

Digital Media Institute at InterTech Clery Act Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires postsecondary institutions to disclose the number of instances in which specific types of crimes have occurred on campus property and public property in the surrounding area. This report is prepared by Digital Media Institute at InterTech (DMII) Staff in cooperation with local law enforcement agencies. In compliance with this law, the following reflects this institution's crime statistics for the period between 1/1/2016 and 12/31/2018.

See below map which includes our Clery geography:



Note: In complying with the crime statistical reporting requirements, the DMII provides a map to current and prospective students and employees that depict its campus.

The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Report Distribution Date: July 1, 2019

Occurrences within the 2016, 2017 and 2018 Calendar Years

Crimes Reported	2016	2017	2018	Location: C=Campus N=Non-campus P=Public Area
Criminal Offense				
Murder (Includes non-negligent manslaughter)	0	0	0	
Negligent manslaughter	0	0	0	
Robbery	0	0	0	
Aggravated assaults	0	0	0	
Burglaries	0	0	0	
Motor Vehicle Thefts (on Campus)	0	0	0	
Arson	0	0	0	
Larceny - Theft	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction/Damage /Vandalism of property	0	0	0	
Any other Crime involving bodily injury	0	0	0	
Sex Offenses				
Sex offenses - forcible	0	0	0	
Sex offenses - non-forcible	0	0	0	
Rape & Forcible Foundling	0	0	0	
Domestic violence	0	0	0	
Dating violence	0	0	0	
Stalking (including cyber-stalking)	0	0	0	
Gender Identity	0	0	0	
Arrests				
Illegal Weapons Possession	0	0	0	
Drug Laws	0	0	0	
Liquor Laws	0	0	0	
Simple Assault	0	0	0	

***The above statistics were compiled by the Shreveport Police Department for offenses and arrests at the location of the campus and adjacent blocks.**

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Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Contact Information:

Office Responsible to provide a copy of the Campus Security information	John Miralles, Executive Director; or Elizabeth Simons, Marketing & Communications Liaison
Who to contact to report an incident at the Institution	John Miralles, Executive Director

Violence against Women – Definitions of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. “Domestic violence” means a “felony or misdemeanor crime of violence committed by—
 - A current or former spouse or intimate partner of the victim,
 - A person with whom the victim shares a child in common,
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
 - Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction”

2. “Dating violence” means “ violence committed by a person –
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of the relationship; and
 - The frequency of interactions between the person involved in the relationship.”

3. “Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - Fear for his or her safety or the safety of others; or

- Suffer substantial emotional distress.”

If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:

Contact Information:

Who to contact to report an incident at the Institution	John Miralles, Executive Director
Local Law enforcement agency to report an incident that occurred off campus	Shreveport Police Department
List agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim and might need assistance.	Louisiana Coalition Against Domestic Violence http://lcadv.org/ 1-888-411-1333 Louisiana Foundation Against Sexual Assault www.LAFASA.org 888-995-7273

Sexual Assault Education & Prevention Programs

DMII educates the student community about sexual assaults and date rape through permanent links on the website to sexual assault and violence prevention programs. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment and report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Sexual assaults on campus should be reported immediately to the Executive Director, who will report it to (911) emergency and police units. DMII has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest. Though DMII does not have on-campus counseling services, we recommend that victims of sexual assault contact either the Louisiana Coalition for Domestic Violence (1-888-411-1333) or the Louisiana Foundation Against Sexual Assault (888-995-7273). DMII is obligated to comply with a student’s request for reasonable accommodation with their academic status following an alleged sex offense.

Procedures for Campus Disciplinary Action

- 1) Both the accuser and the accused are required to meet with the Executive Director. Both parties are entitled to the same opportunities to have others present during this meeting.
- 2) DMII has a zero-tolerance policy for sex offenses, and violation by students or employees could result in expulsion, termination and/or arrest.
- 3) Both the accuser and the accused will be informed of the any disciplinary actions that is brought alleging a sex offense. This information only includes the final determination and any sanction imposed against the accused.

Advising the Campus Community about Sex Offenders

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, DMII is providing a link to the Louisiana State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Any person who uses information contained in or accessed through the Louisiana State Police Sex Offender and Child Predator Registry Website to threaten, intimidate, or harass any individual, including registrants or family members, or who otherwise misuses this information, may be subject to criminal prosecution or civil liability. The Louisiana State Police is responsible for maintaining this registry. Follow the link below to access the Louisiana State Police website. <http://www.lsp.org/socpr/default.html>

General Information:

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the Executive Director and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to the Executive Director in a timely manner (if the ED is not available then report to any DMII Administrative Staff member and they will reach out to the ED on your behalf).
3. If you are the victim of a crime and do not want to pursue action within the school or the criminal justice system, you may still want to consider making a confidential report. DMII Staff will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to without signature. 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. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. If the student wishes not to maintain confidentiality, the student will contact his/her instructor or administrative staff member who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
4. Upon written request, DMII must 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 school 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, DMII will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

5. All reports will be investigated. DMII does not employ Pastoral or Professional Counselors for voluntary, confidential reporting of crime statistics. All crimes will be included in DMII's annual crime statistics, even if a confidential report is made to DMII Staff. Violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the DMII community arises, timely reports or warnings will be issued through e-mail, text message and in-class announcements.
6. Only students, employees and other tenants of the InterTech 1 building should be on institutional property. The building is secured 24 hours a day and is only accessible via a key card. Staff, faculty, and students must carry their keycard, which also acts as an ID badge, at all times. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building.
7. Current policies concerning campus law enforcement are as follows:
 - a) As DMII does not have law enforcement officials directly on campus, employees shall contact their immediate supervisor to report any criminal action or emergency to the appropriate agency by calling Ochsner Health Police at 676-6165 or dial 911. If possible, in the interim, DMII staff shall attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
 - b) The InterTech 1 building does have an MOU with Ochsner Health Police for security purposes. Students and employees of DMII are encouraged to report any criminal activity to University Police in a timely manner.
8. Though DMII does not offer regularly scheduled crime awareness or prevention programs, students and employees are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a) Do not leave personal property in the classroom or flex lab.
 - b) Report any suspicious persons to a school official.
 - c) If you are waiting for a ride, wait within sight of other people.
 - d) The "*Clery Act Annual Security Report*" is available upon request to students, employees (staff and faculty) and prospective students.
 - e) DMII has no formal program that disseminates this information. All information is available on request.
9. DMII does not offer regularly scheduled crime awareness or prevention programs, other than orientation, where all the institution's policies and regulations are properly disclosed to students.

10. Ochsner Health Police do not provide law enforcement service to any activities off-campus criminal activity recognized at any DMII activity or event off campus will be dealt with by the local police authority.
11. DMII does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
12. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
13. Information concerning drug and alcohol abuse education can be found on the Council on Alcohol & Drug Abuse of Northwest LA's website at <https://cadanwla.org/>.
14. DMII encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the Executive Director.

Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's Executive Director but rather contact the appropriate agency by calling (911).

GENERAL EMERGENCY PROCEDURES

Who to Contact

In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, employees and students are authorized make an emergency call to 911. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Executive Director should be notified of the threat.

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

PERSONAL RESPONSIBILITY FOR SAFETY

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Common sense should always be used when dealing with questionable or dangerous situations. Each person is responsible for the following:

Individual Responsibility

Follow all safety procedures as outlined in the Student Handbook. Let your Instructor or an Administrative Staff member know of any condition which might cause injury to any person or property.

Any injuries (to any extent) or damage to property shall be reported immediately to the Executive Director.

If anyone observes another who is about to endanger themselves, another person, or property at DMII they should intervene immediately in such a way as to not endanger themselves.

DMII is a drug and alcohol free work environment. This policy is limited to substances banned by law and does not extend to medically prescribed substances, with the exception of instances in which the prescribed medication impairs the student's ability to perform in class. There is a no tolerance policy for illegal drugs and alcohol. Any student who violates this policy on campus or comes to class impaired will be expelled from the program.

Accident Investigation and Reporting

All accidents and injuries regarding DMII students or employees must be reported appropriately.

Employees shall report any accidents and injuries to their supervisor, and students should report to their Instructor or the Executive Director.

Employee injuries will be reported to the Human Resources Administrator, who will complete the incident report form and make arrangements for medical treatment and drug testing if necessary.

Incidents involving building properties shall be reported immediately to the Executive Director who will document all information and provide a written report to the HR Administrator. The HR Administrator will determine if reporting to the Insurance Carrier is required.

The Facilities Manager will be notified if investigation is required or if the conditions require evaluation for correction of damage or repairs.

All incidents, accidents and injuries should also be reported to the Facility Maintenance Department.

Weapons

It is not permitted to carry firearms or knives with blades longer than four inches on campus. Other weapons, such as explosives or fireworks, also are prohibited on school property. Any student who violates this policy will be expelled from the program.

Fire Safety

The InterTech 1 building has fire safety protection for all occupants by means of fire detection and

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extinguishing systems.

Detection devices will activate upon recognition of heat or smoke in the facility.

Upon detection of heat or smoke indicating a fire or related incident in progress, the following processes will occur:

- a. Audible and visual warning devices will activate on the floor location of the incident and floors above and below the location.
- b. HVAC systems will automatically contain and exhaust smoke from the affected locations. Stairwell exhaust fans will activate to assist in smoke evacuation.
- c. Ochsner Health Police Department, the Shreveport Fire Department, and Facility Maintenance staff will automatically receive notification of alarm and will respond to the incident.
- d. Elevators will automatically return to the ground floor level.
- e. Evacuation and firefighting will be directed by the Shreveport Fire Department.

The fire detection and extinguishing systems are supplied by emergency power. All systems are inspected and certified annually for proper operation.

Fire extinguishers are located strategically throughout InterTech 1. Fire exit signs identify the location of stairwells and emergency exits.

First Aid

First aid kits are located in the classroom, the main office and in the studio. If you feel like you need medical attention that cannot be handled with items in the first aid kit, please inform DMII Administrative Staff as soon as possible.

SEVERE WEATHER

Tornado

If (in the judgment of the Executive Director) the threat of danger to the school or surrounding area warrants it, the following actions may be taken:

- Students and employees will assemble into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these areas until the threat of danger has past.

Flooding

Because of the elevation of the school, DMII is not likely to flood. However, during periods of flooding, the Executive Director will remain in contact with appropriate authorities and will keep both students and

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employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow may make travel dangerous, the Executive Director may dismiss or cancel classes to allow students to return home safely.

Closing the School as the Result of Severe Weather

Only the Executive Director has the authority to close the school, and in that event they will notify the students and faculty.

EMERGENCY RESPONSE & EVACUATION PROCEDURES

DMII is required to immediately notify all students upon confirmation of an emergency or dangerous situation. These situations include, but are not limited to: an outbreak of a serious illness, approaching extreme weather conditions, earthquake, gas leaks, terrorism incidents, armed intruders, bomb threats, rioting, hazardous waste spills, and explosions.

In the event of an actual emergency on campus, DMII will take the following steps to alert students and employees:

- 1) All employees and students are required to alert the Executive Director in case of emergency. The Executive Director will contact appropriate building personnel to confirm that there is an emergency or dangerous situation. If needed local Police will be contacted.
- 2) An Administrative Staff Member will send a mass e-mail to all students and employees as well as a text message. Students and staff should take responsibility for regularly checking their e-mail (all employees and students are given a school e-mail account during orientation) and notify DMII Staff if you change your cell phone number.
- 3) This e-mail/message will contain basic information of the situation and will let students know whether it is safe or not to be on campus. Updates will be sent once the situation has been taken care of or the campus is safe to return to. Instructors will be notified and asked to update students during class. During all notifications of emergency situations DMII will keep names of any victims confidential.
- 4) Members of the larger community who are interested in receiving information about emergencies on campus should notify a DMII Staff member that they would like to receive emergency text messages/e-mails.
- 5) DMII will, without delay, will take into account the safety of the campus community and notify all students and employees of an emergency in a timely manner, unless issuing a notification will

compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

- 6) Points of contact include DMII's Executive Director, John Miralles-318-213-0789; Ochsner Health Police-676-6165 or 911.

Evacuation:

- 7) In a case where the building needs to be evaluated, orderly evacuation and accountability is used to ensure all occupants exit the building safely.
- 8) The decision for facility evacuation will be coordinated through Biomedical Research Foundation Administration, Ochsner Health Police and any other advising agencies.
- 9) The evacuation situation will indicate the communications means utilized. For example, local limited evacuation may be communicated verbally. Prompt, full facility evacuation may require the use of the paging system.
- 10) DMII employees and Students will gather in the South Parking lot to ensure accountability. Employees and students who are not present and accounted for will be reported to Ochsner Health Police.
- 11) Return to the building will only be allowed upon approval by Ochsner Health Police.

DMII tests this Emergency Response and Evacuation Procedures annually, including fire drills, the paging system and text message alerts. Students and staff will be notified of the date and times that the systems will be tested.

CAMPUS MAP (Exits Highlighted)



TIMELY WARNINGS

In the event that a crime or emergency occurs, either on or off campus, that, in the judgment of the Executive Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. These warning(s) are generally written and distributed through the DMII e-mail system to students, faculty and staff. The message will be drafted Executive Director and sent to DMII’s Marketing team for dissemination. Updates with pertinent information are sent via e-mail blast or mass text message.

TO REPORT A CRIME OR EMERGENCY:

Notify the Executive Director of the crime, and dial 911 if it’s an emergency.

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-273-8255
Hospitals:	Phone number
Ochsner Health	1-318-626-0000
Nearby Clinics:	Phone numbers
Urgent Care of Louisiana	1-318-868-2273
Velocity Care Urgent Treatment Center	1-318-798-3763

EMERGENCY COMMUNICATION GUIDELINES

In the event of an emergency that directly affects DMII, all students and employees will be notified by text message and e-mail. Below are some examples of emergency situations and appropriate responses:

Fires:

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1. If you notice a fire on campus grounds, please contact a school official immediately.
2. Clearly identify the location of the incident.
3. Evacuate the area.
4. Call the Fire Department. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

Elevator Outage:

1. All elevators are equipped with telephones directly connected to the Ochsner Health Police Department. Any person trapped on a non-functioning elevator should use this telephone and report the problem to Ochsner Health Police, who will contact the Facilities Maintenance Department.
2. Problems with elevators will be reported to the elevator service vendor. The service vendor is obligated to report to the building and be responsible for the rescue and removal of trapped persons on elevators.

Bomb/Terrorist Threats

1. All DMII students and employees must be prepared to document and report the threat immediately.
2. Do not panic, hang up or put the person on hold.
3. Listen to the entire message without interruption. Write down the entire message and ask the caller to repeat the message. It is important to ask the caller when the device will activate, where it is located, what kind of device, why this is to happen, and who is the caller.
4. Once the caller hangs up, notify the Executive Director.
5. The Executive Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

Disruptive Behavior:

Examples of disruptive behavior include:

- Throwing items at cars, windows, or other people
- Defacing building property

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- Verbal abuse to you or others
- Unauthorized protests

Immediately report all cases of disruptive behavior to the Executive Director.

Drug/Alcohol Intoxication:

Immediately contact the Executive Director.