

HANDBOOK FOR CAMPUS SAFETY AND SECURITY REPORTING EMERGENCY PREPAREDNESS

An unarmed guard is available after 5:30 pm Monday-Thursday to assist students, faculty, and staff of IDI. The guard is authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the campus buildings are secured. The guard has the authority to evict unauthorized persons from the premises. Students are advised to carry their IDI Photo ID Student Card at all times and to present them upon request. Security personnel may not make arrests but are instructed to promptly contact Newport Beach Police Department and the Executive Director if any illegal activity occurs.

Campus Security Authorities at IDI include security officers or any official of the institution who has significant responsibility for student and campus activities. The Title IV Director or her designee may identify other officials as it is deemed necessary.

The IDI Authorities are:

Title	Phone
Title IX Coordinator	(949) 675-4451
Executive Director	(949) 675-4451
Admissions Officer	(949) 675-4451
Student Services	(949) 675-4451

All members of the campus community are encouraged to report crimes or criminal activity to IDI security via Universal Protection at (866) 234-9851 or to an individual on the Campus Security list.

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ADVISORS - CONFIDENTIAL

As a result of the negotiated rulemaking process, which followed the signing into law of the 1998 amendments to 20 U.S.C., Section 1092(f), clarification was given to those considered to be Campus Security Authorities. Advisors, when acting as such, are not considered to be a Campus Security Authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Student Services Office or Executive Director, when acting as advisors are not considered to be campus security authority and are not required to report crimes for inclusions into the annual disclosure of crime statistics.

Executive Director, if and when deemed appropriate, will inform persons being advised of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics. Please contact the Executive Director at (949) 675-4451 to confidentially report a crime.

If a student is a victim of a crime and does not want to pursue action with IDI or the criminal justice system, the student still may want to consider making a confidential report. With the student's permission, the Executive Director can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential while taking steps to ensure the safety of the student and that of others. Reports filed in this manner are counted and disclosed in the Annual Security Report statistics for IDI. Reports are kept in a secure location in the office of the Executive Director.

For additional information on Student Services, please contact the Executive Director at (949) 675-4451.

IDI maintains a Crime Log of all criminal incidents reported to the institution. The Crime Log includes the date and time the incident occurred, the nature of the offense, the location of the offense, and the offense allegedly committed. The Crime Log is available for public inspection in the Executive Director's office during normal business hours.

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IDI will simultaneously provide in writing to both the accused and accuser the results of any disciplinary proceeding conducted against a student accused of dating violence, domestic violence, sexual assault, or stalking. The accused and accuser may appeal the result of the institutional disciplinary hearing by submitting a written appeal within 30 days of the result to the Executive Director, Interior Designers Institute, 1061 Camelback Street, Newport Beach, CA 92660. Any changes to the final result will be simultaneously provided in writing to both the accused and accuser within 30 days of receipt of appeal.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

In the event of an emergency, the IDI security will first confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the college community. IDI will communicate without delay via email, cell phone, or text message. It is the student's responsibility to provide current contact information and to activate their IDI student email account. Notifications are not limited to violent crimes or crimes against person, but may be threats to persons or to property. For example, there may be a rash of burglaries or motor vehicles thefts that merit a notification because they represent a continuing threat to the campus community .

The decision to issue a notification is based on the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Notification should allow the members of the campus community to protect themselves. Notifications include information about the crime that triggered the notification and all information that will promote safety and that would aid in the prevention of similar crimes.

KEY FOBS

Security of IDI students and faculty is a high priority. To prevent unauthorized individuals from entering any campus facility, each student and faculty member is issued a key fob, providing building access. The key fob is required to be used at all times. Do not share the key fob. There is no charge for the key fob; however, loss of the key fob will result in a \$100 fee.

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ALCOHOL & SUBSTANCE-FREE ENVIRONMENT

Pursuant to federal and state drug laws, employees and students are prohibited from the unlawful manufacture, distribution, possession, sale, or use of illicit/illegal drugs. IDI also enforces state laws regarding underage drinking. The prohibition applies while on IDI property or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion for IDI or termination of employment.

In keeping with sections 120(a) through 9d) of the Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug-Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all IDI students and employees annually.

WEAPONS POLICY

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on IDI-controlled property and at all college-sponsored activities.

NON-DISCRIMINATION/SEXUAL HARASSMENT POLICY (Title IX)

IDI is committed to providing a safe learning and working environment for students and employees that is free of all forms of discrimination, harassment, exploitation, or intimidation. In keeping with this commitment, IDI maintains a strict policy prohibiting all forms of unlawful harassment based on race, religion, color, sex, age, national origin, disability, veteran status, or any other characteristics or condition protected by state or federal law. This policy applies to all IDI staff, faculty, students, and agents. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail for the college to fulfill its educational mission. Every member of the campus community should be aware that the college strongly opposes discrimination and that such behavior is prohibited both by law and IDI’s conduct policy. Violations of the non-discrimination policy or sexual harassment policy will not be tolerated, and corrective action up to and including disqualification may be taken. For the complete policies or to file a complaint, information is available by contacting the Title IX Coordinator, TitleIXCoordinator@idi.edu.

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PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

IDI will provide resources for seminars and workshops designed to heighten awareness of crime and its prevention. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event that IDI, when working with local police or IDI security, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by email and make announcements in each class.

Students, Faculty, and Administrative Staff are requested to review all policies that are distributed that refer to crime awareness, campus security, discrimination, and student conduct.

PROGRAMS AND PROCEDURES REGARDING SEXUAL VIOLENCE

Sexual Violence, including Domestic Violence, is prohibited by IDI and is incompatible with the Institution's goal of providing a healthy educational environment for students, faculty, staff, and guests. Sexual offenses involve the physical contact of a sexual nature which is against one's will or without one's consent.

Consent requires a voluntary, positive agreement between the participants to engage in specific sexual activity. Sexual activity that is nonconsensual would include, but is not limited to:

- nonconsensual sexual intercourse or penetration (vaginal, oral, or anal) by any means;
- nonconsensual sexual contact (any touching or intimate body parts with any body part or object without consent);
- sexual contact with a person while knowing or having reason to know that the person is incapacitated by any means including alcohol or drugs.

Sexual violence can be perpetrated by a stranger or acquaintance. Both men and women can be victims or perpetrators. The following website provides information on registered sex offenders in California: <https://www.meganslaw.ca.gov/>

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EMERGENCY NOTIFICATION

At IDI, the safety of our students, faculty, and staff is of primary importance and we all are committed to preventing situations that could cause harm to any member of our campus community. Sometimes emergencies do occur, however, and in the event of an emergency, it's critical to stay informed. IDI will deliver notifications to all students via text message and to the student's IDI email address.

Why is this important?

The information in the emergency notification system will be used primarily to contact all members of the campus community in case of an emergency, an evacuation due to a natural disaster, or some other urgent situation that requires a wide-scale notification of the IDI community as determined by the Executive Director.

EMERGENCY NOTIFICATION AND EVACUATION POLICY

Process used to confirm that there is a significant emergency or dangerous situation:
In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the Executive Director or any member of the administration. The Executive Director or other administrative member will then review the situation, and if appropriate confer with local law enforcement to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

The only reason IDI would not immediately notify the campus community is if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

In the event the emergency requires IDI to close temporarily, the Executive Director will generate an email announcing the duration of the closure.

In the event of a fire, students should proceed to the nearest exit. In an earthquake, falling objects pose the greatest danger. Students should get under a study desk or table if possible. Kneel down and cover their head with their arms. Duck, cover, and hold. If evacuation is necessary, students should proceed to the closest exit. Evacuation plans are posted throughout the campus.

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CAMPUS SECURITY REPORT-CAMPUS SECURITY ACT DISCLOSURES

The purpose of this report is to advise current and prospective students, faculty, and staff of crimes that have occurred on campus during the past calendar year, to define the procedures for reporting criminal actions or other emergencies occurring on campus, and to state the policies concerning the college's response to such reports.

SECURITY OF CAMPUS FACILITIES

During an academic term, the school's doors are opened at 8:30 am Monday through Thursday and are secured at 9:15 pm, and on Friday, they are opened at 9:30 am and are secured at 3:00 pm. Students may access the drafting rooms and computer labs during these times. No one is allowed to enter the facilities after closing or before opening without authorization for a school official. There is a security guard from 5:30 pm – 9:30 pm Monday through Thursday. The phone number for Universal Protection is 866-234-9851. The security guard and administration personnel are responsible for checking that opening and closing procedures are followed.

PARKING LOT

Interior Designers Institute contracts a private security company to monitor activities in the parking areas in the evenings. Each student and employee is encouraged to be vigilant of criminal activity and to report any such activity to the security guard by calling Universal Protection at 866-234-9851 or by contacting a local law enforcement agency immediately.

REPORTING PROCEDURES

When notified of any criminal activity, the administrator will report the activity to the local law enforcement agency immediately. Additionally, the campus community will be notified in writing, within 48 hours, of a confirmed report. During the school orientation program, the students will be informed about campus security procedures and policies, and the students will be encouraged to be responsible for their own security and the security of others. In the event of an emergency, local law enforcement officials can be contacted by calling 911 to report any criminal activity.

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POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS

IDI has established policies concerning the possession, use, and sale of alcohol and illegal drugs by the staff and students. Each student and employee is informed that the facility complies with the Drug-Free Work Place Act of 1988 and the results of non-compliance with the terms of this Act. For further information concerning this policy or for an additional copy please contact Student Services.

PERSONAL PROPERTY

IDI is not responsible for lost or stolen property. All students and staff are reminded not to leave personal property unattended for any length of time.

ACTIVE SHOOTER

Active Shooter incidents are unpredictable and of short duration. Although they are rare, faculty have been trained in implementing specific actions outlined here. Students should use common sense and follow the instructions of the administration and or your professor. If there is no administration or professor present, the following actions should be taken without them. First, run with an escape route in mind. Evacuate regardless of whether others agree to follow. Leave belongings behind and only help others if possible. Do not move wounded people. Hide by remaining out of the active shooter's view. Hideouts should provide protection if shots are fired. Blockade doors with heavy furniture, turn off the lights, close blinds, and silence cell phones. The best locations provide options for movement. Remain quiet and do not answer the door until emergency personnel arrive. As a last resort, attack the active shooter. Act aggressively, throwing items. Commit to actions and follow through. When police officers arrive, follow their instructions, walk with your hands raised, and do not speak to officers unless spoken to.