



Annual Campus Security Report 2013

Video Symphony is providing the following information to all of its employees and enrolled students as part of the school's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you have any questions about any of the information provided in this report, please contact the Office Manager, Corrie Buck at 266 E. Magnolia Blvd, Burbank, CA 91502, (818) 557-7200.

Preparing and Reporting the Annual Disclosure of Crime Statistics

In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the school Office Manager prepares this report in cooperation with the local law enforcement agencies surrounding our main campus and off campus facilities. Campus crime, arrest and referral statistics include those reported to the school Office Manager and local law enforcement agencies. This report is distributed to every enrolled student and employee on an annual basis. Enrolled students, staff, and faculty are emailed a link to this report, which is posted on the school's website. Copies of the report may also be obtained by enrolled students, prospective students, faculty, staff, or prospective employees by contacting Corrie Buck, Office Manager, at (818) 557-7200.

Campus Setting & Access Policy

In addition to top-notch training, one of Video Symphony's goals is to provide a safe environment conducive to learning. Our main campus, located at 266 E. Magnolia Blvd. in the heart of downtown Burbank, is approximately 12,000 square feet and attached to a public parking garage. The parking garage has security video cameras installed. In the evenings, professional security officers patrol the garages.

The Pro Tools classroom extension is located 1.6 miles from the main campus, at 2201 W. Burbank Blvd., and is adjacent to a Burbank residential neighborhood. This building is 3300 square feet and the entrance is monitored by the on-site tech on duty.

Video Symphony is located 2 short blocks from the headquarters of the Burbank Police & Fire Departments.

Video Symphony offers off-campus housing at the following locations:

- **627 E. Providencia Ave., Burbank, CA 91502**
- **634 E. San Jose Ave. Burbank, CA 91501**

The school is open to students, parents, employees, contractors, guests and invitees Monday through Friday, 8:30am to 6pm. During non-business hours, Video Symphony's main entrance is locked, with access available only to those staff and students with activated key cards or keys.

Campus Crime Prevention and Security Awareness

Crime prevention and security awareness programs are not offered by the school. A common theme of all crime prevention and security awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The following should be considered:

- **When walking on or around campus, be aware of who and what is around you. Try not to walk alone and avoid secluded pathways and alleyways.**
- **Do not carry large amounts of cash.**
- **Always lock your car and remove all packages and any valuables.**
- **Do not leave supplies, books or personal property unattended.**

Timely Warnings – Campus Crime Alert

The purpose of a timely warning is to alert the campus community of an occurrence of a crime that poses an ongoing threat to the campus community and to heighten safety awareness of students and employees in a manner that will aid in the prevention of similar crimes. In the event that a situation arises, either on or off campus, that, in the judgment of the Office Manager, constitutes an ongoing or continuing threat, a Campus Crime Alert will be issued. It will be issued in person, if possible, and via email to all students and faculty. In addition, a copy of the notice will be posted on the bulletin boards in common areas around the main campus and classroom extension. Anyone with information warranting a timely warning should report the circumstances to the Office Manager, Corrie Buck, by phone, at 818-557-7200 or in person at 266 E. Magnolia Blvd., Burbank, CA 91502.

Reporting of Criminal Offenses and Emergencies

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents accurately and in a timely manner. Any suspicious activity or person seen in the parking lots, loitering around vehicles or inside buildings should be reported to the Burbank Police Department at (818) 238-3000. In addition, you are encouraged to also report the crime to the Office Manager (Corrie Buck), the Housing Director, or other authorized school personnel, at (818) 557-7200. To ensure accurate and prompt reporting of all crimes, the authorized school personnel will take a full written statement from the involved parties and witnesses at all reported emergency or criminal incidents.

The written statements are included as part of a written report and such statements may be used by campus security personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. The institution's administrative staff for the purpose of disciplinary action may also review criminal incidents. Emergencies should be reported directly to the Burbank Police Department at (818) 238-3000 or by calling 9-1-1. Video Symphony does not have pastoral or professional counselors available.

Video Symphony's Procedure for Handling Emergencies

In case of emergency, Video Symphony will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

In the event of emergency, employees, students and others are alerted by the sounding of an alarm, or a verbal announcement. In case of fire, an alarm will sound. If no alarm sounds, a Video Symphony representative will make an appropriate verbal announcement in all occupied areas. In the event of fire or other emergency, all present shall evacuate immediately. In the event of an emergency, all shall be evacuated by means of the nearest available marked exit. Portable fire extinguishers are provided on campus for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.

Critical Office shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose. No employees are assigned to perform medical or rescue duties during emergency evacuation situations. After an emergency situation, the procedure for accounting for all employees, faculty and students is the Office Manager, Controller, or tech on duty will account for all persons.

Testing of evacuation procedures is done on an annual basis, occurring in the spring and consisting of an announced evacuation.

Voluntary Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the school system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the school director can file a report on the details of the incident without revealing your identity as provided for by California law. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the

annual crimes statistics for the institution.

Campus Law Enforcement

Video Symphony does not have security personnel or campus police. The purpose and authority of campus personnel is limited to securing the premises and protecting the facility. The enforcement authority of campus personnel is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of campus personnel are referred to and investigated by the local enforcement agency, the Burbank Police Department at (818) 238-3000 (as applicable).

Drug-Free and Alcohol-Free Policy

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Act (Public Law 101-226) and Drug-Free Workplace Act of 1988 (Public Law 101-690), this policy is provided to all enrolled students, staff and faculty annually.

This school is committed to maintaining a drug-free school and drug-free workplace. Drug and alcohol abuse can lead to liver, heart and other chronic disease. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or place open to the public is illegal. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

If an employee is convicted of a drug charge, the employee must notify the school/employer within five days. Then the school/employer must notify the Department of Education within ten days.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Students and employees are encouraged to seek substance abuse treatment. Those students and employees seeking treatment will be referred to a local treatment center.

Drug and Alcohol Treatment Centers:

- Los Angeles County Alcohol and Drug Program (800) 564-6600
- 18646 Oxnard St., Tarzana, CA 91356 <http://www.tarzanatc.org>.
- Alcoholics Anonymous (818) 843-0168
- 243 E. Angeleno Ave., Burbank, CA 91502

- Providence Saint Joseph Medical Center (818) 843-5111
- 501 S. Buena Vista St., Burbank, CA 91505

Weapon-Free Campus

Weapons are not allowed on campus at any time. Weapons include but are not limited to firearms, tasers, knives, pellet guns, BB guns, batons or brass knuckles.

Sexual Assault Prevention, Policy and Procedures

Sexual assault prevention information is available online through the U.S. Department of Health and Human Services at: <http://www.4woman.gov/FAQ/sexualassault.htm> or contact the National Women's Health Information Center at (800) 994-9662.

Victims of sexual assault or rape should follow these recommended steps:

- 1) Go to a safe place.
- 2) Contact someone who can help you, a friend, the police, a relative, anyone you can trust.
- 3) If you plan to make a police report, do not shower, drink, eat, douche, urinate, or change your clothes. If you must urinate, try to capture the urine in a plastic or glass cup for evidence testing. If you must change clothes, put the items in separate paper bags to be used in evidence testing. Do not use plastic bags; they contaminate evidence. Try not to disturb the scene, if the assault occurred in your residence.

Should a student be sexually assaulted, it is the student's option to notify the appropriate law enforcement authorities including on-campus officials and local police. At the student's request, institutional personnel will assist the student in notifying the proper authorities.

To report the assault to the local police, call 9-1-1. Video Symphony does not have on-campus services available. It is recommended that victims call a rape crisis center.

Rape Crisis Centers:

- California Coalition Against Sexual Assault (800) 656-4673
<http://www.calcasa.org>
- National Sexual Assault Hotline (800) 656-4673
www.rainn.org (24 hour assistance)
- St. Joseph's Medical Center (818) 843-5111 (ask for emergency)
501 S. Buena Vista St, Burbank, CA 91505

Victims are strongly encouraged to call the police and report the rape. Remember that time is a critical factor for evidence collection and preservation. Reporting the rape to the police is up to the victim. It is important to remember that reporting a rape is not the same as prosecuting a rape. At the victim's request, the school will assist in identifying off-campus counseling or mental health services.

Any sexual assault should be reported directly to the School Office Manager, Corrie Buck. Filing a report with the school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from school officials. At the student's request, school personnel will assist the student in notifying the proper authorities.

At the student's request, Video Symphony will change a victim's academic and living situations after an alleged sexual offense as are reasonably available including rescheduling of classes and relocation of housing. Video Symphony will allow a victim to break their housing contract with the school but the school is not responsible to pay for a private apartment for the student.

Disciplinary Action and Sanctions

Disciplinary action and sanctions will be taken in cases of an alleged sex offense. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sexual offense. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following the final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sexual offenses, may include warning, probation, suspension or termination.

Sexual Offender Registration

California's Megan's Law provides the public with certain information on the whereabouts of sex offenders so that members of our local communities may protect themselves and their children. Information such as how to protect yourself and your family, facts about sex offenders and a list of all registered sex offenders in California is available online through the Office of Attorney General's website at: <http://www.meganslaw.ca.gov>. The Sex Offender Identification Line number is (900) 448-3000.

Campus Crime Statistics

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Video Symphony; and on public property within, or immediately adjacent to and accessible from, the campus. Video Symphony does not recognize any off-campus student organizations that would be covered under this report.

(See next page)

OFFENSE	ON CAMPUS 266 E. Magnolia Blvd. 2201 W. Burbank Blvd.			NON CAMPUS 627 E. Providencia Ave. 634 E. San Jose Ave.			PUBLIC PROPERTY 200 Block of E. Magnolia 200 Block of E. Palm 300 Block of San Fernando 300 Block of 3rd St.		
	2010	2011	2012	2010	2011	2012	2010	2011	2012
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON FORCIBLE	0	0	0	0	0	0	0	0	1
ROBBERY	0	0	0	0	0	0	0	4	1
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	1	0	0	1	3	0
ARSON	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	2	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	7	2	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	8
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0

Codes:

H - indicates Hate Crime for the Offense, # Committed and Type: Race, Gender, Religion, Sexual Orientation, Ethnicity or Disability
RF – indicates Offense was reported in the Residential Facility and # Committed (these are Included in the Non Campus Category)
NA – Data Collection Not Required for 2008