extended at the discretion of the Title IX Coordinator under exceptional circumstances. Appeals are sent to the Title IX Appeals Board for review and consideration, normally within ten (10) business days but may be extended due to extenuating circumstances. The Title IX Appeals Board is comprised of the Chief Operating Officer—Redmond (or designee) and may include a combination of trained faculty and staff.

Appeals may be filed on one or more of the following grounds:

- 1.** A procedural or substantive error occurred that significantly affected the outcome of the case.
- 2.** There is new, relevant information that was not available at the time of the investigation that, if available, could have significantly affected the outcome of the case. This does not include statements from a Reporting Party or Respondent who chose not to participate in the investigation.

The presumption is that the investigation and decision processes were appropriately conducted, and the burden is on the individual requesting the appeal to prove that the appeal has merit. Disagreement with the investigation findings or determination is not, by itself, a ground for appeal. All sanctions imposed by DigiPen will be in effect during the appeal process. Title IX Appeals Board reviews are reviews of record only.

Upon review of the record, the Title IX Appeals Board may respond as follows:

- 1.** Determine the appeal lacks standing and is dismissed, in which case the original decision stands; or
- 2.** Determine that the appeal has standing and remand the case back to the original investigator/team to consider new information or reevaluate previous information; or
- 3.** Determine that the appeal has standing and remand the case to a new investigator with specific corrective instructions.

If an appeal is granted by the Title IX Appeals Board, as noted above, the appeal officer will notify the Title IX Coordinator or Deputy Coordinators of the decision to take appropriate next steps. The outcome of the appealed decision is considered the final decision, and no further appeals are permitted. The decision of the appeal and any remanded decisions will be communicated simultaneously in writing by the Title IX Coordinator to both the Reporting Party and Respondent.

## **PROVISIONS FOR REPORTING PARTIES IN CASES OF SEXUAL MISCONDUCT**

Individuals whose complaints of sexual misconduct are being investigated by DigiPen can anticipate that:

- They will be treated with sensitivity, dignity, respect, and in an unbiased manner by all involved administrators, investigators, and adjudicators.
- They will have the option to choose non-participation in the Title IX investigation process.
- They will be informed in writing that their complaint of sexual misconduct is being investigated and of any other policy violations that may emerge through this investigation.
- They will be advised of DigiPen's Sexual Misconduct Policy and the Title IX investigation process.
- They will be afforded the same rights and opportunities as the respondent throughout the investigation and adjudication process.
- They will be given periodic status updates throughout the investigation and adjudication process.
- They may access DigiPen and/or external resources for medical and counseling services.
- They may choose to pursue a formal complaint with external law enforcement authorities or other federal or state agencies at any time.
- They may invite a DigiPen student, faculty member, or staff member to accompany them at meetings regarding the investigation process.
- They may meet with the Chief Operating Officer—International (or designee) in person prior to the official determination of a finding.
- They will be informed in writing, concurrently with the respondent, of the finding issued by the Chief Operating Officer—International (or designee), as well as the outcome of any appeal.
- They will have the right to appeal the outcome based on the grounds designated in this policy, provided they have participated in the investigation process.
- They may retain legal counsel at any time, although legal counsel is not permitted to represent a student in a DigiPen investigation nor ask questions on a students' behalf. Attorneys are only permitted to advise a student. Attorneys who wish to communicate about a case may contact DigiPen's legal representation directly.

## **PREVISIONS FOR RESPONDENTS IN CASES OF SEXUAL MISCONDUCT**

Students responding to complaints of sexual misconduct can anticipate that:

- They will be treated with sensitivity, dignity, respect, and in an unbiased manner by all involved administrators, investigators, and adjudicators.
- They will have the option to choose non-participation in the Title IX investigation process.
- They will be informed in writing that a complaint of sexual misconduct against them is being investigated, and of any other policy violations that may emerge through this investigation.
- They will be advised of DigiPen's Sexual Misconduct Policy and the Title IX investigation process.
- They will be afforded the same rights and opportunities as the reporting party throughout the investigation and adjudication process.
- They will be given periodic status updates throughout the investigation and adjudication process.
- They may access DigiPen and/or external resources for medical and counseling services.

- They may invite a DigiPen student, faculty member, or staff member to accompany them at meetings regarding the investigation process.
- They may meet with the Chief Operating Officer—International (or designee) in person prior to the official determination of a finding.
- They will be informed in writing, concurrently with the reporting party, of the finding issued by the Chief Operating Officer—International (or designee), as well as the outcome of any appeal.
- They will have the right to appeal the outcome based on the grounds designated in this policy, provided that they have participated in the investigation process.
- They may retain legal counsel at any time, although legal counsel is not permitted to represent a student in a DigiPen investigation nor ask questions on a students' behalf. Attorneys are only permitted to advise student. Attorneys who wish to communicate about a case may contact DigiPen's legal representation directly.

## **EXTERNAL AUTHORITIES AND INCIDENTS OF SEXUAL MISCONDUCT**

DigiPen's process will proceed as stated in the Title IX Investigation Process section of this Sexual Misconduct Policy independent of the reporting party's filing of a police report. Responsibility lies with the individual student, not DigiPen, to take such action with external authorities. DigiPen may consult with and review information provided by municipal authorities, but DigiPen makes its independent determination about whether or not the Code of Student Conduct has been violated. DigiPen's investigation and ultimate decision regarding the complaint proceeds independently of decisions made or not made by law enforcement authorities and/or by a court of law.

## **Dating Violence, Domestic Violence, Sexual Assault, and Stalking Prevention Programs**

DigiPen mandates the completion of Title IX training for all incoming students for each academic year. Education surrounding the topic is provided as part of the online New Student Orientation program, through Student Lingo, and covered in the on-ground training for incoming students.

The Vice President for Student Engagement presents to all faculty at their annual Faculty Orientation program about Title IX regulations, the mandatory reporting standard and the process students would experience during common reported incidents, Title IX and standard conduct.

DigiPen Human Resources requires employees to complete Title IX training upon hire and will also receive a refresher in their first three months of employment through DigiPen's new employee orientation. Additionally, included in the new employee orientation is training on sexual harassment and discrimination. DigiPen has an anti-harassment policy in the employee handbook that specifically addresses sexual harassment to include sexual assault.

DigiPen's Anti-Harassment Policy outlines the procedure for reporting, and the disciplinary action in cases of an alleged sexual offense. Employees are strongly encouraged to report concerns about discrimination or harassment before behaviors become severe or pervasive, as DigiPen prefers to stop discrimination or harassment before it rises to the level of a violation of the anti-discrimination laws. Supervisors and managers who know or receive reports or complaints of offending behavior must promptly notify any member of the Human Resources staff so that appropriate action can be taken or be subject to disciplinary action.



## Registered Sex Offenders

The King County Sheriff's Department is responsible for maintaining records of registered sex offenders in Redmond. The list can be found here: <https://kingcounty.gov/depts/sheriff/sex-offender-search.aspx>

## Preparation of Disclosure of Crime Statistics

DigiPen Institute of Technology's distribution of annual crime statistics is in accordance with the definitions used in the Uniform Crime Reporting System of the U.S. Department of Justice and FBI, National Incident-Based Reporting System, and the Violence Against Women Act of 1994.

DigiPen Institute of Technology has the responsibility of gathering the data used to prepare the annual crime statistics. Crime data is gathered from local police departments in addition to internal records. DigiPen Security maintains a daily crime log, and incidents are logged and inputted into the Incident Report system. Students and employees may also input information into the Incident Report system. Student Affairs collects data on Discrimination & Harassment Incident Report system. The resulting data is reviewed by the Director of Operations and used to prepare the annual crime statistics report.

DigiPen Institute of Technology's annual security report includes statistics for the previous three years of reported crimes that have occurred on campus, on public property within, or immediately adjacent to and accessible from, the campus, and on noncampus buildings. The report also includes institutional policies concerning substance abuse, crime prevention, the reporting of crimes, sexual assault, and other related matters. These statistics will be accessible electronically to all current students and employees.

# DigiPen Institute of Technology Redmond Campus Crime Statistics

## On Campus

### CRIMINAL OFFENSES – ON CAMPUS

OFFENSE	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	1	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

### VAWA OFFENSES – ON CAMPUS

OFFENSE	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	1	0

### ARRESTS – ON CAMPUS

OFFENSE	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## DISCIPLINARY ACTIONS – ON CAMPUS

OFFENSE	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## Public Property

### CRIMINAL OFFENSES – PUBLIC PROPERTY

OFFENSE	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	1	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

### VAWA OFFENSES – PUBLIC PROPERTY

OFFENSE	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

## ARRESTS – PUBLIC PROPERTY

OFFENSE	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## DISCIPLINARY ACTIONS – PUBLIC PROPERTY

OFFENSE	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## Noncampus Buildings

### CRIMINAL OFFENSES – NONCAMPUS

OFFENSE	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	2
Burglary	0	0	4
Motor vehicle theft	0	0	6
Arson	0	0	1

## VAWA OFFENSES – NONCAMPUS

OFFENSE	2020	2021	2022
Domestic violence	0	0	6
Dating violence	0	0	0
Stalking	1	0	0

## ARRESTS – NONCAMPUS

OFFENSE	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## DISCIPLINARY ACTIONS – NONCAMPUS

OFFENSE	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## Unfounded Crimes

There were no unfounded crimes reported for the years 2020, 2021, and 2022.

## Hate Crimes

There were no hate crimes reported for the years 2020, 2021, and 2022.

# Campus Resources

## DigiPen Counseling Center

Email: [counseling@digipen.edu](mailto:counseling@digipen.edu)

Phone: (425) 629-5015

- ***Short-Term Individual***

Counseling DigiPen's on-campus Counseling Center offers short-term, one-on-one counseling for all students. You can talk to counselors about a variety of common concerns including stress management, depression, anxiety, homesickness, and many others.

- ***Online Mental Health Screening***

This online mental health screening tool provides a brief self-assessment test for depression, bipolar disorder, generalized anxiety disorder, alcohol use disorder, or post-traumatic stress disorder. Each screening will take four to five minutes to complete. Your screening score is not diagnostic but rather informative. When you click on the link above, you will be transferred to a different website. A core value and objective of this screening is to preserve participants' anonymity. Because DigiPen does not manage the screening website, we cannot identify you through your responses.

- ***ULifeline***

As a DigiPen student, you have free access to ULifeline, an anonymous and confidential resource with information regarding mental health and well-being. Whether you need more information for yourself or to help a friend, ULifeline is available to you 24 hours a day, seven days a week.

# Off-campus Resources

## Immediate Crises

If you have an immediate crisis, please call 911 or go to the nearest emergency room. You can also contact the Crisis Line (Crisis Clinic of Seattle) toll free 24 hours a day at (866) 4-CRISIS or (866) 427-4747.

If you are experiencing an emotional crisis or suicidal thoughts, text or dial 988 to contact a crisis worker at any hour on any day. More information can be found at the 988 Suicide & Crisis Lifeline page.

## General Mental Health Issues

- **ULifeline:** An anonymous, confidential, Internet-based resource created by the Jed Foundation where college students can search for information regarding mental health, suicide prevention, and emotional well-being. In addition, students can take a mental health screening, ask questions, find answers, and seek help for themselves or for someone else.
- **Go Ask Alice!:** Columbia University's Health Q&A Internet Service
- **National Alliance on Mental Illness:** The nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness.
- **Anxiety and Depression Association of America:** The Anxiety and Depression Association of America (ADAA) is the leader in education, training, and research for anxiety, depression and stress-related disorders.
- **King County Mental Health Services:** Publicly funded mental health services to low-income people in need.
- **Samaritan Center of Puget Sound:** Provides counseling and mental health services for those with extremely limited incomes and offers supervision and training for therapists who have completed their academic training and are working toward state licensure.

## Alcohol/Drugs

- **Alcohol/Drug Helpline:** Provides 24/7 treatment helpline - (206) 722-3700
- **National Helpline for Substance Abuse:** A free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders.
- **AA Meetings:** Directory that lists all Alcoholics Anonymous meetings held in the Greater Seattle Area.
- **ADAI Clearinghouse:** Resource center for Washington state residents with print and online resources about drugs and alcohol abuse information and prevention.
- **Washington Recovery Help Line:** 24-Hour help line for substance abuse - (866) 789-1511.
- **Crisis Connections of King County:** King County organization providing information about substance abuse recovery resources.



- **Washington State Directory of Behavioral Health Agencies (PDF):** Contact information for Washington services related to mental health, substance use disorders, and problem/pathological gambling.
- **Behavioral Health Treatment Services Locator:** Confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance use/addiction or mental health problems.
- **CDC Alcohol Use Fact Sheet:** Health risks associated with alcohol abuse compiled by the Centers for Disease Control and Prevention.

## Loss and Grief

- **GriefNet:** Internet community of people dealing with grief, death, and major loss.
- **The Compassionate Friends:** Provides highly personal comfort, hope, and support to every family experiencing the death of a son or a daughter, a brother or a sister, or a grandchild, and helps others better assist the grieving family.
- **Grief: Coping with the loss of your loved one:** An article with tips to deal with grief from the American Psychological Association.

## Suicidal Thoughts/Crises

- **Crisis Connections of King County:** 24/7 suicide prevention hotline - (206) 461-3222
- **King County Crisis Services:** Offers services for people who are in a behavioral health crisis - (206) 461-3222; Toll-free: (866) 4-CRISIS / (866) 427-4747; TDD: (206) 461-3219
- **National Suicide Prevention Lifeline:** A national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week - 1-800-273-8255
- **Lifeline Crisis Chat:** Available within the United States and territories from 2 p.m. to 2 a.m. Eastern Time seven days a week.

## Violence and Abuse

- **King County Sexual Assault Resource Center:** Alleviates, as much as possible, the trauma of sexual assault for victims and their families.
- **LifeWire:** Advocates for domestic violence survivors thorough 24-hour helpline, support groups, legal advocacy, and mental health therapy.
- **Washington State Coalition Against Domestic Violence:** Works across the state to help survivors towards safety and freedom.