University of Alaska Fairbanks

Higher Education Opportunity Act – 2014
Campus Safety & Security Report
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Executive Summary

NEW CAMPUS SAFETY DISCLOSURE RESPONSIBILITIES
Required by the Higher Education Opportunity Act (Public Law 110-315)

The Higher Education Opportunity Act (HEOA) specifies new campus safety requirements in the following areas: hate crime reporting and emergency response and evacuation procedures, required of all Title IV institutions and; missing student notification and fire safety issues, required of any Title IV institution that maintains an on-campus student housing facility. (An on-campus student housing facility is defined as any dormitory or other residential facility for students that are located on an institution’s campus even if the building is owned or maintained by a student organization or another party.) These disclosures will be required beginning with the Annual Security Report due on October 2011.

Hate Crime Reporting:

The current regulations require institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. The revised regulations will add the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property to the list of crimes that must be reported in hate crime statistics. The FBI’s Uniform Crime Reporting Hate Crime Collection Guidelines will continue to be the source for definitions. All statistics will continue to be reported by Clery geographic area and category of bias.

Emergency Response and Evacuation Procedures:

All institutions must include a statement of policy regarding emergency response and evacuation procedures in their Annual Security Report. This statement must contain the following elements:

- Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- A statement that the institution 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.
A description of the process the institution will use to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system.

A list of the titles of the persons or organizations responsible for carrying out this process.

Procedures for disseminating emergency information to the larger community.

The institution’s procedures to test the emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

This emergency notification requirement does not replace the timely warning requirement. They differ in that the Timely Warning applies only to Clery reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, severe weather, fires, etc.). However, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide adequate follow-up information to the community as needed.

**Missing Student Notification:**

Any institution that maintains an on-campus housing facility must establish, for students who reside in an on-campus student housing facility, both a policy and procedures for missing student notification. The statement, to be included in the Annual Security Report, must include the following:

- A list of titles of the persons or organizations to which individuals should report that a student has been missing for 24 hours.
- A statement that each student living in an on-campus student housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
- A statement that advises all students, even if they have not registered a contact person, that the local law enforcement will be notified that the student is missing.
- A statement that advises students less than 18 years of age and not emancipated that their parent or guardian must be notified.
- A statement that requires that official missing student reports be referred immediately to an institutional police or campus security department or local law enforcement.
- Specific procedures that the institution must follow when a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours. This requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation.
Fire Safety – Procedures, Statistics, Reports and Documentation:

Any institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a “fire log.” These requirements are new and separate from the Clery Act requirements. However, to reduce administrative burden and to make it easier for students and parents to find the information, the regulations for data collection and dissemination will be very similar to the long-standing regulations developed for the Clery Act.

**Fire Statistics:** The following statistics must be collected and reported, both in the annual fire safety report and the Department of Education’s web-based data collection system, for each on-campus student housing facility.

- The number of fires and the cause of each fire.
- The number of deaths related to the fire.
- The number of injuries related to the fire that resulted in treatment at a medical facility.
- The value of property damage related to the fire.

Remember that arson is a Clery reportable crime. Therefore, any fire that is determined to be arson must be reported both as a fire statistic and as a crime statistic.

**Annual Fire Safety Report:** This report will be due at the same time as the Annual Security Report. The two reports can be published together or separately. If published together, the title of the document must clearly state that it contains both the Annual Security Report and the Annual Fire Safety Report. If published separately, each report must contain information on how to directly access the other report. The report must contain:

- The fire statistics listed above.
- A description of the fire safety system for each on-campus student housing facility.
- The number of fire drills held the previous calendar year.
- The institution’s policies or rules on portable electrical appliances, smoking, and open flames in student housing facilities.
- Procedures for student housing evacuation.
- Policies for fire safety education and training programs for students, faculty, and staff.
- A list of the titles of each person or organization to which individuals should report that a fire has occurred.
- Plans for future improvements in fire safety, if determined necessary by the institution.
Fire Log: This document is very similar to the crime log required for the Clery Act. It can be kept together with the crime log or separately. As with the crime log, it should be easily understood, and fires should be recorded by the date they were reported. For each fire, include:

- The nature of the fire,
- The date the fire occurred,
- The time of day the fire occurred, and
- The general location of the fire.

Our institution may use either a hard copy log or an electronic format. Either format must be accessible on-site. That means, if you have separate campuses, the log must be available at each campus. The fire log for the most recent 60-day period must be open to public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection. Information in the fire log should be used to gather the statistics that are required for the Annual Fire Safety Report discussed above. As with all documentation, the fire log must be kept for three years following the publication of the last annual report to which it applies (in effect, seven years).
Jeanne Cleary Act of 1998

The "Jeanne CLERY Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," commonly referred to as the "CLERY Act\(^1\)," requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The Higher Education Opportunity Act of 2008 made several changes to the CLERY Act and are hereby incorporated as part of the University of Alaska Fairbanks (UAF) policy.

This policy has been prepared as part of UAF’s commitment to security and safety on campus and to meet the requirements of the Student Right to Know and Campus Security Act of 1990 (amended November 1998 and renamed the Clery Act and further amended by the Higher Education Opportunity Act of 2008). This act requires colleges and universities to prepare, publish and distribute to all prospective students, current students as well as staff and faculty information pertaining to the college's security policies, procedures and programs.

Title IX

Title IX has been traditionally known as a law that protects women in athletics. However, this law encompasses much more than just women in sports.

Title IX of the Education Amendments of 1972 is a federal law set to end sex discrimination and provide guidance regarding equity and sexual discrimination in all federally funded educational institutions. This law forbids sex discrimination in all student services and academic programs such as, but not limited to: admissions, financial aid, career services, residence life, classrooms, and health and counseling services. Title IX also forbids discrimination on employment and in hiring. Its goal is to protect people and ensure that their right to be in a safe environment, free of sexual violence, interpersonal violence and unequal treatment, is instituted and enforced.

For more information about Title IX and how it may apply to you, you can contact the University of Alaska Fairbanks Title IX Coordinator at 907-474-7300, attend one of the many Title IX training opportunities offered throughout the year or by accessing the University of Alaska Fairbanks Office of Diversity and Equal Opportunity (D&EO) through the following link: [http://www.uaf.edu/oeo/title-ix/](http://www.uaf.edu/oeo/title-ix/)

\(^1\) Complying with the Jeanne Clery Act - [http://www.securityoncampus.org/index.php?option=com_content&view=article&id=271&Itemid=60](http://www.securityoncampus.org/index.php?option=com_content&view=article&id=271&Itemid=60)
Student Conduct, Rights and Responsibilities

All students attending the University of Alaska Fairbanks are held to the conduct expectations outlined in Board of Regents Policies and Regulations, available at https://www.alaska.edu/bor/policy/09-02.pdf.

These policies and regulations also describe the student conduct process. Additionally, students living on campus should be familiar with Residence Life policies provided in the Residence Life Handbook, available at https://www.uaf.edu/reslife/handbook/StudentHousingHandbook.pdf.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. Silent Witness allows students, faculty and staff the opportunity to file a report on the details of an incident without revealing your identity (http://www.uaf.edu/police/crime-reporting/crime-tips/ or through Crime Stoppers at (907) 465-CLUE (2583).

In addition to being able to report crimes confidentially to the police department you may also report Civil Rights violations or Title IX violations confidentially. From the University of Alaska Fairbanks Office of Diversity and Equal Opportunity website you can anonymously file a report on the details of an incident without revealing your identity (http://www.uaf.edu/oeo/title-ix/)

The purpose of a confidential report is to comply with the individual’s wishes to keep the matter confidential, while taking steps to ensure the future safety of our campus community. With such information, the University can keep a record of the number of incidents involving students, staff, and faculty, determine where there is a pattern of misconduct 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.
Timely Warning Policy

The University of Alaska Fairbanks’s Alert (UAF ALERT) system is intended to give students, faculty and staff timely notification of incidents that may present an immediate threat to the campus community and to heighten safety awareness. UAF’s first concern is the safety of our students, faculty and staff. UAF always seeks information that may lead to arrest and conviction of the offender when violent crimes against persons or serious crimes against property have been reported. Information regarding any crime may be reported to the UAF Police Department (UAFPD) or anonymously by using the “Silent Witness” reporting system (http://www.uaf.edu/police/crime-reporting/crime-tips/) or through Crime Stoppers at (907) 465-CLUE (2583). This service allows individuals to report information either anonymously or by leaving a name and contact information.

UAFPD is responsible for the activation of a UAF Alert when an incident is reported to or brought to the attention of the UAFPD, and that incident represents an immediate threat to the safety of members of the campus community. Information for alerts also comes from other law enforcement agencies or offices. Every attempt will be made to distribute the Alert in a timely manner. However, the release is subject to the availability of accurate facts concerning the incident. Alerts are distributed to faculty, students and staff through email, text messaging, loudspeaker, digital displays, and/or by phone and voicemail.

Safety and security information relevant to a campus location but not dealing with an immediate threat to the safety and welfare of any campus location is communicated via other mediums to include memorandums, fliers, e-mail and voice-mail.

Timely Warning Procedure

The University of Alaska Fairbanks Police Department may initiate a UAF ALERT whenever a report is received of a violent incident against a person or a particularly threatening incident against property on campus that represents an ongoing danger to the safety of students, faculty and staff. Timely information will be widely distributed throughout campus, provided to campus media representatives, posted on the UAF ALERT web site and, to the extent possible, e-mailed as quickly as possible to select university offices.

Whenever a law enforcement agency issues a news release about an off-campus crime that represents an ongoing threat to the safety of students, faculty, and staff, the university may assist in the distribution of this information to the campus community.

2 The “Silent Witness” Program was initiated in April 2010.
Annual Testing of Emergency Response and Evacuation Procedures

The university will test their response to emergency incidents by conducting at least one tabletop exercise per calendar year that is related to a crisis or emergency event on campus. Separate from completing the table-top exercise, an annual emergency notification test utilizing existing modalities will be conducted at least once per calendar year. This will allow the university’s Crisis Incident Response Team (CIRT) the opportunity to test current university all-hazards management plans in this simulation exercise. In addition, at least one time per year, UAF’s Fire Department will conduct and document fire drills for each residence hall to assess the evacuation procedures currently in place. UAF’s Environmental Health and Safety department will coordinate fire drills for all non-residential facilities on campus.

UAF Alerts & Mass Notification System

The UAF ALERT system is provided to give students, faculty and staff timely notification of incidents that may present an immediate threat to the campus community and to heighten safety awareness.

Incidents that occur which are not an immediate threat to students, faculty or staff will be evaluated by UAF’s Vice Chancellor of Administrative Services (VCAS) to determine the need for an alert. In the absence of the VCAS, the Chief of Police will determine when to issue an alert.

The UAFPD is responsible for the activation of a UAF ALERT when an incident is reported to or brought to the attention of the UAFPD and that incident represents an immediate threat to the safety of members of the campus community. Information for alerts may also be provided by other law enforcement agencies or offices. Every attempt will be made to distribute an Alert in a timely manner. However, the release is subject to the availability of accurate facts concerning the incident. Alerts are distributed to faculty, students and staff through email, text messaging and/or by phone.

UAF ALERT using Blackboard Connect

To keep your personal information up to date and to specify how you would like to be notified within the UA ALERTS Notification system (Blackboard Connect), students and employees can visit UAO Online and update their basic contact information. After logging in, click “Personal Information” and then “Manage your address, email and phone information.” Students and employees may also add additional contact information beyond the required information in UAO Online, or customize the way how the system contacts them by going to https://idp.alaska.edu/idp/Authn/MCB. For
members of the public not affiliated with the University of Alaska who would like to receive messages through UAF ALERT can sign up at https://uafalert.bbcportal.com/. **Registration information will not be shared with outside sources and will only be used to send emergency messages.**

Once UAFPD sends an alert message through UAF ALERT, the message is sent to a large number of telephone and email service providers. These providers control how quickly messages are delivered to phones and email mailboxes. Delayed message delivery is almost always due to the telephone/email provider and how the message has been processed through their network. Emergency information and weather delays or cancellations are also posted on the UAF ALERT Web site at www.uaf.edu/alert/

The UAFPD may prepare a UAF ALERT whenever a report is received of a violent incident against a person or a particularly threatening incident against property on campus that represents an ongoing danger to the safety of students, faculty and staff.

Additionally, the UAFPD may issue a UAF ALERT in the following circumstances:

- Weather Closing
- Biological Threat
- Bomb Found
- Bomb Threat
- Wild Life Threats
- Fire Incident
- Emergency Situation
- Gas Leak
- Violent Intruder
- Police Emergency
- Shooting
- All Clear

**University of Alaska Fairbanks Police Department (UAFPD)**

The University of Alaska Fairbanks Police Department employs full-time, professional, sworn police officers, certified by the Alaska Police Standards Council. UAFPD officers are responsible for enforcing Alaska State Statutes, investigating incidents, arresting perpetrators of criminal activity and maintaining order on the Fairbanks campus and surrounding property. The UAFPD respond to calls elsewhere in Fairbanks as requested and/or needed by other local law enforcement agencies. UAFPD may enforce Alaska State statutes anywhere within the State of Alaska.
The prosecution of all criminal offenses, both felony and misdemeanor, that occur on the Fairbanks campus is conducted at the Fourth Judicial District Court of Alaska in Fairbanks. Cases involving juveniles are referred to the appropriate agency. If minor offenses involving University rules, regulations and/or policies are committed by University students, staff, or faculty, UAFPD may also refer the matter to the Dean of Students Office, Human Resources, and Provosts Office, respectively.

As needed or requested, the UAFPD will conduct joint investigative efforts with investigators from the Alaska State Troopers, Fairbanks Police Department, North Pole Police Department, United States Army Criminal Investigative Division (CID), the Federal Bureau of Investigation (FBI), Immigrations Customs Enforcement (ICE) and any other requesting agencies. The UAFPD, with cooperation of the State of Alaska Department of Public Safety, Division of Alaska State Troopers, has obtaining Interoperable radio communications with other law enforcement in our area, and continues to look for areas of improvement with interoperable communications.

The UAFPD utilizes the Alaska Public Safety Information Network (ASPIN) and National Law Enforcement Telecommunications Network (NLETS) terminals. Through these systems, police personnel can access the State of Alaska computer system and the National Crime Information Center computer system. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information. In July of 2014, the UAFPD will begin a project to transition the department’s report management system over to the Alaska Report Management System. This will create an increased interoperability between UAFPD criminal case information and those of the other participating agencies.

UAFPD officers, through the assistance of student employees hired into the Community Service Officer Program, also provide special services unique to the University of Alaska Fairbanks Campus. Those services include maintaining security of University buildings, providing crime prevention classes to students and employees, providing safety escorts, vehicle unlocks, and vehicle jumpstarts on campus.

**Reporting Crimes Policy**

All persons are strongly encouraged to report crime to the University of Alaska Fairbanks Police Department (UAFPD), Community Service Officers, or the appropriate local police department. The UAFPD shall be notified at the earliest reasonable time.

Most states have laws requiring persons, who have knowledge of a felony (a victim of or witness to the crime), to report the crime to police. Failure to report a crime may itself be a crime. The University strongly encourages crime victims to report all criminal activity to police.
Preparing Annual Reports

Crimes adjacent to or on university property and reported to the following individuals or offices will be included in the annual crime statistics report.

- University of Alaska Fairbanks Police Department
- Vice Chancellor for Administrative Services
- Vice Chancellor for Student Affairs

Crime statistics from off-campus law enforcement agency may be obtained directly from the following agencies:

- Alaska State Troopers
- Airport Police, Fairbanks International Airport, Fairbanks, AK
- Fairbanks, AK Police Department
- North Pole, AK Police Department

Reporting the Annual Disclosure of Crime Statistics Policy

University of Alaska Fairbanks’ Annual Campus Security and Fire Safety Report is the result of the efforts of many people on campus. Each year the offices and individuals listed above provide information for inclusion in the annual report. No formal police report is required for a crime to be included in the statistics. Every effort is taken to ensure that all persons required to report do so, and that statistics are as accurate and complete as possible. Information included in the annual report is reviewed for accuracy, completeness and readability.

If you have any questions or concerns regarding any of the statistics and information in this report, please contact the Chief of Police at (907) 474-7721.


Campus crime, arrest and referral statistics include those reported to the UAFPD, designated campus officials (including but not limited to vice chancellors, directors, department heads, counseling, student advisors, student organizations, and local law enforcement agencies).

Each year all enrolled students receive notification that provides the web site to access this report. Faculty and staff receive similar notification in their orientation. All prospective students and employees may obtain a copy from the University of Alaska Fairbanks Police Department.
Policy Statement Addressing the Authority of Non-Sworn UAFPD Personnel

All University of Alaska Fairbanks employees have the authority to ask persons for identification and to determine whether individuals have lawful business at the university. Criminal incidents are referred to the UAFPD. The Police Department at UAF maintains a professional working relationship with all law enforcement organizations having jurisdiction at any campus location. All crime victims and witnesses are strongly encouraged to immediately report any crime to the UAFPD. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the University of Alaska Fairbanks Police Department in a timely manner. This policy focuses on the UAFPD because it monitors the campus.

To report a crime, call 911 (only life threatening emergencies) or the University’s Emergency Communications Center (ECC) at (907) 474-7721.

ECC personnel are available to answer your call 24/7/365. In response to a call, the ECC will take the required action to include summoning appropriate personnel or notifying the appropriate law enforcement agency. The on-duty UAFPD personnel will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to appropriate university or other law enforcement resources.

This policy contains information about on-campus and off campus resources. That information is made available to provide University of Alaska Fairbanks community members with specific information about the resources that are available in the event that they become the victim of a crime.

Crimes should be reported to the UAFPD to aid in providing timely warning notices to the community when appropriate and ensure inclusion in the annual crime statistics.

Security & Safety Awareness Programs

Annually, the UAFPD, in cooperation with other University organizations, departments, and law enforcement agencies, present crime prevention awareness sessions on a myriad of personal safety topics.

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. It is all of our responsibility to keep our campus safe and free of interpersonal violence.
When time is of the essence, information is released to the university community through the UAF ALERT (Blackboard Connect) Emergency Notification System (i.e., text and email messages) and special security alerts posted prominently throughout campus.

**Sexual Assault Prevention & Response**

The University of Alaska Fairbanks considers all reports of sexual misconduct serious. If you are a victim of a sexual assault or sexual misconduct at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The University strongly advocates that a victim of sexual assault report the incident in a timely manner to ensure the safety of you and the rest of the campus community. When reporting to the UAFPD time can be a critical factor for evidence collection and preservation. The University of Alaska Fairbanks encourages you to report any assault directly to a University Police Officer, the University’s Emergency Communication Center, or off-campus local law enforcement agency.

Filing a police report does not obligate the reported victim to prosecute. It will not subject the reported victim to scrutiny or judgmental opinions from the university community. Filing a police report will ensure the reported victim:

- receives the necessary medical treatment and tests
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

Recognizing that not everyone will feel comfortable reporting to police, it remains important that the incident be reported. In cases were a victim wishes to remain anonymous or solely report through the Title IX Coordinator, procedures are outlined in previous sections of this report.

**Missing Student Notification Policy & Procedures**

All persons are strongly encouraged to report to UAFPD, appropriate outside law enforcement agency or faculty, staff or fellow students at the University any person or persons who may be missing. Any faculty, staff, or fellow student who receives a report of a missing student will immediately forward information to the UAFPD or appropriate law enforcement agency. If an outside agency has been notified before UAFPD, even though an investigation has already commenced, in order for this policy to be enacted, UAFPD must be notified of such an investigation and the student must be determined to be missing by the law authority, for at least 24 hours.
Students who reside in University Housing have the option to provide the name of a confidential contact person. This confidential contact person would be notified in the event a student has been missing for at least 24 hours. The contact name is afforded the highest level of confidentiality; although technically part of the student record, the confidential contact name is afforded higher protection than what is provided by FERPA. It is not necessarily the same contact that the student provides for general emergencies, although it may be.

**Responsibilities for Missing Student Notification**

1. UAFPD is responsible to:
   - Provide a statement of policy on missing student notification procedure in the University’s annual security report.
   - Conduct, coordinate, and/or collaborate on an appropriate law enforcement investigation to determine if a student has been missing for 24 hours or more.
   - Report and/or verify to the Associate Vice Chancellor for Student Life that the student has been determined to be missing.
   - Notify within 24 hours of a student determined to be missing that student’s confidential contact person.
   - Notify within 24 hours of a student determined to be missing, the Dean of the UAF school/unit in which the student is enrolled or otherwise affiliated.
   - Notify immediately all law enforcement agencies involved in the investigation, the Associate Vice Chancellor for Student Life, the Dean of school/unit with which the student is affiliated, should the student be located and determined not missing.

2. The Associate Vice Chancellor for Student Life (or designee) is responsible for:
   - At the start of each academic year, the Associate Vice Chancellor for Student Life will verify that contact forms have been received and completed by each resident and the forms are being stored confidentially.
   - Notifying students who provide confidential contact person that this information is only accessible by authorized University officials, as well as law enforcement officers conducting a missing student investigation.
   - Advising students, who are under 18 years of age and not emancipated, that a custodial parent or guardian will be notified within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
   - Upon notification that a student has been determined to be missing, the Associate Vice Chancellor for Student Life will immediately provide UAFPD or appropriate outside law enforcement agency the student’s confidential contact name.
   - The Associate Vice Chancellor for Student Life will verify that a thorough review of this policy is conducted annually with employees of the University Housing Office.
3. All UAF employees and students are responsible for:

- Report to the UAFPD that a student may be missing and provide as much information as possible to substantiate the claim, such as; if the resident’s room has been checked, provide the resident’s class schedule, locating the resident’s vehicle, calling the resident’s cell phone, and contacting the resident’s friends and/or roommate(s).
- All UAF employees and students are obligated to immediately contact UAFPD with this information regardless of any presumptions or assumptions that someone else may already have contacted UAFPD or an outside law enforcement agency.

Building Evacuation Plans

It is the policy of the University of Alaska Fairbanks to have all building occupants evacuate any campus building or structure upon activation of the building’s fire alarm system. In the case of individuals who have disabilities which prevent them from a timely self-evacuation, look for the building’s “Area of Safe Refuge.” Some facilities on campus are connected to each other but are considered to be, by code, separate. When an incident occurs in these building, occupants may evacuate into the adjacent building and will be considered to have evacuated the alarmed building.

Area of Safe Refuge

There will be cases of occupants in campus buildings who will not be able to self-evacuate from an alarmed building due to varying reasons from limited mobility to extreme weather and therefore must seek safety in the closest Area of Safe Refuge. These areas are typically central lobbies or fire rated stairwells that are at least one fire barrier from the hazard and that would be closer to the exit point. If at all possible, notify the Emergency Dispatch Center (911) of your location. In most incidents, initial Fire and Rescue personnel will not immediately initiate search and rescue as the first priority will be to control the hazard. As additional resources arrive on scene, they will make contact with building occupants in the area of safe refuge and provide further guidance as required.

Campus Fire Safety Policy

The University Fire Department shall provide the citizens of the University of Alaska Fairbanks and the University Fire Service Area with progressive and effective life safety, protection of property, and the environment, from the effects of emergencies caused by fires, explosions, accidents, illness, hazardous materials, and weather-related events. Fire prevention and education is a top priority in ensuring the campus fire safety. The Campus Fire Safety Policy has been established for the purpose of preserving life, health, property as well as safety of students, faculty, staff, and visitors. It is the philosophy of the University Fire Department that
events that put life at risk can be prevented and that all campus individuals must be committed to this principle. A copy of the Campus Fire Safety Policy can be found at [http://www.uaf.edu/fire/prevention/Fire-Safety-Guidelines-for-UAF-3.doc](http://www.uaf.edu/fire/prevention/Fire-Safety-Guidelines-for-UAF-3.doc).

The University of Alaska Fairbanks addresses the risk and effects of fire by the commitment to the following principles:

- **Prevention** – to educate the public to take precautions to prevent fires and be educated about surviving them. It a proactive method of reducing emergencies and the damage caused by them.

- **Fire Engineering** – is the application of science and engineering principles to protect people and their environments from the destructive effects of fire and smoke.
  - Active Fire Protection – fire suppression systems and fire alarms
  - Passive Fire Protection – fire and smoke barriers and space separation
  - Smoke control and management
  - Building design, layout, and space planning

- **Exit/Evacuation Training** – to educate and train campus residents and occupants on fire evacuation procedures.

- **Operations/Suppression** - the use of strategy, personnel, and apparatus to extinguish, to confine, or to escape from fire.

### Emergency Medical Services

The University Fire Department (UFD) provides emergency medical services to the campus as well as a defined area within the community. The UFD does not prioritize medical responses higher for campus than its established service area within the community. The UFD will respond, in order, all calls dispatched through the University’s Emergency Communication Center. If the UFD emergency medical services are not available to respond to a call on campus due to an ongoing call, dispatch will coordinate with area fire department(s) to respond.

### Use of Fire Extinguishers

**ROLE OF MANUAL SUPPRESSION SYSTEMS**

The campus philosophy of prevention, automatic detection, exiting, automatic suppression, and a professional response to fire emergencies has diminished the role of manual fire suppression systems for general use, such as fire extinguishers, at the University of Alaska Fairbanks.
Automatic detection and suppression systems have an extremely effective record and by allowing ALL occupants of a building to immediately exit, they do not place any life in danger to operate. Having fire extinguishers available brings an expectation and, in some cases, a requirement to adequately train those who may feel the need to use them. This, with the documented limited effectiveness of fire extinguishers and the fact use of fire extinguishers place one or more lives in danger, diminishes any advantages fire extinguishers may have had, especially when compared to automatic fire suppression systems. Therefore, whenever campus buildings are fully protected by automatic fire systems, fire extinguishers will be limited to only high hazard areas where properly trained personnel are available to use them. All non-sprinkled building shall have fire extinguishers whenever prudent and required by code.

When manual fire protection devices are removed due to the above policy all remnants (case, holder, and sign) must be removed also. If not practical to do so, a sticker with the following will be placed:

“This facility has automatic fire detection, warning, and suppression systems for your safety. Manual systems have been removed.”

Extinguisher placement in non-protected buildings:

- One extinguisher (minimum rating of 2A10BC) within 75’ travel distance from any point in the building, with additional extinguishers in areas of higher hazard (i.e. kitchens, shops, flammable liquid storage) per UAF Fire Marshal’s determination.
- Best locations are near exits or exit pathways.
- Residential apartments with kitchens

USE OF FIRE EXTINGUISHERS:

Fire extinguishers are to be used by trained individuals ONLY. At no time should anyone jeopardize their safety or that of others in attempt to fight a fire. If in doubt, leave the area immediately, closed the door behind you, activate the fire alarm (pull stations are located along exit pathways), and notify the fire department immediately by dialing 911.

Look on the front of a fire extinguisher to determine what sort of fire the extinguisher will put out. Usually, extinguishers are labeled with the letters A, B, C, or D. Each letter signifies a class of fires the extinguisher will suppress.

A - Ordinary Combustibles - Fires in paper, wood, drapes, and upholstery

B - Flammable Liquids - Fires in fuel oil, gasoline, paint, grease, and solvents.

C - Electrical Equipment - Fires in wiring, overheated fuse boxes, conductors, and other energized electrical equipment.
D - Metals - Fires in certain metals, such as magnesium and sodium,

An extinguisher marked "A, B, C" will put out fires involving ordinary combustibles (e.g., paper and wood), flammable liquids, and electrical equipment.

**IMPORTANT**: Do not use an inappropriate extinguisher on a given fire. Such a practice can make the fire worse and/or cause injury to the user. A common error is the use of a water extinguisher (A) on a grease or electrical fire (B or C).

To operate most fire extinguishers: Use the PASS method.

1. Pull the pin. Some units require the releasing of a lock latch, pushing a puncture lever, inverting or other motion.
2. Aim the extinguisher nozzle (horn, or hose) at the base of the fire.
3. Squeeze or press the handle. Shoot the retardant at the base of the fire, sweeping from side to side. Watch for re-flash.

Although the above instructions apply to most extinguishers, there are exceptions, e.g., foam and water extinguishers require slightly different actions.

READ THE INSTRUCTIONS on all extinguishers in or near the work area. Before attempting to fight an electrical fire, turn off the power to the involved electrical device. Turn off the circuit breaker or switch, or unplug the device.
FIRE EXTINGUISHER TRAINING:

Fire extinguisher training is available for those employees and individuals that may be required to use extinguishers in the course of duty. Department heads and or facility managers are to contact the UAF Code & Safety for scheduling a class and details.

REQUESTING A FIRE EXTINGUISHER:

- Equipment changes or remodeling may result in a need for additional fire extinguishers.
- Request approval from the UAF Fire Marshal; telephone 474-6303 or 474-6938. The Fire Marshal will provide recommendations regarding extinguisher type and placement.
- After approval, a work order is to be submitted by the department head and or facility manager to the UAF Physical Plant (474-7000) to install the new fire extinguisher and list it on the maintenance schedule.

EXTINGUISHER MAINTENANCE

<table>
<thead>
<tr>
<th>Monthly Check</th>
<th>To be performed by individuals in the work area to assure extinguisher is in its proper place and seal is secure.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Service</td>
<td>To be performed by a qualified technician.</td>
</tr>
<tr>
<td>6-year maintenance</td>
<td>To be performed by a qualified technician.</td>
</tr>
<tr>
<td>12-year hydro inspection</td>
<td>To be performed by a qualified technician.</td>
</tr>
</tbody>
</table>

If an extinguisher has been discharged, is missing from its original location, or an annual service is required, a work order for replacement is to be submitted to the UAF the Physical Plant for replacement or maintenance; telephone 474-7000.

SAFE REFUGE DURING AN EMERGENCY (Also ADA evacuation/life safety plan)

EXIT

It is the University of Alaska Fairbanks policy to have all building occupants evacuate any campus building upon activation of the building’s fire alarm system.

Failure to do so can result in fines and criminal prosecution.
AREA OF SAFE REFUGE

There will be some cases when outside conditions are extreme, and/or in the case of individuals with limited mobility, (especially due to the fact that elevators will not be available), evacuation to an area of safe refuge may be necessary. These areas are central lobbies or fire rated stairwells that are at least one fire barrier from the potential hazard AND closer to the ultimate exit point. If at all possible, notify the 911 dispatcher of your location. In most cases Fire - Rescue personnel will NOT immediately initiate rescue; as the first attempt will be to remove the source of the threat i.e. put out the fire and remove the smoke. As secondary resources arrive, they will make contact with the individual(s) in the area of safe refuge and advise them as to any further actions that may be required.

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Safe Refuge Area</th>
<th>Evacuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>▪ Sprinklered room/area near exit.</td>
<td>▪ Use nearest smoke free area with doors and exit.</td>
</tr>
<tr>
<td></td>
<td>▪ Stairwell Landing</td>
<td>▪ Do not use elevator</td>
</tr>
<tr>
<td>Earthquake</td>
<td>▪ Keep away from windows and wall hazards.</td>
<td>▪ Use nearest exit.</td>
</tr>
<tr>
<td></td>
<td>▪ Under desk or table if possible.</td>
<td>▪ Do not use elevator</td>
</tr>
<tr>
<td>Power failure</td>
<td>Area with windows or emergency lighting.</td>
<td>▪ Use nearest lighted exit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Do not use elevator.</td>
</tr>
<tr>
<td>Chemical spill</td>
<td>Go to separate room/area with ventilation</td>
<td>Use nearest exit</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Go to area as directed by Police.</td>
<td>Use nearest exit.</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>Go to center of building.</td>
<td>Use nearest exit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Do not use elevator.</td>
</tr>
</tbody>
</table>

RESPONSIBILITIES

To insure emergency evacuation procedure works when needed the following responsibilities to this plan are identified:

*University of Alaska Fairbanks*

▪ Provide adequate signaling devices (fire alarm and strobe lights to code.)
▪ Provide adequate exit signage and lighting.
▪ Designate areas of safe refuge for those who may have difficulty evacuating immediately.
▪ Make available printed procedures of this plan and required actions.
**Individual Staff and Students**

- Be familiar with UAF emergency evacuation plan brochure.
- Know your building layout.
- Be familiar with at least two exit pathways.
- Request assistance when necessary.
- If located in a safe refuge area contact 911 to let them know your location.