



MUSICIANS INSTITUTE
COLLEGE OF CONTEMPORARY MUSIC



DEPARTMENT OF CAMPUS SECURITY AND STUDENT AFFAIRS

**MUSICIANS INSTITUTE
2018 CRIME AND SAFETY REPORT**

VERSION

AY2018-18.1



Musicians Institute College of Contemporary Music

Annual Crime and Safety Report

Campus Security

10/01/2018

Welcome to the Musicians Institute's Annual Crime and Safety report. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus.



Musicians Institute College of Contemporary Music

Annual Crime and Safety Data Delay Notification

Campus Security

10/01/2018

Per the Jeanne Clery Act, requesting crime statistics from local law enforcement agencies is an institutional obligation. Schools must request such information in time to include the statistics in a required annual security report to be published by Oct. 1.

Per the California Public Records Act, “the report of crimes and incidents written in the course of business of a law enforcement agency are public records and subject to release under CPRA with some exemptions.” In Los Angeles, California, the entity responsible for carrying out this required delivery of such information and data is the Los Angeles Police Department Discovery Unit.

Musicians Institute requested this information from the Los Angeles Police Department Discovery Unit on Sept. 24, 2018. Based on previous requests which were honored, the College considers this ample time for response by the Discovery Unit. Regardless of the foregoing, despite repeated attempts to attain this information from the Discovery Unit, the College has not received this information in time for the publication of this report. The College includes evidence of this request correspondence as Appendix 1 attached hereto. In the interest of providing some useful/relevant information in this area, the College provides the data from the previous year’s submission. The College will update this report immediately upon receipt from the LAPD Discovery Unit of the most recent crime data.

Individuals in need of further data/information regarding these crime statistics are encouraged to contact the Los Angeles Police Department Discovery Unit at discovery@lapd.lacity.org or by calling 213-978-2100.

2018 Campus Safety and Security Survey

Institution: Main Campus (119270001)
User ID: 88G3141

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-Campus Student Housing Facilities?

No.

Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

2

Last Year

2

2. Does your institution have any noncampus buildings or properties?

Yes

No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.

Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.

Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	1	0
h. <u>Aggravated assault</u>	0	1	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:
 "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On-campus Student Housing Facilities

For each of the following crimes, enter the number reported to have occurred in On-campus Student Housing Facilities.

Crime	Total occurrences in On-campus Student Housing Facilities		
	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime	Total occurrences in or on Noncampus buildings or property		
	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On-campus Student Housing Facilities

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	1	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2015	2016	2017
a. <u>Total unfounded crimes</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



Musicians Institute College of Contemporary Music

Policy Statement Concerning Timely Warnings and Emergency Notification

Campus Security

10/01/2018

In the event that a situation arises, either on or off campus, that, in the judgment of the Office of Campus Security or other qualified member of management constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail and/or sms-based text warning system to students, faculty and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Security Office may also post a notice on the MI website (www.mi.edu) providing the university community with more immediate notification. In such instances, a copy of the notice will be posted at security desks throughout the campus, as appropriate. Barring any system failures, the MI website is accessible via computer by all faculty, staff and students.

Anyone with information warranting a timely warning should report the circumstances to the Campus Security Office, by phone (323.860.1127) or in person at security locations at any of the entrances to MI buildings/campus. Musicians Institute supports the use of timely warning notices as a means of preventing crimes or other serious incidents and to notify the College community of crimes committed on campus and/or in adjacent vicinities. Members of the Musicians Institute community are encouraged to immediately report to the Campus Safety and Security Department crimes and other serious incidents in order to allow issue of a timely warning notice (if/as appropriate).

The College is also committed to ensuring that appropriate information is disseminated quickly and accurately in an emergency situation. Campus Safety and Security Department is responsible for coordinating emergency preparedness efforts, including emergency response and evacuation policies and procedures, in coordination with the College’s senior management team. Emergency policies, procedures, and notification systems are evaluated as needed and tested on an annual basis. Emergency response and evacuation

procedures are publicized on the MI website: <http://www.mi.edu/student-consumer-disclosure/crime-and-safety/>.

The Campus Safety and Security Department Manager, along with senior management determine when and how to issue timely warning notices and emergency notifications. Without delay and taking into account the safety of the College community, they determine the content of the notification and initiate the notification system—with the exception of instances in which issuing such notification, may compromise efforts to assist victim or to contain, respond to, or otherwise mitigate an emergency.

Timely warning and emergency notifications to students, faculty, and staff include the use of Trumphia, Musicians Institute's electronic (SMS) notification system; email; web postings; and/or signage. Inclusion in this process is automatic for all administrative personnel and for all currently registered students.

Other methods—such as web postings, emails and press releases may be used to notify the larger community of emergencies as necessary and appropriate.

If you have any questions about this process, please call or email the Campus Safety and Security Department desk at 323-860-1127 or you may contact the Campus Safety and Security Department Manager at 323-860-1107 / mikeh@mi.edu.

Please note that Trumphia is only as useful as the contact information you provide. With this in mind, it is important that you keep your contact information up-to-date, should a need for emergency contact be required. Emergency policies, procedures, and notification systems are evaluated as needed and tested on an annual basis. These tests may be announced or unannounced and are documented with regard to date, time, type of test and whether it was announced or unannounced.

Emergency response and evacuation procedures are publicized on the MI website: <http://www.mi.edu/student-consumer-disclosure/crime-and-safety/>.



**Musicians Institute
College of Contemporary Music**

Emergency, CSA, and Contact Numbers

Campus Security

10/01/2018

EMERGENCY NOTIFICATION AND TELEPHONE NUMBERS

IN CASE OF EMERGENCY CALL: (323) 860-1127

Call this number at the Campus Safety and Security Office to report all emergencies, including fires or fire alarms, bomb threats, injuries requiring medical assistance, hazardous materials incidents, or any other incident requiring rapid response. Provide all information requested, including name, location, nature of emergency, and your telephone number.

If necessary call 911 and provide notification of the emergency

The Campus Safety and Security Office will dispatch security officer(s), LAPD officers, LAFD personnel, facilities management, or any other assistance required.

Campus Safety Authorities

Public Safety Non-Emergency	(323) 860-1127
Security Manager: Mike Hinksmon	(323) 860-1107
Student Affairs Supervisor: Kelly Chong	(323) 860-4346
Facilities Management	(323) 860-1124
General MI Information	www.mi.edu



Musicians Institute College of Contemporary Music

Emergency Response Plan

Campus Security

10/01/2018

Students, Faculty and Staff are strongly encouraged to review this information so as to ensure readiness and awareness of options in the even an emergency situation should transpire.

The primary purpose of this plan is to ensure the safety and well being of students, staff, faculty, and visitors during an emergency.

A second purpose is to protect our assets and ensure that our programs recover, following a major emergency or disaster.

The Emergency Response / Evacuation Plan will include the following:

- Describe basic emergency communication, response, and evacuation procedures, including emergency roles and responsibilities.
- Provide emergency information for use in classrooms and teaching laboratories by instructors.
- Provide building emergency information, including floor plans.
- Contains the employee roster, to be used at the time of an emergency evacuation to help account for all personnel.
- Recovery procedures.

Copies of this plan will be maintained in the Security Manager and primary administrative offices.

GENERAL EVACUATION PROCEDURES

In many emergency situations, building evacuation will be necessary. The following are the Musicians Institute general evacuation procedures. Additional information about specific types of emergencies is available in later sections of this plan.

- Building occupants will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from building emergency staff, or by self-evident hazardous conditions.
- All staff, faculty, and visitors must leave the building immediately if the fire alarm is activated, or if directed to do so by building staff.
- Building emergency staff will guide and assist the evacuation to the extent possible.
- All occupants should exit the building through the nearest safe exit or stairwell. **Elevators should never be used in an emergency.**
- If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to an alternate exit or exit stairwell.
- During stairwell evacuation, remove high heels, and hold on to the handrail. Allow enough room for others to enter the flow of traffic in the stairwell.
- Once outdoors all occupants should move to the established safe refuge i.e. Mel's Dinner Parking for MI Main Building occupants.
- Staff members should ensure that proper assistance has been summoned if necessary by calling the Department of Safety & Security at (323) 860-1127.
- Once assembled, building emergency staff will account for all occupants, in order to inform arriving emergency services if anyone is missing or possibly still inside the building.
- Building emergency staff will also inform arriving emergency personnel of information about the emergency in the building, including location of hazards and any problems known.
- Building occupants should not re-enter the building until cleared by emergency personnel.

EMERGENCY ROLES AND RESPONSIBILITIES

A. FIRE LIFE SAFETY DIRECTOR

The Fire Life Safety Director oversees response to any emergency situation for the department / school. The Fire Life Safety Director may be the Security Manager, Operations Director, or an individual assigned by them.

In the event of an emergency, the duties of this position include:

- During an evacuation, ensure that the proper assistance has been summoned if necessary.
- Ensure that the emergency response kit is brought to the assembly area by designated staff member, including the employee roster.
- Ensure that emergency response staff or floor warden initiate evacuation procedures, providing instructions to occupants.
- Meet at the evacuation assembly area Grant Parking Lot (located on McCadden Pl) or Mel's Diner Parking Lot (located on the corner of Highland and Hawthorne) whichever area is closest; receive status reports on the various campus buildings from the emergency response staff. Ensure that response staff assesses head count, using the roster maintained in the emergency kit.
- Meet arriving emergency services personnel, providing information on location of the emergency, layout of the building(s), any problems requiring assistance, and location of personnel.
- Help to ensure that building occupants do not enter the building until cleared to do so by emergency services.
- If there are individuals in the building who require assistance in evacuation due to disability, ensure that assistance is provided.
- In a large scale campus emergency, help coordinate staff response in handling minor problems and report major problems to Fire or Police Departments.
- If necessary, ensure that faculty and staff are informed of key developments such as temporary suspension of programs, building closure, special alerts, and other pertinent information.

B. BUILDING EMERGENCY RESPONSE STAFF

Designated staff members of the Musicians Institute will serve as the building's emergency response staff. Each response staff member has been assigned responsibility for a designated zone of the building. Their assignment is to assist in coordinating responses in an emergency, ensuring that appropriate initial action has been taken, including activation of the alarm system if necessary and summoning emergency assistance.

Specific responsibilities during an emergency evacuation include:

- Make a quick check of your zone to ensure that everyone has been notified of the need to evacuate the building. Advise building occupants that they must leave the building immediately. This should be done quickly and in a manner that does not endanger your safety.
- Direct all building occupants not to use the elevator, but to proceed to the nearest stairwell. Direct those to exit the building and proceed to the assembly point at Grant Parking Lot (located on McCadden Place and Hawthorne) or Mel's Diner (located on the corner of Highland and Hawthorne).
- If the nearest stairwell is obstructed by smoke, fire or other hazards, direct occupants to the alternate exit.
- If any occupant requires assistance in moving down the stairwell due to a disability, ensure that the appropriate assistance is provided. See "Emergency Evacuation for Persons with Disabilities" later in this section.
- Proceed to the evacuation assembly area and assess the personnel headcount for your zone (building).
- Provide a status report to the Chief Emergency Coordinator on any problems, including individuals who are missing and still may be in the building, any problems requiring immediate assistance by emergency services, and any disabled individuals who require evacuation assistance.
- Help to ensure that building occupants do not re-enter the building until cleared to do so by emergency services.
- Assist in disseminating emergency instructions or information.
- Assist in providing information to emergency services as they arrive.

EMERGENCY RESPONSE KIT

Musicians Institute will maintain a basic emergency kit for general use in the Security Office (located on the first floor across from McCadden security desk. In an emergency evacuation, the kit will be transported by security personnel outdoors to the evacuation assembly area. The kit contains:

- A copy of this emergency plan, along with a current employee roster. The roster will be used in accounting for building personnel after an evacuation.
- First aid supplies. In some emergencies, our personnel may have to provide first aid to those with non-life threatening injuries.
- Flashlights and extra batteries.
- AM/FM radio and extra batteries.
- Small emergency water supply.

In addition, it is recommended that all staff and faculty members maintain a personal emergency kit in their work area. This kit should include:

- Water and non-perishable food.
- Emergency space blanket.
- First aid supplies.
- Personal medication and extra eye glasses.
- Portable AM/FM Radio (spare batteries).
- Flashlight (spare batteries).
- Money (small amount).
- Work Gloves (optional).
- List of essential phone numbers, including an out of state family contact number.

FIRE EMERGENCY PROCEDURES

IF YOU DISCOVER A FIRE OR SMOKE

- Remove anyone from immediate danger.
- Confine the fire by closing doors as you leave the area.
- Activate the closest fire alarm to alert building occupants.
- Call MI Security, 323 860-1127 and give the following information:
 - a. Building Name
 - b. Floor or room number
 - c. Size or type of fire
 - d. Your location

- Attempt to put out with portable fire extinguisher ONLY when:
 You have been properly trained
 The fire is small (wastebasket size)
 You are not alone
 A safe escape route is present
IF THIS IS NOT TRUE, SIMPLY CLOSE THE DOOR AND EVACUATE.
- Evacuate by the nearest exit or exit stairwell. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep stairwells safe for evacuation and fire personnel.
- Go to your pre-determined Evacuation Assembly Point (Grant Parking Lot on McCadden)
- Once assembled, help to account for personnel and report to the emergency staff if any occupants are unaccounted for and may be still in the building.

IF YOU HEAR OR SEE A FIRE ALARM

- Never assume the fire alarm is a false alarm
- Move to the safest exit or stairwell
- Close doors as you leave the area
- Exit the building
- Proceed to the designated meeting area
- Wait for further instructions from Security or the Fire Department

IF TRAPPED INSIDE YOUR CLASSROOM OR OFFICE:

- **CALL 911**
 - Wedge cloth material along the bottom of a door to keep out smoke
 - Close as many doors as possible between you and the fire
 - If windows are operable, and you must have air, open window
 - Break windows as a last resort, as they cannot be closed if necessary
- If necessary signal through the window to let Fire Department know your location



Musicians Institute College of Contemporary Music

Policy Statement Addressing Disclosures of Alleged Crimes of Violence or Non-forcible Sex Offenses

Campus Security

10/01/2018

The Musicians Institute Security Office prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located at <http://www.mi.edu/student-consumer-disclosure/crime-safety/>.

This report is prepared in cooperation with the local law enforcement agencies surrounding the MI campus and facilities, Campus Security, and the Office of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to Campus Security, designated campus and security officials and general campus staff. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification via college email.

Copies of the report may also be obtained via the web link above. Prospective students are notified of the availability of this report via the inclusion of the related web link address in the initial letter they receive from Musicians Institute.

Finally, the report is available to the general public via the mi.edu website under *Student Consumer Disclosures/Crime and Safety* link.



Musicians Institute College of Contemporary Music

Policy Statement Concerning How to Report Criminal Offenses

Campus Security

10/01/2018

To report a crime:

Contact Campus Security at 323.860.1127 (non-emergencies), dial 9-1-1- (emergencies only).

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the MI Campus should be reported.

In addition you may report a crime to Student Affairs and/or any member of MI Management.

Campus Safety Authorities

Public Safety Non-Emergency

(323) 860-1127

Security Manager: Mike Hinksmon

(323) 860-1107

Student Affairs Supervisor: Kelly Chong

(323) 860-4346

Facilities Management

(323) 860-1124

General MI Information

www.mi.edu



Musicians Institute College of Contemporary Music

Policy Statements Concerning Voluntary Confidential Reporting

Campus Security

10/01/2018

While MI will work to secure the privacy of all parties involved in such reports, all reports will be investigated. The College supports the voluntary, confidential reporting of crimes through the office of Campus Security.

Violations of the law will be referred to law enforcement agencies and when appropriate, to the University Disciplinary Committee for review. When a potentially dangerous threat to the College community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers, in-class announcements, or other appropriate means.

Counselors and other professionals engaged by the college for the counseling and support of students are encouraged, should they decide it appropriate, to inform students of their option to report crimes, voluntarily and confidentially, for inclusion in the annual disclosure of crime statistics.



Musicians Institute College of Contemporary Music

Policy Statements Concerning Counselors and Confidential Reporting

Campus Security

10/01/2018

Pastoral and professional counselors and other professionals engaged by the college for the counseling and support of students may be exempt from reporting requirements. As such, and at their discretion, such counselors/professionals are encouraged, should they decide it appropriate, to inform students of their option to report crimes, voluntarily and confidentially, for inclusion in the annual disclosure of crime statistics.

Such counselors are encouraged to inform students that they may make a voluntary/confidential report through the office of Campus Security. Campus Security will endeavor at all possible cost to honor the confidentiality of the report and to include the content in the relevant ASR.



Musicians Institute College of Contemporary Music

Policy Statements Concerning Security and Access

Campus Security

10/01/2018

Musicians Institute campus buildings are secured 24 hours a day. With the exception of campus closures, the College will be open to students, employees, contractors, guests, and invitees. All others must seek admittance through the Office of Campus Security.

Some facilities, such as the MI Library, may have individual hours, which may vary at different times of the year.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. The Director of Campus Security reviews these results. These surveys examine security issues such as locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities Management and Campus Safety, and Maintenance meet monthly to discuss issues of pressing concern.



Musicians Institute College of Contemporary Music

Policy Statements Concerning Campus Law Enforcement Authority

Campus Security

10/01/2018

Musicians Institute College Security offices have the authority to ask persons for identification and to determine whether individuals have lawful business at the College.

Safety and Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Security Office at Musicians Institute maintains a highly professional working relationship with the Los Angeles Police Department. On occasion, the staff may collaborate with other agencies in the interest of public and campus safety. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security Office and the appropriate police agency.

Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.



Musicians Institute College of Contemporary Music

Policy Statement Regarding the Encouragement of Accurate and Prompt Crime Reporting

Campus Security

10/01/2018

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Security Office in a timely manner

To report a crime or an emergency, Contact Campus Security at 323.860.1127 (non-emergencies), dial 9-1-1- (emergencies only).

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the MI Campus should be reported.

In addition, you may report a crime to Student Affairs and/or any member of MI Management.

Campus Safety Authorities

Public Safety Non-Emergency	(323) 860-1127
Security Manager: Mike Hinksmon	(323) 860-1107
Student Affairs Supervisor: Kelly Chong	(323) 860-4346
Facilities Management	(323) 860-1124
General MI Information	www.mi.edu



Musicians Institute College of Contemporary Music

Policy Statement Addressing Security Awareness Programs for Students and Employees

Campus Security

10/01/2018

During orientation, students are informed of services offered by the MI Campus Security Office. These presentations outline ways to maintain personal safety and security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees.

Periodically during the academic year MI Campus Security, in cooperation with other college organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety and security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays and videos.

When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent via email and/or text-based sms notification system.



Musicians Institute College of Contemporary Music

Policy Statement Addressing Crime Prevention Programs for Students and Employees

Campus Security

10/01/2018

Campus Security personnel facilitate programs for student, parent, faculty, and new employee orientations, student organizations, providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call MI Security for assistance.



Musicians Institute College of Contemporary Music

Policy Statement Addressing Criminal Activity Off Campus

Campus Security

10/01/2018

Musicians Institute does not provide security services to non-student/non-employees. Furthermore, with the possible and uncommon exception of some MI-sponsored events, Musicians Institute Security services are restricted to the Musicians Institute campus and areas immediate thereto.



Musicians Institute College of Contemporary Music

Policy Statement Addressing Alcoholic Beverages

Campus Security

10/01/2018

The consumption, sale or the furnishing of alcohol on the Musicians Institute Campus or at Musicians Institute or at Musicians Institute Facilities is forbidden. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). The campus and facilities of Musicians Institute are to designated as 'drug-free' areas and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws, along with the rules of MI, in particular, are strictly enforced by Musicians Institute Campus Security. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment.



**Musicians Institute
College of Contemporary Music**

Policy Statement Addressing Illegal Drug Possession

Campus Security

10/01/2018

The Musicians Institute campus and Facilities have been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Musicians Institute Campus Security. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.



Musicians Institute College of Contemporary Music

Policy Statement Addressing Substance Abuse Education

Campus Security

10/01/2018

PREVENTION PROGRAMS

Information on Musicians Institute's drug policies may be found on the Student Portal under the Student Affairs menu tab. There are two links via which the Drug Prevention Policy may be accessed: the Drug Prevention Policy link or the Student Rights and Disclosures link (the Drug Prevention Policy is under the title Drug and Alcohol Prevention Information). In addition to the Drug Prevention Policy link, the Student Rights and Disclosures link has a link for Appendix C, which describes the health risks of various narcotics. Students are informed of the Student Rights and Disclosures link during Registration and are required to sign the Student Rights and Disclosures.

In addition, our personal counselor, Susan Bowling, has extensive experience with substance abuse issues and treatment (I attached a flyer with her bio). She maintains a list of facilities to which we may refer students who are seeking treatment.

LOCAL, STATE & FEDERAL LEGAL SANCTIONS

The State of California sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available at <http://www.abc.ca.gov/>.



Musicians Institute College of Contemporary Music

Policy Statement Addressing Disclosures of Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

Campus Security

10/01/2018

Musicians Institute 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 college 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, Musicians Institute will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.



Musicians Institute College of Contemporary Music

Policy Statement Addressing Preventing and Responding to Sex Offenses

Campus Security

10/01/2018

Musicians Institute endeavors to educate the student community about sexual assaults and date rape through freshman orientations each fall. The Office of Campus Security offers sexual assault education and information programs to College students and employees upon request.

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. The Musicians Institute Office of Campus Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus security officer and/or to a Student Affairs representative.

When a sexual assault is reported, the Los Angeles Police will be notified by Campus Police as a matter of protocol. The representative from the Police department will guide the victim through the available options and support the victim in his or her decision.

Should a victim of a sex offense request a change in academic situation (such as switching classes, faculty, etc.), Musicians Institute will make such changes if they are reasonable and available.

College disciplinary proceedings are detailed in the Student Handbook. The Handbook provides, in part, that the accused and the victim may each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College conduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense.

Various counseling options (on- and off- campus) are available to victims of sex offenses:

On-Campus services:

The Office of Student Affairs schedules professional counseling sessions for students:

studentaffairs@mi.edu

(323)860-4346

Off-Campus services:

HOTLINES

Emergencies (Fire Dept., Police, Paramedics & Highway Patrol)

Dial: 911

Suicide Prevention Lifeline

www.suicidepreventionlifeline.org

(800) 273-TALK

Sexual Assault Hotline

www.rainn.org

(800) 656-HOPE

Substance Abuse Treatment Helpline

www.samhsa.gov

(800) 662-HELP

CLINICS

Hollywood Walk-In Clinic

www.hollywoodclinic.net

6430 Selma Ave., Hollywood

(323) 848-4522

Advanced Therapy Institute

Lyn Paul Taylor, RPT

www.advtherapy.net

3250 Wilshire Blvd. Ste. 1505, Los Angeles

(213) 384-2330

Hollywood Sunset Free clinic

www.hsfreeclinic.org
3324 Sunset Blvd., Los Angeles
(323) 660-2400

The Saban Free Clinic

www.thesabanfreeclinic.org
(323) 653-1990
6043 Hollywood Blvd., Hollywood
8405 Beverly Blvd, Los Angeles
5205 Melrose Ave, Los Angeles

Planned Parenthood (Free)

www.plannedparenthood.org
1014 1/2 N. Vermont Ave., Los Angeles
(800) 576-5544

Behavioral Health Services

www.bhs-inc.org
6838 W. Sunset Blvd, Hollywood
(323) 461-3161

LA County Health Services

www.ladhs.org
313 N. Figueroa St., Los Angeles
(800) 427-8700

Department of Public Health

Hollywood/Wilshire Public Center
www.publichealth.lacounty.gov
5205 Melrose Ave., Los Angeles
(323) 769-7800



Musicians Institute College of Contemporary Music

Policy Statement Addressing Sex Offender Registration

Campus Security

10/01/2018

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, the Musicians Institute Office of Campus Security is providing a link to the California 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.

Link: http://meganslaw.ca.gov/search_main.



Musicians Institute College of Contemporary Music

Policy Statement Regarding Change in Academic Situation for Victims of Sexual Offense

Campus Security

10/01/2018

Should a victim of a sex offense request a change in academic situation (such as switching classes, faculty, etc.), Musicians Institute will make such changes so long as they are reasonable and available.

Possible options for such changes:

- Change in schedule
- Change in faculty/teacher
- Change in program sequence
- Change in classmate/partner within class
- Other changes as appropriate, available and reasonable

Individuals may make such requests through the office of Student Affairs.



Musicians Institute College of Contemporary Music

Campus Policy on Sexual Assault/ Misconduct/ Domestic Violence/ Dating Violence

Campus Security

10/01/2018

Musicians Institute expects that all members of the college community – students, faculty, staff and other involved parties – will be able to pursue their education and perform their duties in a secure environment, without sexual pressure, sexual violence and sexual intimidation. The college community is committed to fostering a safe campus environment where sexual misconduct and violence are unacceptable, and where survivors or those who believe they were harmed by another in violation of this policy are provided support and avenues of redress as appropriate. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Musicians Institute is committed to providing a consistent, timely, and supportive response to any victim of sexual assault/violence within the campus community.

Musicians Institute recognizes that a survivor may wish to preserve her or his privacy after a traumatic experience, it should also be understood that the college has a responsibility to ensure the safety of the campus as a whole and that certain information may be made public. Where situations exist that are deemed a danger to the MI community at large, some details about a sexual assault may be publicly released. Further, the Clery Act mandates the annual disclosure of statistics of sexual assaults known to have occurred within certain geographical areas.

Other inappropriate conduct may also be disclosed confidentially or reported formally without confidentiality to the Office of Campus Safety and/or the Los Angeles Police Department.

Other such inappropriate conduct may include: repeated telephone or email contacts of a lewd or obscene nature, personal threats, stalking, domestic violence, and sexual harassment.

Definitions

For the purposes of this policy, **sexual misconduct/sexual assault** is defined as any sexual act perpetrated upon a person:

1. Without his or her consent;
2. Where the assailant uses physical force, threat, coercion or intimidation to overpower or control the survivor;
3. Where the survivor fears that she or he or another person will be injured or otherwise harmed if she or he does not submit;
4. Where the survivor has an impaired ability to give or withhold consent due to the influence of alcohol or other drugs; or
5. Where consent is otherwise not freely given.

A **sexual act** includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling and groping.

Consent is defined as positive cooperation. Consent is informed, knowing and voluntary. Consent is active, not passive.

Silence, in and of itself, cannot be interpreted as consent. When people consent to sexual activity, they will have indicated, verbally or otherwise, that they are participating willingly, freely and voluntarily. Consent is an ongoing process in any sexual interaction. Consent may be withdrawn at any time during a sexual interaction. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

If you have sexual activity with someone you know to be – or should know to be – mentally or physically incapacitated (by alcohol or other drug use), unconsciousness or passed out, you are in violation of this policy.

Incapacitation is a state where one cannot make a rational, reasonable decision because he or she lacks the ability to understand basics of the sexual interaction.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her/his/others' safety, or to suffer substantial emotional distress

Students should understand that the following circumstances apply to any of the above-listed standards or to any other kind of sexual misconduct by an individual student or in concert with others:

- Sexual activity and behavior, which is not consensual is defined as sexual misconduct, whether the assailant is a stranger or an acquaintance of the complainant.
- Intoxication of the accused does not diminish his or her responsibility for a sexual misconduct act.
- In situations where the complainant is incapacitated or incapable of giving consent, which includes, but is not limited to, when the complainant is unable to consent due to consumption of alcohol or drugs, the accused is responsible for misconduct if the accused sexually violates the complainant.

The Student Conduct Code forbids sexual misconduct.

Sexual harassment is defined in the student conduct code policy on sexual harassment.

Response to Reports of Sexual Assault and Sexual Misconduct

MI is committed to creating a campus environment that ensures prompt reporting and timely and just adjudication of sexual misconduct cases. It is the goal of the college to provide students who are survivors of sexual misconduct or assault or attempted assault with support and services and to ensure that certain rights that shall be respected by all college employees.

Students who believe they have experienced sexual misconduct may file a formal complaint with the college and/or pursue criminal charges or legal redress. Herein, alleged assailants will be referred to as "named student(s)" and the student filing the report of sexual misconduct will be referred to as the "reporting student(s)."

These rights include, but are not limited to, the following:

- The right to be treated with respect and dignity by college officials.
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities.
- The right to be informed of their reporting options with regard to notifying law enforcement authorities, and to be assisted in notifying such authorities if they so choose.
- The right to be free from pressure to report assaults as lesser offenses than the reporting student perceive them to be.
- The right to be free from any suggestion that a reporting student somehow contributed to or had a shared responsibility in the assault.
- The right to have sexual misconduct incidents investigated by the proper civil and criminal authorities, and to have the full and prompt assistance and cooperation of campus personnel in this regard (in addition to any campus disciplinary proceedings via the Student Conduct Code).
- The right to the same level of support at any proceeding as is permitted to both the reporting student and the named student(s); and the right to be notified in a timely manner of the outcome of such proceeding.
- The right to full and prompt cooperation from campus personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings.
- The right to have access to existing campus counseling and medical professionals, victim support services, and to be given referrals to off-campus counseling and support services if desired.
- The right to live, to attend classes, and to work in an environment free from unwanted contact or proximity with named student(s) so far as the college may have influence.

The college will not support retaliation against any person for exercising the right to make a formal or informal sexual misconduct complaint, to use any of the informal processes provided by the college or to testify or offer evidence connected with a complaint. Retaliation is a violation of this policy whether or not the underlying claim of sexual assault is proven. The reporting student has the option of participation within the college's judicial proceeding. Should the reporting student choose not to participate, the college still retains the right to proceed with disciplinary action.

What To Do If You Are Sexually Assaulted

If you or someone you know has been sexually assaulted recently, there can be time-sensitive decisions to make about preventing sexually transmitted infections, preventing pregnancy and collecting physical evidence. Students who have been sexually assaulted are advised to proceed with the following:

Immediate Action to Take

- Go to a safe location.
- Contact the Rape Treatment Center, (310) 319-4000 (24 hours), or Peace Over Violence, (213) 626-3393 (24 hours).
- Get medical care as soon as possible. Go to a hospital, emergency room or a specialized forensic clinic that works with sexual assault survivors. Some options in Los Angeles include the Rape Treatment Center, (310) 319-4000 (24 hours), and the Violence Intervention Program, (323) 226-3961 (24 hours). Both locations provide medical care and the collection of forensic evidence. You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception. If you think you may have been given a rape drug, request that the hospital or clinic take a urine and blood sample. These samples need to be collected quickly as these drugs leave the system quickly.
- If you want to report the crime immediately, call 911 (24 hours).
- Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime. Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all the clothing you were wearing at the time of the assault and bring them and any other potential evidence to the medical exam. Place each item of clothing in a separate paper bag (do not use plastic bags). Do not clean or disturb the area where the assault occurred.
- Call a trusted friend, family member or someone else who can provide support.

MI will, upon written request, disclose to the alleged victim (or their next-of-kin, in cases in which the victim is deceased) of a crime of violence or a non-forcible sex offense, the report on the results of any discipline proceeding conducted by the college against a person who is the alleged perpetrator of the crimes or offense.

A crime of violence is refers to an offense that has includes the use, attempted use, or threatened use of physical force against the person or property of another, any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Confidentiality

Students who have been sexually assaulted or are victims of sexual misconduct may receive confidential assistance from the Office of Student Affairs, Campus Security, Title IX Coordinator.

Named Students

When a report is made alleging that sexual misconduct has been perpetrated by a student against another individual, MI is committed to providing a fair and equitable adjudication, in addition to assisting the law enforcement authorities with any criminal investigation that might occur.

Students should understand that the use of alcohol or other drugs in no way diminishes their personal responsibility for acts of sexual misconduct perpetrated while under the influence of such substances.

Retaliation

Musicians Institute prohibits retaliation, including but not limited to making any threatening communication by verbal, written and/or electronic means, against any individual who reports and/or provides any information concerning unlawful discrimination, harassment and/or other violations of MI policies, rules and standards of conduct. Any student or employee found engaging in retaliation will be subject to disciplinary action up to and including suspension and/or termination of employment.

Sanctions

Students found responsible for any violation of the Student Conduct Code, including, but not limited to, sexual assault, are subject to disciplinary action up to and including suspension or expulsion from the college.



Musicians Institute College of Contemporary Music

Drug-Free School Policy

Campus Security

10/01/2018

This document has been designed to inform Musicians Institute students, prospective students and staff of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and the policies that Musicians Institute (MI) requires of its students, staff and faculty. MI students, staff and faculty are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on MI campuses or when participating in any MI activity. Students or employees who violate this policy are subject to disciplinary action up to and including expulsion or termination from employment (refer to the MI student conduct policy for additional details regarding disciplinary actions).

Students may obtain information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs (See Appendix C) from the Student Affairs Office. The Student Affairs Office will also assist in referring students to recovery and/or treatment programs. Specific school policies prohibit:

- Use, possession, sale, distribution and/or production of alcoholic beverages, acting as an accessory, liaison, or facilitator for any of the above except at a time, location and circumstance expressly permitted by MI and government regulations
- Use, possession, sale, distribution, and/or production of narcotics or other controlled substances, including related paraphernalia, or acting as an accessory, liaison, or facilitator for any of the above.
- Public intoxication anywhere on MI's premises or at functions sponsored by or participated in by MI.

Note: Responsibility is not diminished for acts in violation of Musicians Institute rules and regulations or other laws that are committed under the influence of alcohol or any illegal drugs or controlled substances.

Recent federal anti-drug laws affect a number of areas in everyone's lives. MI students violating this policy could lose eligibility for financial aid or could be denied other federal benefits such as Social Security, retirement, welfare,

health, disability, and veterans' benefits.

The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

In addition to local and State authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U. S. Coast Guard. Important facts to be aware of include:

- It is a crime to hold someone else's drugs.
- It is a crime to sell fake drugs.
- You can be arrested if you are in a house (or an institution) where people are using drugs, even though you are not.
- You can be charged with possessing drugs even if it is not found on you personally.
- You are considered to possess, under legal terms of constructive possession," drugs found in your locker, purse, car, or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States. Drugs can be highly addictive and injurious to the body. People tend to lose their sense of responsibility and coordination. Restlessness, irritability, anxiety, paranoia, depression, slowed movement, inattentiveness, loss of appetite, sexual indifference, comas, convulsions, or even death can result from overuse or abuse of drugs. Not only does the person using the drug subject themselves to all sorts of health risks, drug use can and, in many instances does, cause grief and discomfort to innocent people.

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A drug-induced brain, for example, affects the wide range of skills needed for safe driving. Further, reflexes are slowed, making it hard for drivers to respond to sudden unexpected events. Alcohol-related highway deaths are the top

killer of 15-24 year olds. In certain cases, students and employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment programs. Students who believe that they have a substance abuse problem and are seeking treatment may contact the Student Affairs Office for counseling assistance. Musicians Institute offers free psychological counseling to currently enrolled students. To request a referral for psychological counseling, contact a Student Affairs Counselor, all such matters will be handled confidentially.

There are also drug or alcohol counseling, treatment and rehabilitation facilities available in the local area where individuals can seek advice and treatment. The yellow pages of the local telephone book are an excellent source. Look under the heading "Drug Abuse and Addiction –Information and Treatment."

National organizations also offer help, information and resources. The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252- 6465. The Cocaine Hotline, 1-800-444-9999, is also open 24 hours a day. The National Institute on Drug Abuse Hotline is available from 8:00 a.m. to 2:00 a.m., Monday through Friday, and 11:00 a.m. to 2:00 a.m. on weekends, 1-800-662-4357. Dependency upon drugs can only lead to a life of misery and misfortune. The illegal use or abuse of drugs has a very high impact on our society and the types of crimes committed. To support a drug habit, people may resort to many things that can lead to a life of misery or, in some instances, death. See Appendix C for a complete list of the Health Risks associated with alcohol dependency.

The dollar costs can range from \$200 to \$3,000 per week to support a habit. More importantly, a drug habit impacts a person's family, lifestyle, education and career prospects as well as one's physical well-being and self-respect. Treatment is available and may be expensive. For example, a typical live-in program lasting four (4) weeks can cost from \$5,000 to \$15,000. Outpatient programs cost from \$1,000 to \$5,000. Who pays for these treatments? There may be programs that cover the costs. One way or another, the person and the taxpayer pays! It has been proven that an individual "hooked" cannot just stop, but requires professional care to kick the habit.

There are classic danger signals that could indicate the first sign of drug use. The primary ones that could call attention to one's use of drugs are:

- Abrupt changes in mood or attitude

- Continuing slump at work or in school
- Continuing resistance to discipline at home or school
- Inability to get along with family or friends
- Regular temper flare-ups
- Increased borrowing of money
- Heightened secrecy/isolation
- Acquiring a whole new set of friends.

MI requires that any person observing any student or staff engaging in prohibit drug or alcohol use on campus immediately notify the Safety and Security Manager. Caution must be observed, however, to avoid wrongful accusation of a person suspected of taking drugs as an improper accusation could lead to embarrassment to both the individual and the Institution. Once it has been determined by management that assistance to overcome the problem is indicated, the individual and his/her family should be counseled on the need for assistance. Confidential student records will be maintained of any such counseling provided to an individual. MI can only offer limited psychological counseling and advice. Additional support or treatment must be an expense borne by the student. If the individual is in immediate danger of harming himself/herself or others, local law authorities and immediate family members will be contacted immediately by MI staff.

Students and staff who violate the MI standards of conduct subject themselves to disciplinary action. Faculty, staff, and students employed under the Federal Work Study Program are issued a copy of this policy to educate them to the provisions of the Drug-Free Workplace Act of 1988. (Institutions participating in campus-based programs must maintain drug-free workplaces.) Employees must notify the MI Human Resource Manager in writing of a conviction of a criminal drug statute occurring in the workplace within five days after receiving the conviction.

Disciplinary action for a violation of the student conduct policy regarding alcohol or illicit drugs can range from oral and written warnings up to and including suspension, expulsion depending on the circumstances (refer to the MI student conduct policy for additional details regarding disciplinary actions). It is the intent of Musician Institute's administration to review the effectiveness of the campus Drug Prevention program on a biennial basis to ensure:

- The effectiveness of the program and to modify where necessary.
- That sanctions are consistently enforced.
- A record of reviews will be kept. These reviews will be maintained and

available to appropriate agencies as required.

APPENDIX C

HEALTH RISKS ASSOCIATED WITH ALCOHOL

Alcohol and or illicit drug use causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol or illicit drugs also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol or illicit drugs may cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol or illicit drugs will produce the effects just described.

Repeated use of alcohol or illicit drugs can lead to dependence. Sudden cessation of intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Withdrawal from these substances can be life threatening. Long-term consumption of large quantities of alcohol or illicit drugs, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome.

These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Mothers using illicit drugs during pregnancy endanger the health of the fetus and risk giving birth to a drug dependent infant.

ATTACHMENT B

DRUG -FREE SCHOOLS AND COMMUNITIES ACT OF 1989

The Congress of the United States has established legislation, which requires educational institutions to provide information to students and employees regarding illicit drugs and alcohol abuse. This legislation is commonly referred to as the Drug Free Schools and Communities Act of 1989. Colleges and universities are required to certify that they attempt to prevent the unlawful possession, use, and/or distribution of drugs and alcohol by students and employees.

Musicians Institute is committed to maintaining a drug-free environment for students and employees. Policies and information pertaining to alcohol and substance abuse are found in the Drug Prevention Program section of this policy. Musicians Institute is committed to maintaining a drug-free environment for students and employees. Any students who would like to receive additional information or confidential assistance may contact the Student Affairs office



**Musicians Institute
College of Contemporary Music**

Appendix 1: Record of Attempts to Attain Crime Information

Campus Security

10/01/2018

Musicians Institute requested campus crime information from the Los Angeles Police Department Discovery Unit on August 1, 2017. Based on previous requests which were honored, the College considers this ample time for response by the Discovery Unit. Regardless of the foregoing, and despite repeated attempts to attain this information from the Discovery Unit, the College has not received this information in time for the publication of this report.

Below is record of repeated good-faith efforts to attain this information. This info is sequenced from original date of request onward.

From: **Mike Hinksmon** <mikeh@mi.edu>
Date: Mon, Aug 1, 2017 at 1:09 PM
Subject: Crime and Arrest Statistic's for 2015
To: Discovery@lapd.lacity.org

Attention: Martin Bland (Officer in Charge, Discovery Section)
Please submit the crime ans arrest statistic's for the listed address for Musicians Institute located in Hollywood CA for the year 2015.

6752 Hollywood Blvd
1655 N. McCadden Place
1622 N. Highland Ave
1518 N. Highland Ave
6767 Sunset Blvd

If you have any questions regarding this request, please contact Mike Hinksmon (Director of Security) at [\(323\) 860-1107](tel:3238601107)

Mike Hinksmon | Safety and Security Manager
Musicians Institute | 6752 Hollywood Blvd, Hollywood, CA 90028

>>> Mike Hinksmon <mikeh@mi.edu> 8/29/2017 9:28 AM >>>
Attention: Martin Bland or officer in charge of Discovery Section

This is a follow - up regarding the crime and arrest statistic's for the listed address's for Musicians Institute in Hollywood CA.

Please confirm receipt of this message.

Thanks,

On Mon, Aug 29, 2017 at 9:51 AM, DISCOVERY DISCOVERY
<DISCOVERY@lapd.lacity.org> wrote:

Good Morning,

Still processing. Usual process is 4-6 weeks.

Thank You

From: **Mike Hinksmon** <mikeh@mi.edu>
Date: Mon, Aug 29, 2017 at 10:30 AM
Subject: Re: Fwd: Crime and Arrest Statistic's for 2015
To: DISCOVERY DISCOVERY <DISCOVERY@lapd.lacity.org>

Ok Thanks!

On Tue, Sep 20, 2017 at 10:07 AM, Mike Hinksmon <mikeh@mi.edu> wrote:

Hey guys!

I'm just following up!

I need to submit the crime stats to Board of Education as soon as possible.

Thanks!

From: **Mike Hinksmon** <mikeh@mi.edu>
Date: Fri, Sep 23, 2017 at 2:42 PM
Subject: Re: Fwd: Crime and Arrest Statistic's for 2015
To: DISCOVERY DISCOVERY <DISCOVERY@lapd.lacity.org>

Hey - I was told that I would receive the Crime Stats today?

Please confirm!

Thanks,

In an attempt to find another route to this information, the College requested assistance from the Legal Affairs of the Discovery Unit. Correspondence below:

>>> Mike Hinksmon <mikeh@mi.edu> 9/26/2017 4:36 PM >>>
I'm sorry to bother you again! However, I am mandated by the Board of Education to complete the required report and I need the Crime Stats as soon as possible.

--

Mike Hinksmon | Safety and Security Manager

From: ERIC ASKEW <G9840@lapd.lacity.org>
Date: Tue, Sep 27, 2017 at 11:43 AM
Subject: Re: Crime Statistics
To: Mike Hinksmon <mikeh@mi.edu>

Yes I am aware of that, but I have no control over another department. I have advised them of the deadline all learning institution face and the need to complete these. I will send you a letter stating that you have done your part and are awaiting our findings.

ERIC ASKEW
Legal Affairs
Discovery Section