

2020 Annual Security Report (ASR)

DigiPen Institute of Technology – Redmond Campus

This Annual Security Report is generated to inform the student body, prospective students, faculty, and staff of the DigiPen Institute of Technology about crime prevention and statistics. This report is in compliance with the Jeanne Clery Act. If you would like a PDF copy of the Annual Security Report, you can download it.

The DigiPen Institute of Technology has a campus building located at 9931 Willows Rd. NE, Redmond, Washington 98052.

DigiPen follows all 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.

How to Report Criminal Offenses and Accurate and Prompt Crime Reporting

For all emergency situations, students, faculty and staff are to remove themselves from personal danger before contacting anyone for assistance.

DigiPen Institute of Technology is located at 9931 Willows Road NE, Redmond, WA, 98052. DigiPen does not have campus police. 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)**.

In addition, you are encouraged to report criminal activity **by calling 425-629-5006 (or 5006 from an on-campus phone) OR 425-445-4453**. The caller needs to provide the responder a brief description of the event and follow any instructions that the responder gives. The caller then should fill out an ***Incident Report Form***. Incident Reports are investigated and kept on file by the institution.

As a matter of policy, professional psychological counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

Voluntary Confidential Reporting

If you are the victim of a crime and do want to pursue action within DigiPen's crime reporting system or the criminal justice system, you may still want to consider making a confidential report. With your permission, Facilities can file a report on the details of the incident without revealing your identity.

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 involving students, 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 the institution.

Campus Law Enforcement Authority

DigiPen's staff members have the authority to determine whether individuals have lawful business at DigiPen Institute of Technology. DigiPen personnel have the authority to issue parking tickets. Staff members do not possess arrest power. Criminal incidents are referred to local police who have jurisdiction on campus.

Working Relationship with State and Local 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.

Security and Access

DigiPen is a closed campus facility that requires the use of ID access card technology. The security system enables the administration to set the parameters for student access. With this system the institute is able to access, track, and log the movement of students, faculty, and staff within the building.

The Facilities department regularly examines security issues such as landscaping, locks, alarms, lighting and communications.

Drug and Alcohol Policy

- 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. 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](#) (2), 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.

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**.

Disclosures to Alleged Victims of Crimes of Violence

DigiPen Institute of Technology 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 the institute 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.

Campus Sexual Assault Prevention

The institute, in accordance with applicable law, prohibits forcible and non-forcible sex offenses. For further information see the Institute'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, the Institute 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.

The Institute'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 LLC; 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.

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://sheriffalerts.com/cap_office_disclaimer.php?office=54473&fwd=aHR0cDovL3d3dy5pY3JpbWV3YXRjaC5uZXQvaW5kZXgucGhwP0FnZW5jeUIEPTU0NDcz

Emergency Response and Evacuation Procedures

Timely Warnings: Awareness is essential to effective crime prevention. The institute will inform students, faculty, and staff of incidents involving crimes against persons and property. In the event of a security alert, notification will be sent via email or posted on Regroup.

Life-Threatening Emergencies: In the event of an emergency on campus that appears to be life threatening or will require municipal services (Fire, Police or Ambulance) to be contacted, all students, faculty, and staff are to call 911 (ext. 9911 from an on-campus phone). Once the information is confirmed by the 911 operator, the student, faculty, or staff member needs to call (425) 629-5006 (ext. 5006 from an

on-campus phone) OR (425) 445-4453 to report that 911 has been called, and to give a brief description of the event. After the immediate emergency has passed and while details are still easily recollected, the caller should fill out an *Incident Report Form*. Incident Reports are investigated and kept on file in the Student Affairs Department.

Non-Life-Threatening Emergencies: For non-life threatening events on campus, all students, faculty, and staff should call (425) 629-5006 (ext. 5006 from an on-campus phone) OR (425) 445-4453. The caller needs to provide the responder a brief description of the event and follow any instructions that the responder gives. The caller then should fill out an *Incident Report Form*. Incident Reports are investigated and kept on file in the Student Affairs Department.

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.

In the event that 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:

- ReGroup text messaging service* †
- E-mail
- Voice mail
- Web page notification
 - www.digipen.edu
 - www.Flashalert.net
- In person by Facilities department personnel in the event of a power outage
- Employee emergency voice mail message (after hours)

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.

* Please make sure that your mobile phone information is up-to-date in your SRS account. To opt-out of the ReGroup text messaging service, please change this preference in the SRS under "My Profile > My Record > Personal Info".

† ReGroup is a free service to the DigiPen community. However, you are still responsible for any messaging charges your wireless service provider may impose.

When the institute communicates a building closure, all affected employees and students are expected to vacate the premises as soon as reasonably possible. Employees are asked not to unnecessarily delay their departures as this may complicate their commute home or create operational and security problems. Facilities personnel will begin securing facilities as soon as a closure decision has been made.

FIRE EXIT PROCEDURES

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

Evacuation Maps:

First Floor

Second Floor

Third Floor

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 PROCEDURES

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:

First Floor

Second Floor

Third Floor

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.

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, as modified by the Hate Crimes Statistics Act, DigiPen Institute of Technology will publish annual crime statistics.

DigiPen Institute of Technology has the responsibility of gathering the data used to prepare the annual crime statistics. The data is obtained from reports to the administration office, the Redmond Police Department, and DigiPen's Facilities department. Data is obtained annually from the Redmond Police Department and compared with data gathered at the Institute. The resulting data is 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, and on public property within, or immediately adjacent to and accessible from, the campus. 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.

Upon request, prospective students and employees will be informed of the availability of the annual crime statistics, and will be given an opportunity to request a copy of the report.

The SVP of Facilities Management is responsible for the Safety and Security web page for the students, faculty, and staff. This web page contains all public safety information.

Public Crime Statistics for the Past Three Years

Below are statistics for the three previous calendar years. The Redmond Police Department provides the statistics for incidents occurring on streets and sidewalks bordering the campus. The SVP of Administration compiles statistics for a summary of on-campus crimes, as provided by the Office of Student Affairs and Facilities, and crimes bordering the campus, as provided by the Redmond Police Department.

CRIMINAL OFFENSES – ON CAMPUS

OFFENSE	2018	2019	2020
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	1
Burglary	2	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

CRIMINAL OFFENSES – NONCAMPUS

OFFENSE	2018	2019	2020
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	0
Burglary	0	1	0

Motor vehicle theft	2	0	0
Arson	0	0	0

CRIMINAL OFFENSES – PUBLIC PROPERTY

OFFENSE	2018	2019	2020
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	1
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

VAWA OFFENSES – ON CAMPUS

OFFENSE	2018	2019	2020
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	2	0

VAWA OFFENSES – NONCAMPUS

OFFENSE	2018	2019	2020
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	1

VAWA OFFENSES – PUBLIC PROPERTY

OFFENSE	2018	2019	2020
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

ARRESTS – ON CAMPUS

OFFENSE	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

ARRESTS – NONCAMPUS

OFFENSE	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

ARRESTS – PUBLIC PROPERTY

OFFENSE	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

DISCIPLINARY ACTIONS – ON CAMPUS

OFFENSE	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

DISCIPLINARY ACTIONS – NONCAMPUS

OFFENSE	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

DISCIPLINARY ACTIONS – PUBLIC PROPERTY

OFFENSE	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

UNFOUNDED CRIMES

OFFENSE	2018	2019	2020
Total unfounded crimes	0	0	0

Hate Crimes

There were no hate crimes reported for the years 2018, 2019, and 2020.