

2017

# Annual Security & Fire Safety Report

Campuses: Bristol Bay, Chukchi, Community and Technical College, Fairbanks,  
Interior Alaska, Kuskokwim, Northwest



## **Campus Safety and Security: A Shared Responsibility**

This University of Alaska Fairbanks (UAF) Annual Fire, Safety and Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and Violence Against Women Act (VAWA). 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 UAF and on public property within, or immediately adjacent to and accessible from university property. The report also includes institutional policies on campus security policies concerning alcohol and drug use, crime prevention, the reporting of crimes and other matters.

The full text of this report is available online at [UAF Annual Security Report](#). This report is prepared in cooperation with local law enforcement agencies, the UAF Police Department (UAFPD) and various campus departments. These entities provide updated information on their educational efforts and programs to comply with the Clery Act. Campus crime, arrest and referral statistics include those reported to the UAFPD, designated campus security officials as defined under the Clery Act and local law enforcement agencies. Each year, notification is sent to all enrolled students, faculty and staff. The notification provides information on how to access the Annual Security Report online. Copies of this report may also be obtained at the Department of Police 505 South Chandalar Drive, Fairbanks, AK 99775.

The policies in the report apply to all locations of UAF which include Bristol Bay, Chukchi Campus, Community and Technical College, Fairbanks, Interior Alaska, Kuskokwim, Northwest Campus and are included unless otherwise stated in a particular section of the report. The crime statistics in this report are presented in separate crime statistics charts for each campus, as required by law. Where appropriate, information unique to a particular campuses is also included. UA Board of Regents Policies and University Regulations are applicable to all campuses. The information in this report may be updated throughout the year.

This report is published by:

**University of Alaska Fairbanks**

**Dean of Students Office**

110 Eielson Building

Fairbanks, Alaska

[UAF-Deanofstudetns@alaska.edu](mailto:UAF-Deanofstudetns@alaska.edu)

907-474-7317

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# Resources at a Glance

## Safety and Security

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Fairbanks Campus 907-474-7721  
**Police Department**  
 Whitaker Building  
 1788 Yukon Drive  
 P.O. Box 755560  
 Fairbanks, AK 99775

Bristol Bay Campus 907-842-5354  
**City of Dillingham Public Safety**  
 404 D Street  
 P.O. Box 869  
 Dillingham, AK 99576

Chukchi Campus 907-442-3351  
**Kotzebue City Police Department**  
 258 Third Ave B.  
 P.O. Box 550  
 Kotzebue, AK 99752

Community and Technical College 907-450-6500  
**Fairbanks Police Department**  
 911 Cushman Street  
 Fairbanks, AK 99701

Interior Alaska Campus 907-474-7721  
**Police Department**  
 1788 Yukon Drive  
 P.O. Box 755560  
 Fairbanks, AK 99775

Kuskokwim Campus 907-543-3781  
**Bethel Police Department**  
 157 Salmonberry Rd  
 P.O. Box 809  
 Bethel, AK 99559

Northwest Campus 907-443-5262  
**Nome Police Department**  
 102 Greg Kruschek Ave.  
 P.O. Box 1230  
 Kotzebue, AK 99762

## Campus Offices

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**Dean of Students Office** 907-474-7317  
 Eielson Building, 110 Eielson  
 P.O.Box 756340  
 Fairbanks, AK 99775  
[UAF-Deanofstudents@alaska.edu](mailto:UAF-Deanofstudents@alaska.edu)  
[www.uaf/deanofstudents](http://www.uaf/deanofstudents)

**Office of Diversity and Equal Opportunity** 907-474-7300  
 Nordic House, 1656 Columbia Circle  
 P.O. Box 767500  
 Fairbanks, AK 99775-7500

**Human Resources** 907-474-7596  
 Admin Services Building  
 3295 College Rd  
 Room 108  
 Fairbanks, AK 99709

## University Housing

Fairbanks Campus  
**Residence Life** 907-474-7247  
 MBS Building  
 P.O. Box 756860  
 Fairbanks, AK 99775

Kuskokwim Campus  
**Residence Life** 907-543-4500  
 P.O. Box 368  
 Bethel, AK 99559

**Risk Management** 907-474-5413  
 P.O. Box 758145  
 Fairbanks, AK 99775

## Title IX Contacts

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**Margo Griffith** 907-474-7599  
**Director and Title IX Coordinator**  
[mgriffith@alaska.edu](mailto:mgriffith@alaska.edu)

**Kevin Calderara** 907-474-6600

**Civil Rights Investigator**  
[kmcalderrara@alaska.edu](mailto:kmcalderrara@alaska.edu)

**Dana Merriman** 907-474-7496  
**Civil Rights Investigator**  
[djmerriman@alaska.edu](mailto:djmerriman@alaska.edu)

**Ana M. Richards** 907-474-7393  
**Diversity and ADA Coordinator**  
[amrichards@alaska.edu](mailto:amrichards@alaska.edu)

Bristol Bay Campus 907-842-5109  
**Sandra Long**  
**Title IX Contact; BBC administrative support**  
[sclong@alaska.edu](mailto:sclong@alaska.edu)  
Dillingham, AK 99576

Chukchi Campus 907-442-3400  
**Linda Joule**  
**Title IX Contact; Director Chukchi Campus**  
[lcjoule@alaska.edu](mailto:lcjoule@alaska.edu)  
Kotzebue, AK 99752

Community and Technical College 907-455-2863  
**Dianna James**  
**Title IX Contact; CTC human resources manager**  
[drjames@alaska.edu](mailto:drjames@alaska.edu)  
218 Barnette St., Fairbanks, AK 99701

Interior Alaska Campus 907-474-6770  
**Robin Brooks**  
**Title IX Contact; Student Success Coordinator**  
[rrbrooks@alaska.edu](mailto:rrbrooks@alaska.edu)  
4280 Geist Rd., Fairbanks, AK 99709

Kuskokwim Campus 907-543-4502  
**Mary Pete**  
**Title IX Contact; Director Kuskokwim Campus**  
[mpete@alaska.edu](mailto:mpete@alaska.edu)  
Bethel, AK 99559

**Casie Stockdale** 907-543-4562  
**Title IX Contact**  
[castockdale@alaska.edu](mailto:castockdale@alaska.edu)  
Bethel, AK 99559

Northwest Campus 907-443-8416

**Kacey Miller**  
**Title IX Contact; NWC student services manager**  
[klmiller@alaska.edu](mailto:klmiller@alaska.edu)  
108 Administrative Services Center  
3295 College Rd, Nome, AK

## Health and Wellness

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Fairbanks 907-474-7043

### Student Health and Counseling Center

1788 Yukon Drive  
P.O. Box 755580  
Fairbanks, AK 99775

Interior Alaska Center 907-474-6360

### UAF Resource & Advocacy Center

Wood Center Room 130.  
Fairbanks, AK 99775

### CARELINE Alaska

Call (24 Hours) 1-877-266-4357  
Text 4help 839863  
<http://carelinealaska.com>

**Fairbanks Community Mental Health Service** 907-371-1300

3830 S. Cushman St  
Fairbanks, AK 99701

**Turning Point Counseling Service** 907-374-7776

315 5<sup>th</sup> Ave  
Fairbanks, AK 99701  
<http://turningpointcounselingservices.com>

**TWC — Tundra Women's Coalition** 907-543-3444

Denise Tommy  
P.O. Box 2029  
Bethel, AK 99559  
Crisis: 800-478-7799 / 907-543-3456

**Nanook Diversity and Action Center** 907-474-7043

101L Wood Center  
P.O. Box 756640  
Fairbanks, AK 99775

**UAF Disability Services** 907-474-5655

612 N. Chandalar Dr.  
Kotzebue, AK 99752

## **Additional**

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**UAF Veteran & Military Services** 907-474-5655  
111 Eielson Building.  
Fairbanks, AK 99775

**The Trevor Project** 866-488-7386  
Crisis Hotline  
<http://thetrevorproject.org>

**Gender and Sexuality Alliance**  
<http://orgsync.com/122170/chapter>

**Interior AIDS Association** 907-452-4222  
710 Third Ave.  
Fairbanks, AK 99707  
[www.interioraids.org](http://www.interioraids.org)

## The Clery Act



The Jeanne Clery Act, a consumer protection law, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as in form the public of crime in or around university facilities. This information is made publicly accessible through the University's website and Annual Security and Fire Safety Report.

The Clery Act was named in memory of a student, Jeanne Clery, who was murdered and raped in her dorm room at Lehigh University in 1986. Her attacker was also a student at the University whom Jeanne did not know prior to the attack. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was enacted in 1990.

The Clery Act requires colleges and universities to keep records and report on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes and missing students, fire incident reporting, and the like. It is one of the most frequently modified sections of the Higher Education Act and has been amended many times since it was signed into law in 1990.

The Act is intended to provide current and future students, their families and staff, as higher education consumers, with accurate, complete and timely information about safety on campus so they can make informed decisions. Choosing a college or university is a major decision for students and their families. The issue of campus safety is a vital concern, which drives this nationwide law. In essence, the law requires colleges and universities to collect report and disseminate crime information to the campus community with the goal of maintaining a safe environment for students to learn, faculty to teach and staff and administrators to work by increasing the awareness of crimes committed on campus.

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## Compliance with the Clery Act

The Clery Act requires the University of Alaska Fairbanks (UAF) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The act also requires UAF to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education annually.



UAF must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. The University of Alaska Fairbanks Police Department (UAFPD) must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in university residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as fraternities/sororities and remote classrooms. UAF must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.
4. Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities.
5. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths and property damage of each fire.
6. Submit the collected crime and fire statistics to the Department of Education each fall.
7. Inform prospective students and employees about the availability of the Annual Fire Safety Report.

UAF has a vested interest in campus security and the personal safety of its students and employees. The following pages contain specific information, including crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. This report also contains information about campus crime statistics.

## **Campus Safety Security**

This report contains emergency management information, campus crime statistics and critical campus safety information such as policies, crime prevention, crime reporting, and resources to aid you in becoming more safety-minded. The best protections against campus crime are: an effective law enforcement presence; an aware, informed, and alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities. UAF strives to be a safe place to learn, live, work and grow.

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## **University Police Department**

The University of Alaska Fairbanks Police Department (UAFPD) is a full-service law enforcement agency that operates 24 hours a day, 365 days a year, from its headquarters in the Whitaker Building. The department employs sworn officers who patrol the campus.

As the law enforcement agency for UAF, UAFPD serves to protect life and property, to prevent and deter crime, to detect criminal activity and apprehend offenders, to assist those in danger, those who cannot care for themselves and those in need of assistance, to protect individual constitutional rights, and to facilitate the safe movement of people and vehicles on campus.

## **Law Enforcement Authority**

UAF desires to maintain a secure and accessible campus for students, employees, contractors, visitors and guests.

UAFPD is the law enforcement agency serving UAF. UAFPD receives its statutory authority under Alaska Statute 14.40.043. This statute, enacted in 1992, bestowed general police powers upon police officers employed by the university. Each UAF officer, like their municipal and state counterparts, must meet the strict standards established by the Alaska Police Standards Council. Only officers who are fully commissioned and certified by the state as police officers carry firearms. Officers employed by the university understand and function in a manner consistent with our community-oriented policing program. The officers of UAFPD are sworn officers with full powers of arrest, and are

empowered and mandated to enforce all applicable federal and state laws, local ordinance, and University of Alaska Board of Regents policies and regulations and university policies.

UAFPD personnel work closely with all local, state and federal police agencies, and have a direct working relationship with the Fairbanks Police Department and Alaska State Troopers. UAFPD is also a part of the 911 emergency system and has its own dispatch center. All offenses such as sexual offenses, murder, aggravated assault, robbery and auto theft are reported to UAFPD. When appropriate, joint investigative efforts with investigators from UAFPD and local law enforcement are deployed to resolve these various crimes. When appropriate, crime suspects may be adjudicated through the student conduct system.

Bristol Bay, Chukchi Campus, Community and Technical College, Interior Alaska, Kuskokwim, and Northwest Campus do not have campus police or security departments. Local police departments provide services to these campuses when requested.

UAF signed a memorandum of understanding with the following agencies: Alaska State Troopers, Fairbanks Police Department, North Pole Police Department, Kotzebue Police Department, Fairbanks International Airport Police and fire to memorialize (1) the agreed upon manner in which sexual assault investigations that involve UAF students or employees, or that occur on UAF property, are to be conducted; (2) and the agreed upon manner in which joint sexual assault educational efforts directed at UAF students and employees are to be conducted.

### **Accurate and Timely Reporting of Criminal Offenses**

Prompt and accurate reporting of criminal offenses aids in providing a timely response and timely warning notices to the community when appropriate, and assists in compiling accurate crime statistics. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to the UAFPD or local law enforcement.

### **Reporting a Crime**

#### **Bristol Bay Campus & Aleutian-Pribilof Center**

Students, staff, faculty, and visitors should report campus crimes to the staff at Bristol Bay, local law enforcement agencies and Campus Security Authorities.

- In an emergency, dial 911 and then contact a Bristol Bay Administrator at

Bristol Bay Director 907-842-5106

Assistant Director 907-842-5109

Aleutian-Pribilof Center  
P.O. Box 248  
Unalaska, AK 99685  
907-581-1876  
FAX: 907-581-2505  
Toll-Free: 877-581-1666

New Stuyahok Center  
P.O. Box 128  
New Stuyahok, AK 99636  
907-693-3080  
FAX: 907-693-3081

King Salmon Center  
P.O. Box 395  
King Salmon, AK 99613  
907-246-4292  
FAX: 907-246-6216

Togiak Center  
P.O. Box 470  
Togiak, AK 99678  
907-493-5938  
FAX: 907-493-5934

### **Chukchi Campus**

Students, staff, faculty, and visitors should report campus crimes to the staff at Chukchi Campus, local law enforcement agencies and/or to Campus Security Authorities.

- In an emergency, dial 911 and then contact a member of the university staff

Director	907-442-3400. 1-800-478-3402
Student Services Technician, Registrar	907-442-3400
Bristol Bay Police	907-246-4222

### **Community and Technical College, Interior Alaska Campus, and Fairbanks Campus**

Community members, students, faculty, staff, and guests are strongly encouraged to report all campus crimes and public-safety related incidents to the University Police Department (UPD) in a timely manner. UPD incident reports involving students may be forwarded to the Dean of Students Office and Campus Directors for review and potential action through the student disciplinary process. Likewise, UPD incident reports involving faculty may be forwarded to the Provosts Office and incident reports involving staff may be forwarded to Human Resources.

In an emergency, dial 911. You may also use an emergency phone in an elevator, or use one of the blue-lighted emergency phones throughout campus. For non-emergencies on campus, you can contact UPD at 474-7721.

If a sexual assault should occur, staff on the scene, including UPD, will offer the victim a wide variety of services. UPD has members trained to respond as part of the local Sexual Assault Response Team (SART); these team members may be called out and are available to assist a victim 24 hours a day. Crimes should be reported to UPD to ensure inclusion in the annual crime statistics and to aid in providing emergency notification and/or timely warning notices to the community, when

appropriate. If a crime occurring on campus is not reported to UPD or another campus security authority, UAF will be unaware of the crime, and therefore, the crime would not be included in the campus crime statistics. Here is a list of other professionals on the Fairbanks campus whom you may contact to report a crime:

**Department and Phone number**

Dean of Students	907-474-7317
Director of Student Conduct & Ethical Development	907-474-7317
Director, Residence Life	907-474-7247
Director, Athletics	907-786-7780
Director, Human Resources	907-474-7700
Director, Office of Equity & Compliance	907-474-7300
Director, Interior Alaska Campus	907-474-5207
Director, Community & Technical Campus	907-474-2850

**Kuskokwim Campus**

Students, staff, faculty, and visitors should report campus crimes to the staff at Kuskokwim, local law enforcement agencies and/or to Campus Security Authorities.

- In an emergency, dial 911 and then contact a member of the university staff

Director	800-478-5822 or 907-543-4500
Student Services Technician, Registrar	907-442-3400
Bethel Police Department	907-54-3781
Director	907-478-2202

**Northwest Campus**

Students, staff, faculty, and visitors should report campus crimes to the staff at Northwest Campus, local law enforcement agencies and/or to Campus Security Authorities.

- In an emergency, dial 911 and then contact a member of the university staff

Director	800-478-2202 or 907-443-2201
Student Services Manager	907-443-8416
Nome Police Department	907-443-5262

**Emergency Notification**

**Emergency Notification: Bristol Bay**

At Bristol Bay, the College Director or designee should be contacted at the first indication of an emergency. In the evening hours, Bristol Bay Police calling 907-842-5354. Depending on the nature of the emergency, it may be necessary to contact 911 first and then contact the College Director or designee. It is important to contact the College Director or designee because local emergency responders may not notify the College Director or designee that they are responding to an emergency on campus.

The College Director or designee will notify the campus community or the appropriate segment of the community, upon verification of a significant emergency or dangerous situation involving an immediate threat to the health or safety of some or all students or employees occurring on campus. The College Director or designee will take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. This notification may occur via email, broadcasts over campus phones, verbally, and/or through the UA Alerts notification system which allows participants to choose to be contacted via text message, phone, or email. Students and employees are automatically enrolled in UA Alerts. To update your contact information in UA Alerts, go [uaalert.alaska.edu](http://uaalert.alaska.edu). Staff and faculty may also be called personally.

If the College Director or designee has not already made an emergency notification, the director along with key administrative staff, and UAFPD will determine who should be notified, decide the content of the notification, and initiate the notification system.

The College Director or designee may post announcements on the campus home page website. The College Director or designee may also disseminate information to the larger community via contacting the local radio station or coordinating with the local to notify nearby community members who may be in danger.

In the event that a building needs to be evacuated, the occupants will be directed to the emergency assembly area. The College Director or designee may provide information regarding where events scheduled for that building have been relocated. In the event that the entire campus needs to be evacuated, the campus may be closed.

In the event of an emergency, everyone may be asked to “shelter-in-place.” Faculty and staff will follow the campus Emergency Response Plan (ERP) and are provided with updates as necessary. The college ERP contains plans for fires, explosions, earthquakes, active shooters, bomb threats, bear encounters, power outages, medical emergencies, hazardous materials, lockdown orders, and campus evacuations.

**Emergency Notification: Chukchi**

At Chukchi, the College Director or designee should be contacted at the first indication of an emergency. In the evening hours, Kotzebue should be notified by calling 907-442-3351. Depending on the nature of the emergency, it may be necessary to contact 911 first and then contact the College Director or designee. It is important to contact the College Director or designee because local emergency responders may not notify the College Director or designee that they are responding to an emergency on campus.

The College Director or designee will notify the campus community or the appropriate segment of the community, upon verification of a significant emergency or dangerous situation involving an immediate threat to the health or safety of some or all students or employees occurring on campus. The College Director or designee will take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. This notification may occur via email, broadcasts over campus phones, verbally, and/or through the UA Alerts notification system which allows participants to choose to be contacted via text message, phone, or email. Students and employees are automatically enrolled in UA Alerts. To update your contact information in UA Alerts, go [uaalert.alaska.edu](http://uaalert.alaska.edu). Staff and faculty may also be called personally.

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### **Emergency Notification: Community and Technical College**

At CTC, the College Director or designee should be contacted at the first indication of an emergency. In the evening hours, University Police should be notified by calling 907-474-7721. Depending on the nature of the emergency, it may be necessary to contact 911 first and then contact the College Director or designee. It is important to contact the College Director or designee because local emergency responders may not notify the College Director or designee that they are responding to an emergency on campus.

The College Director or designee will notify the campus community or the appropriate segment of the community, upon verification of a significant emergency or dangerous situation involving an immediate threat to the health or safety of some or all students or employees occurring on campus. The College Director or designee will take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. This notification may occur via email, broadcasts over campus phones, verbally, and/or through the UA Alerts notification system which allows participants to choose to be contacted via text message, phone, or email. Students and employees are automatically enrolled in UA Alerts. To update your contact information in UA Alerts, go [uaalert.alaska.edu](http://uaalert.alaska.edu). Staff and faculty may also be called personally.

If the College Director or designee has not already made an emergency notification, the director along with key administrative staff, and UAFPD will determine who should be notified, decide the content of the notification, and initiate the notification system.

The College Director or designee may post announcements on the campus home page website. The College Director or designee may also disseminate information to the larger community via contacting the local radio station or coordinating with the local to notify nearby community members who may be in danger.

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### **Emergency Notification: Interior Alaska**

At Interior Alaska, the College Director or designee should be contacted at the first indication of an emergency. In the evening hours, University Police should be notified by calling 907-474-7721. Depending on the nature of the emergency, it may be necessary to contact 911 first and then contact the College Director or designee. It is important to contact the College Director or designee because local emergency responders may not notify the College Director or designee that they are responding to an emergency on campus.

The College Director or designee will notify the campus community or the appropriate segment of the community, upon verification of a significant emergency or dangerous situation involving an immediate threat to the health or safety of some or all students or employees occurring on campus. The College Director or designee will take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. This notification may occur via email, broadcasts over campus phones, verbally, and/or through the UA Alerts notification system which allows participants to choose to be contacted via text message, phone, or email. Students and employees are automatically enrolled in UA Alerts. To update your contact information in UA Alerts, go [uaalert.alaska.edu](http://uaalert.alaska.edu). Staff and faculty may also be called personally.

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The College Director or designee may post announcements on the campus home page website. The College Director or designee may also disseminate information to the larger community via contacting the local radio station or coordinating with the local to notify nearby community members who may be in danger.

In the event that a building needs to be evacuated, the occupants will be directed to the emergency assembly area. The College Director or designee may provide information regarding where events scheduled for that building have been relocated. In the event that the entire campus needs to be evacuated, the campus may be closed.

In the event of an emergency, everyone may be asked to “shelter-in-place.” Faculty and staff will follow the campus Emergency Response Plan (ERP) and are provided with updates as necessary. The college ERP contains plans for fires, explosions, earthquakes, active shooters, bomb threats, bear encounters, power outages, medical emergencies, hazardous materials, lockdown orders, and campus evacuations.

**Emergency Notification: Kuskokwim**

At Kuskokwim, the College Director or designee should be contacted at the first indication of an emergency. In the evening hours, Bethel Police should be notified by calling 907-543-3781.

Depending on the nature of the emergency, it may be necessary to contact 911 first and then contact the College Director or designee. It is important to contact the College Director or designee because local emergency responders may not notify the College Director or designee that they are responding to an emergency on campus.

The College Director or designee will notify the campus community or the appropriate segment of the community, upon verification of a significant emergency or dangerous situation involving an immediate threat to the health or safety of some or all students or employees occurring on campus. The College Director or designee will take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. This notification may occur via email, broadcasts over campus phones, verbally, and/or through the UA Alerts notification system which allows participants to choose to be contacted via text message, phone, or email. Students and employees are automatically enrolled in UA Alerts. To update your contact information in UA Alerts, go [uaalert.alaska.edu](http://uaalert.alaska.edu). Staff and faculty may also be called personally.

If the College Director or designee has not already made an emergency notification, the director along with key administrative staff, and UAFPD will determine who should be notified, decide the content of the notification, and initiate the notification system.

The College Director or designee may post announcements on the campus home page website. The College Director or designee may also disseminate information to the larger community via contacting the local radio station or coordinating with the local to notify nearby community members who may be in danger.

In the event that a building needs to be evacuated, the occupants will be directed to the emergency assembly area. The College Director or designee may provide information regarding where events scheduled for that building have been relocated. In the event that the entire campus needs to be evacuated, the campus may be closed.

In the event of an emergency, everyone may be asked to “shelter-in-place.” Faculty and staff will follow the campus Emergency Response Plan (ERP) and are provided with updates as necessary. The college ERP contains plans for fires, explosions, earthquakes, active shooters, bomb threats, bear encounters, power outages, medical emergencies, hazardous materials, lockdown orders, and campus evacuations.

**Emergency Notification: Northwest**

At Northwest Campus, the College Director or designee should be contacted at the first indication of an emergency. In the evening hours, Nome City Policy should be notified by calling 907-443-5262. Depending on the nature of the emergency, it may be necessary to contact 911 first and then contact the College Director or designee. It is important to contact the College Director or designee because local emergency responders may not notify the College Director or designee that they are responding to an emergency on campus.

The College Director or designee will notify the campus community or the appropriate segment of the community, upon verification of a significant emergency or dangerous situation involving an immediate threat to the health or safety of some or all students or employees occurring on campus. The College Director or designee will take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. This notification may occur via email, broadcasts over campus phones, verbally, and/or through the UA Alerts notification system which allows participants to choose to be contacted via text message, phone, or email. Students and employees are automatically enrolled in UA Alerts. To update your contact information in UA Alerts, go [uaalert.alaska.edu](http://uaalert.alaska.edu). Staff and faculty may also be called personally.

If the College Director or designee has not already made an emergency notification, the director along with key administrative staff, and UAFPD will determine who should be notified, decide the content of the notification, and initiate the notification system.

The College Director or designee may post announcements on the campus home page website. The College Director or designee may also disseminate information to the larger community via contacting the local radio station or coordinating with the local to notify nearby community members who may be in danger.

In the event that a building needs to be evacuated, the occupants will be directed to the emergency assembly area. The College Director or designee may provide information regarding where events scheduled for that building have been relocated. In the event that the entire campus needs to be evacuated, the campus may be closed.

In the event of an emergency, everyone may be asked to “shelter-in-place.” Faculty and staff will follow the campus Emergency Response Plan (ERP) and are provided with updates as necessary. The college ERP contains plans for fires, explosions, earthquakes, active shooters, bomb threats, bear encounters, power outages, medical emergencies, hazardous materials, lockdown orders, and campus evacuations.

## Campus Security Authorities

Federal law maintains that in addition to University Police Department (UPD) officers, any person who has a significant responsibility for student and campus activities is a Campus Security Authority (CSA). A CSA is required to report safety-related incidents and/or alleged crimes to UPD. A CSA is required by law to report incidents and/or crimes for inclusion in UAF's crime statistics to the UAF Dean of Students Office. Reports to CSAs will be evaluated to determine if it is necessary to issue a timely warning to the campus if the incident or crime represents a serious or continuing threat to the campus community. With the exception of student employees, CSAs may file anonymous reports on behalf of victims, unless the report involves gender-based or sexual misconduct. CSAs are responsible employees required to report incidents of gender-based and sexual misconduct to the Title IX Coordinator.

### Confidentiality with UAF's Professional Counselors

UAF "Professional Counselors," when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. The term "Professional Counselor" is defined as "an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification."

As a matter of policy, professional counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

## Campus Security Authorities

### Bristol Bay Campus:

- Director
- Assistant Director
- Project Managers
- Academic/Career Advisors
- Admissions Coordinator
- Program Assistants/Instructors

- Associate Dean
- Program Advisors
- Student Support Services and Program Administrators
- Student Services and Registration
- Dean's Office staff
- Human Resource Manager
- Executive Officer

### Chukchi Campus:

- Campus Director
- Library Tech
- Student Services Technician
- Grants Manager
- Receptionist
- Assistant Professors/Adjuncts/Tutors

### Interior Alaska Campus

- Campus Director
- Assistant to the Director
- Center Coordinators
- Student Services Coordinators and Advisors
- Assistant Professors/ Tutors

### Fairbanks Campus:

### Community and Technical College

- Dean

- University Police Department staff
- Office of Student Affairs staff

- Associate Vice Chancellor for Student Affairs
- Dean of Students Office professional staff
- Department of Residence Life professional and student staff
- Other selected Division of Student Affairs professional staff
- Athletic department staff, including coaches, trainers, and administrators
- Director of Human Resources
- Director of Office of Diversity & Equal Opportunity
- Director of the Student Health & Counseling Center (CHC)
- Student organization advisors

#### Kuskokwim Campus

- Assistant Director
- Student Services Manager
- Residence Department
- Student Services department
- Youth Services Coordinator
- Academic and Career Advisor
- Student Success Coordinator

#### Northwest Campus

- Campus Director
- Regional Advisor
- Student Services Manager
- Personnel Officer

## Access to and Security of Campus Facilities

UAF is a public institution and, with the exception of restricted and high-security areas, is accessible to the public during normal building hours (time, place, and manner restrictions apply). With the exception of essential personnel and services, and others as designated, buildings are locked and access is permitted only with proper authorization and identification after normal building hours.

Building hours may vary. Buildings will be secured according to schedules developed by the department responsible for the building. The building coordinator is responsible for providing the building schedule to UAF Facility Services when changes occur.

Facilities Services is the only entity that may make changes, additions, or alterations to university approved or installed mechanical access systems (equipment). Hasps, padlocks or other privately supplied locking devices are not allowed.

UAFPD and UAF campus Facilities Services have access to all areas with the exception of specifically identified restricted or high security areas. The campus director manages building access at Bristol Bay, Chukchi Campus, Community and Technical College, Interior Alaska, Kuskokwim, Northwest Campus.

To protect the safety and welfare of students and employees of the university and to protect the property of the university, all persons on property under the jurisdiction of the university behaving in a suspicious or threatening manner may be asked to identify themselves by a university official. A person identifies himself/herself by giving his/her name, complete address, and stating truthfully his/her relationship to the university. A person may be asked to provide proof of identification which is subject to verification.

If any person refuses or fails upon request to present evidence of his/her identification and proof of his/her authorization to be in the building or on the campus, or if it is determined that the individual has no legitimate reason to be in the building or on campus, the person will be asked to leave and may be removed and/or trespassed from the building or campus. UAFPD is available to assist with this request.

Persons who behave in a suspicious or threatening manner or are involved in suspicious or threatening activities should be reported to UAFPD.

### **Security Considerations**

Proper lighting and building security are major factors in reducing crime on campus. Facilities Services maintains university buildings and grounds with a concern for safety and security. Inspections of campus facilities are conducted regularly, and UAFPD completes campus lighting checks regularly. Facilities Services is notified when there are burned out or damaged street and building lights. This inspection ensures maximum lighting for the public at night in UAFPD's jurisdiction.

Keys/electronic door access devices must be secured at all times. Assigned keys/electronic door access devices should remain in the care, custody and control of the assigned student or employee and not be given to other individuals.

Any violations of this policy by employees can result in discipline up to and including termination in accordance with UAF Human Resources policies. Violations of this policy by students can result in sanctions through the student conduct process.

### **Missing Student Notification**

UAF will investigate any report of a missing UAF student residing on campus (residence halls and residential apartments) and take appropriate action to ensure all notifications and actions comply with legal mandates. Investigation of such reports will be initiated immediately by UAFPD. Procedures are governed by federal and state laws, local ordinance and university policy, and are implemented by internal standard operating practices.

### **Registering Information**

All students are encouraged to provide emergency contact information in the UAOnline system.

### **Reporting a Missing Student**

Any concerned person should notify a campus security authority (CSA) of a belief that a student is missing for 24 hours. CSAs include, but are not limited to, Residence Life staff members such as a residence hall director, assistant residence hall director or resident assistant.

Any university employee receiving a complaint of a missing student should notify UAFPD and provide further

information related to the reported missing student.

### **Fairbanks Residential Community Missing Student Notification**

The Fairbanks campus maintains a missing student notification policy and protocol for students who live in campus housing.

#### *Missing Person Report*

A resident is considered to be missing when s/he has been absent for longer than 24 hours. A report should be filled for a missing student with the Department of Residence Life and with UAFPD.

Residence Life staff may work in cooperation and share records and information as appropriate to assess the status of a student reported as missing. Methods of attempting to locate a reported missing student include, but are not limited to, the following:

- Checking phone numbers and email addresses provided as well as social networking sites;
- Surveying the student's room or apartment, including contacting those with whom the student may live;
- Contacting friends, family members, known associates, faculty and other campus community members;
- Contacting extra jurisdictional law enforcement for assistance; and
- Assessing student's use of campus resources, such as ID card access or computer network systems.

### **Resolution of Missing Student Status**

Missing student contacts will be advised of the resolution of a student's missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. Contact notification will be made by staff in Residence Life, Dean of Students Office or UAFPD.

### **Important Phone Numbers**

University Police Department 907-474-7721

Department of Residence Life 907-474-7247

### **Kuskokwim Residential Community Missing Student Notification**

The Kuskokwim campus maintains a missing student notification policy and protocol for students who live in campus housing.

#### *Missing Person Report*

A resident is considered to be missing when s/he has been absent for longer than 24 hours without signing out with the housing office and an investigation finds no known reason for the absence. The Dorm Manager, Student Service Coordinator and Campus Director will follow a missing student notification procedure to locate the student to ensure their safety and protection. If a resident has not been seen for 24 hours at the dorm and has not completed a leave form, the Dorm Manager will attempt to contact the resident via cell phone.

- a. If the resident answers:

1. Verify their whereabouts and expected return;
2. Remind the resident that they need to complete the Leave Form if gone for 24 hours or longer;
3. Fill out the Leave Form with their information.

b. If the resident does NOT answer:

1. Leave a message on their phone to contact you;
2. Ask their roommate or suitemates if they have any information on the resident's whereabouts;
3. Email the resident's name, cell phone number, date/time last seen, and other relevant information to the Student Services Coordinator;
4. Follow-up: Student Services Staff may notify administration, authorities, and the student's family and will make public announcements to help locate the missing student.

### **Resolution of Missing Student Status**

Missing student contacts will be advised of the resolution of a student's missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. Contact notification will be made by staff in Residence Life, Dean of Students Office or UAFPD.

### **Important Phone Numbers**

Sackett Hall Program Manager            907-543-4566

Sackett Hall Resident Director            907-543-4566

### **Annual Testing of Emergency Response and Evacuation Procedures**

The university will test its 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 tabletop exercise, an annual emergency notification test using existing modalities will be conducted at least once per calendar year. This will allow the university's Crisis Incident Response Team the opportunity to test current university all-hazards management plans. In addition, at least once 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 nonresidential facilities on campus.

### **UAF Alerts and Mass Notification System**

The UAF alert system gives 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. UAFPD is responsible for the activation of a UAF Alert when an incident is reported to or brought to its attention 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 UAOnline 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 UAOnline, or customize the way how the system contacts them by going to <https://idp.alaska.edu/idp/Authn/MCB>. Members of the public not affiliated with the University of Alaska but 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 at [www.uaf.edu/alert/](http://www.uaf.edu/alert/).

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
- wildlife threat
- fire incident
- emergency situation
- gas leak
- violent intruder
- police emergency
- shooting
- all clear

### **Timely Warnings**

UAF will issue a timely warning when it receives a report of a crime that represents a serious or continuing threat to the safety of members of the campus community. UAF may also issue a warning to the campus community when other instances pose a safety concern.

#### **Initiating Timely Warnings**

First responders and essential personnel in UAFPD are responsible for initiating timely warnings. Those responsible include, but are not limited to:

- UAFPD chief of police or designee (Rural Campus Directors in conjunction with UAFPD)
- Director of Environmental Health and Safety or designee

The university, in conjunction with various campus offices, will distribute timely warning announcements when there appears to be a threat to the safety and security of persons on campus.

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized.

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat, and
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

### **Community and Technical College, Interior Alaska Campus, Fairbanks Campus**

Timely warnings are issued when: 1) a Clery crime that occurs within our Clery geography is reported directly to the University Police Department (UPD) or indirectly to UPD through a campus security authority or a local law enforcement agency 2) it is considered to represent a serious or continuing threat to students and employees. A timely warning may also be issued for other non-Clery crimes that occur within or near campus when they have the potential to be a serious or continuing threat to students and employees.

### **Bristol Bay Campus**

Timely warnings are issued when: 1) a Clery crime that occurs within our Clery geography is reported directly to the University Police Department (UPD) or indirectly to UPD through a campus security authority or a local law enforcement agency 2) it is considered to represent a serious or continuing threat to students and employees. A timely warning may also be issued for other non-Clery crimes that occur within or near campus when they have the potential to be a serious or continuing threat to students and employees.

### **Chukchi Campus**

Timely warnings are issued when: 1) a Clery crime that occurs within our Clery geography is reported directly to the University Police Department (UPD) or indirectly to UPD through a campus security authority or a local law enforcement agency 2) it is considered to represent a serious or continuing threat to students and employees. A timely warning may also be issued for other non-Clery crimes that occur within or near campus when they have the potential to be a serious or continuing threat to students and employees.

### **Kuskokwim Campus**

Timely warnings are issued when: 1) a Clery crime that occurs within our Clery geography is reported directly to

the University Police Department (UPD) or indirectly to UPD through a campus security authority or a local law enforcement agency 2) it is considered to represent a serious or continuing threat to students and employees. A timely warning may also be issued for other non-Clery crimes that occur within or near campus when they have the potential to be a serious or continuing threat to students and employees.

### **Northwest Campus**

Timely warnings are issued when: 1) a Clery crime that occurs within our Clery geography is reported directly to the University Police Department (UPD) or indirectly to UPD through a campus security authority or a local law enforcement agency 2) it is considered to represent a serious or continuing threat to students and employees. A timely warning may also be issued for other non-Clery crimes that occur within or near campus when they have the potential to be a serious or continuing threat to students and employees.

### **Warning Content**

The warning contains sufficient information about the nature of the threat to allow campus members campus to take protective action:

- A succinct statement of the incident
- Possible connection to previous incidents if applicable
- Date, time and location of the warning
- Description and drawing of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information

In some cases, UAAPD may need to keep some facts confidential to avoid compromising an ongoing investigation.

### **Notification Methods**

The following methods may be used to notify the campus community of various emergencies that may affect the campus community:

- UAF Alert
- Phone
- Text message
- Email
- Outdoor warning sirens
- Official UAF website and UAAPD website
- UAF television channels
- Local media
- Targeted communication, e.g., posters, letters, group meetings

### **Confidential Reporting Procedures**

UAFPD encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, UAFPD cannot hold reports of crime in confidence. However, there are alternative reporting options.

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.

All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "timely warning" as well as inclusion in the annual crime statistics.

To the greatest extent possible, all reports will remain private. In compelling situations, UAF reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

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/>).

### ***Alternatives to Immediately Filing a Police Report***

- Report the crime at a later date.
- Make a complaint to the Dean of Students Office. Such a complaint may be used for actions which include, but are not limited to, on-campus disciplinary proceedings.
- Make an anonymous report to the police. UAFPD has website that may be used to report crimes anonymously (<https://www.uaf.edu/police/crime-reporting>). Contact a referral agency for help: the Department of Residence Life, Resource and Advocacy Center, or the Title IX Coordinator in the Office of Equal Employment Opportunity/Affirmative Action.
- Make a complaint to the Title IX coordinator in the Office of Equal Employment Opportunity/Affirmative Action. Such a complaint may be used for actions which include, but are not limited to, on-campus disciplinary proceedings.

### **Definitions of Geography**

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around UAF's campus.

### ***On-Campus Buildings or Property***

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

### ***Non-Campus Buildings or Property***

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### ***Public Buildings or Property***

1. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
2. The University of Alaska Fairbanks crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

## **Compilation of the 2017 Annual Security Report and Annual Fire Safety Report**

The Clery Coordinating Committee and UAFPD prepare this report. Policies for this report were gathered from the Department of Residence Life, Office of Human Resources, Division of University and Student Advancement, Athletics, Department of Diversity and Equal Opportunity, and other divisions and departments on campus.

Statistics are gathered through reports to the UAFPD, Dean of Students, Student Conduct and Ethical Development, Housing (Residence Life departments at Fairbanks & Kuskokwim campuses), Diversity and Equal Opportunity, and other Campus Security Authorities (CSA). UAF's rural campuses annually request statistical information from the appropriate law enforcement agencies for rural campus operations that include Bristol Bay Campus, Chukchi Campus, Kuskokwim Campus, Northwest Campus, Community and Technical College, and Interior Alaska Campus.

When received and usable, raw statistics provided by law enforcement agencies are categorized accordingly. The individual compiling relevant crime data for each campus may be unable to determine if these statistics adhere to the UCR-defined categories utilized by Clery reporting. Further, statistics received may describe an area that is

more expansive than the space controlled by UAF when and where instruction is offered. Clery reporting covers the preceding calendar year, Jan. 1 to Dec. 31.

Crime, arrest, and referral statistics are reviewed to ensure statistics are not missed or double counted. A copy of this report is disseminated to students, staff and faculty in an email sent in early October each fall semester. Crimes are classified using the FBI Uniformed Crime Reporting Handbooks, the National Incident Based Reporting System Handbook and the Handbook for Campus Safety and Security Reporting. Alaska State law is used to define drug, liquor and weapons law violations as well as incidents of domestic and dating violence.

**Questions on the Clery Act:** The Handbook for Campus Crime Reporting assists universities and colleges in meeting the regulatory requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or the Clery Act. The handbook covers such topics as Classifying and Defining Clery Crimes, Timely Warnings, the Daily Crime Log and Annual Disclosure Requirements. It can be found at U. S. Department of Education, Campus Security webpage, under the title of “The Handbook for Campus Safety and Security Reporting”. <https://www2.ed.gov/admins/lead/safety/handbook.pdf>.

## **Disclosures to Victims of Alleged Crimes**

UAF adheres to disciplinary procedures when students are involved in any violent crime or sex offense.

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and consistent with the Student Code of Conduct, a school is permitted to disclose to the harassed student information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student.

Further, when conduct involves a crime of violence or sex offense, FERPA permits postsecondary institutions to disclose to the complainant, upon written request, the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concludes a violation was committed.

The final results are limited to the name of the alleged perpetrator, any violation found to have been committed and any sanction imposed against the perpetrator by UAF. UAF may not require a complainant from disclosing this information to others.

If the complainant is deceased as a result of the crime or offense, UAF will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested. The records of deceased students may also be released or disclosed at the request of a parent, personal representative or other qualified representative of the student’s estate, or pursuant to a court order or subpoena.

## **Addressing Criminal Activity Off-Campus**

The UAAPD provides law enforcement services to fraternities and sororities on off-campus locations, provided these recognized student organizations, with residences, are located within the jurisdiction dictated by the memorandum of agreement with the Fairbanks Police Department.

Outside the jurisdiction described by the MOA, the university does not have any recognized student organizations in off-campus locations.

# Clery Act Crime Statistics - BRISTOL BAY

Criminal Offenses FAIRBANKS CAMPUS	2014						2015						2016					
	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total
	On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>																		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>																		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VIOLENCE AGAINST WOMEN'S ACT (VAWA)</b>																		
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



# Clery Act Crime Statistics - CHUKCHI CAMPUS

	2014						2015						2016					
	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total
	On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus		
<b>Criminal Offenses FAIRBANKS CAMPUS</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>																		
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>																		
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VIOLENCE AGAINST WOMEN'S ACT (VAWA)</b>																		
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Clery Act Crime Statistics - COMMUNITY AND TECHNICAL

	2014						2015						2016					
	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total
	On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus		
<b>Criminal Offenses FAIRBANKS CAMPUS</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>																		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>																		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VIOLENCE AGAINST WOMEN'S ACT (VAWA)</b>																		
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Clery Act Crime Statistics - FAIRBANKS

	2014						2015						2016					
	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total
	On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus		
<b>Criminal Offenses FAIRBANKS CAMPUS</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	3	0	4	4	0	0	0	4	0	0	0	0	0	0
Fondling	2	2	0	0	0	2	0	0	0	1	0	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	1	1	0	0	0	1	0	0	0	0	0	0
Burglary	2	0	0	0	0	0	15	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	4	0	0	0	0	4	0	0	0	0	0	0
Arson	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>																		
Illegal Weapons Possession	2	0	0	0	0	2	2	0	0	0	0	2	0	0	0	0	0	0
Drugs Abuse Violation	21	2	0	0	0	0	4	0	0	0	0	0	0	2	0	0	0	2
Liquor Law Violation	33	20	0	0	0	0	17	7	0	0	0	0	0	10	0	0	0	10
<b>DISCIPLINARY REFERRALS</b>																		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs Abuse Violation	39	28	0	0	0	39	41	34	0	0	0	41	54	42	0	0	0	54
Liquor Law Violation	76	70	0	0	0	76	107	107	0	0	0	107	123	105	0	1	0	124
<b>VIOLENCE AGAINST WOMEN'S ACT (VAWA)</b>																		
Domestic Violence	2	1	0	0	0	2	2	2	0	0	0	2	0	2	0	0	0	2
Dating Violence	0	3	3	0	0	3	4	2	0	1	0	5	0	1	0	0	0	1
Stalking	7	4	0	0	0	7	3	1	0	0	0	3	0	0	0	5	0	5
<b>HATE CRIMES</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Clery Act Crime Statistics - INTERIOR ALASKA

Criminal Offenses FAIRBANKS CAMPUS	2014						2015						2016					
	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total
	On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>																		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>																		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VIOLENCE AGAINST WOMEN'S ACT (VAWA)</b>																		
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Clery Act Crime Statistics - KUSKOKWIM

	2014						2015						2016					
	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total
	On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus		
<b>Criminal Offenses FAIRBANKS CAMPUS</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	1
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>																		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>																		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VIOLENCE AGAINST WOMEN'S ACT (VAWA)</b>																		
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Clery Act Crime Statistics - NORTHWEST

	2014						2015						2016					
	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total	On-Campus		Off-Campus		Unfounded	Total
	On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus			On-Campus	Residence Hall	Public Property	Non-Campus		
<b>Criminal Offenses FAIRBANKS CAMPUS</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>																		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>																		
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VIOLENCE AGAINST WOMEN'S ACT (VAWA)</b>																		
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft-Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## **Alcohol and Drugs**

UAF prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use or sale of alcoholic beverages, controlled substances and illegal drugs on campus. The impairment by alcohol or drugs of any student or employee while participating in an academic function, or of employees when reporting for work or engaging in work — during normal work hours or other times when required to be at work — is also prohibited. UAF employees and students are required to abide by all federal and state laws, local ordinances, Alaska Commission on Postsecondary Education policies, and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances and illegal drugs.

Additionally, UAF is concerned about the academic success of students and the safety of all members of the campus community and is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students.

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### **Alcohol-Free and Drug-Free Workplace Statement**

The University of Alaska Fairbanks is committed to protecting the safety, health and well-being of all employees and other individuals in its workplace. UAF recognizes that alcohol abuse and drug use pose a significant threat to its goals, and has established an alcohol- and drug-free workplace program that balances respect for individuals with the need to maintain an alcohol and drug-free environment.

UAF encourages employees to voluntarily seek help with drug and alcohol problems.

### **Covered Individuals**

Any individual who conducts business for the institution, is applying for a job or is conducting business on UAF's property is covered by its alcohol and drug policy. UAF's policy applies to, but is not limited to students, employees, off-campus employees, contractors, volunteers, interns and job applicants.

### **Applicability**

UAF's alcohol and drug policy is intended to apply whenever anyone is representing or conducting business for the university. This includes all working hours, while on call, paid standby and while on university property.

### **Prohibited Behavior**

It is a violation of UAF's alcohol and drug policy to unlawfully manufacture, use, possess, sell, trade and/or offer for sale alcohol, illegal drugs, controlled substances or intoxicants. Moreover, it is a violation of policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action, which may include termination, will be taken if job performance deteriorates, a loss of license occurs (in a position where a license is required), and/or accidents occur. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use

appropriate personnel procedures (e.g., use sick leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

### **Notification of Convictions**

Any employee convicted of violating a criminal alcohol or drug statute in the workplace, or one which affects his/her job responsibilities, must inform his/her department chair or supervisor of such conviction (including pleas of guilty and nolo contendere) within five calendar days of the conviction occurring. Failure to inform the supervisor or department head will subject the individual to disciplinary action up to and including dismissal for the first offense. Under the Drug-Free Workplace Act of 1988 involving employees on federal grants or contracts, UAF, through the Vice President for Research and Economic Development, is required to notify the appropriate federal contracting officer within 10 days of receiving notice of such a conviction.

### **Consequences**

One of the goals of UAF's alcohol- and drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If an individual violates the policy, the consequences can be serious even if the employee begins a treatment program.

In the case of applicants, if he or she violates the alcohol and drug policy, the offer of employment can be withdrawn.

Individuals suspected of violating either alcohol or drug policy may be referred to authorities for investigation. Conviction of either state or federal alcohol or drug statutes may subject a student or an employee to disciplinary action.

### ***Assistance***

UAF recognizes that alcohol and drug abuse and addiction are treatable illnesses, and realizes early intervention and support improve the success of rehabilitation. To support its employees, UAF:

1. Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem;
2. Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help;
3. Offers all benefited employees and their immediate family member's assistance with alcohol and drug problems through the Employee Assistance Program; and
4. Allows the use of accrued paid leave while seeking treatment for alcohol and drug problems.

Treatment for substance use disorders (e.g., alcohol dependence, alcohol abuse, alcoholism, drug abuse) may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Supervisors should refer students to UAF Health and Wellness for information pertaining to alcohol and drug



use/abuse assistance programs.

### **Confidentiality**

All information received by the organization through the drug-free workplace program is confidential communication. Alaska Fairbanks Century Code (NDCC) section 44-04-18.1 provides: “Any record of a public employee’s medical treatment or use of an employee assistance program is not to become part of that employee’s personnel record and is confidential and may not be released without the written consent of the employee.”

Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Shared Responsibility**

A safe and productive alcohol- and drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

Employees are not to report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or drugs.

In addition, employees are encouraged to:

1. Be concerned about working in a safe environment;
2. Not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off duty use of alcohol or drugs;
3. Support fellow workers in seeking help;
4. Use the Employee Assistance Program; and
5. Report dangerous behavior to their supervisor.

It is the supervisor’s responsibility to:

1. Inform employees of the alcohol and drug policy;
2. Observe employee performance;
3. Investigate reports of dangerous practices;
4. Document negative changes and problems in performance;
5. Counsel employees as to expected performance improvement;
6. Refer benefited employees to the Employee Assistance Program;
7. Suggest non-benefited employees seek help through a community assistance program; and
8. Clearly state consequences of policy violations.

## **Communication**

Communicating UAF's alcohol and drug policy to all individuals is critical to its success. To ensure all employees are aware of their role in supporting UAF's alcohol- and drug-free workplace, all employees will receive a summary of the alcohol and drug policy and a web link to access the complete policy document during the annual notification of policies.

Various university departments are responsible for developing marketing, communications, advertising, and educational campaigns designed to promote the responsible use of alcohol.

UAF will make all good faith efforts to have and to maintain an alcohol- and drug-free workplace.

## **Student Use of Alcohol and Drugs**

### **Student Alcohol and Drug Policy**

UAF prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student while participating in an academic function, or as an employee when reporting for work or engaging in work — during normal work hours or other times when required to be at work — is also prohibited. UAF students are required to abide by all federal and state laws, local ordinances, Alaska Commission on Postsecondary Education policies, and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances and illegal drugs.

### **Alcohol-Free Opportunities**

Students are encouraged to take advantage of alcohol-free programming provided by Student Life, Residence Life, Student Health & Counseling, Department of Recreation and Wellness, and other activities on- and off-campus.

### **Student Housing**

Alcohol is not allowed in Moore Hall and Skarland Hall. In the other residential facilities, university residents and their guests who consume alcohol must be 21 or older and must act responsibly while doing so. Additionally, they must do so in their residence hall rooms or apartments. In residence halls, the door to the room must be closed or it is considered a community space, and alcohol is not permitted in community spaces. Minors are not allowed to be present while alcohol is being consumed.

### **Domestic and International Field Trips / Study Abroad / Overseas Programs**

Students participating in domestic field trips or academic programs, or visiting foreign countries to attend field trips or academic programs abroad are reminded that they may be subject to arrest and legal sanctions for alcohol or drug offenses under the laws and regulations of that particular state, country or institution in addition to the sanctions described in the Code of Student Life and those adopted by the Office of International Programs and Initiatives.

### **On-Campus Employment**

Students employed on campus are considered university employees while working and should reference the Employee Use of Alcohol and Drugs section for additional information.

### **Alcohol Use/Abuse Education**

The university educates students about potentially life-threatening consequences of alcohol use/abuse and calls on student leaders, administration, faculty and staff to serve as role models and promote good decision making regarding the risks and consequences surrounding alcohol use/abuse.

UAF incorporates AlcoholEdu, an online educational program that is designed to give students the knowledge to assess their own drinking behavior as well as the behaviors of others. The program is intended to increase awareness of issues related to alcohol use and abuse.

### **Drug Use/Abuse Education**

The university educates students about potentially life-threatening consequences of drug or alcohol use/abuse, and calls on student leaders, administration, faculty, and staff to serve as role models and promote good decision making regarding the risks and consequences surrounding drug or alcohol use/abuse. Students who are concerned about their own drug or alcohol use and/or about that of others are encouraged to contact the Student Health and Counseling Center. When appropriate, students may be referred to private counselors.

### **Disciplinary Actions**

The university responds to reports of the illegal use of substances through its student conduct process.

Students in violation of UA Board of Regents policy and university alcohol and drug policy will face disciplinary actions following the Student Code of Conduct (P09.02) The code applies to conduct that occurs on university premises and university-sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives.

Additionally, university disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and the student code of conduct (that is, if both possible violations result from the same factual situation).

### **Parental Notification**

In accordance with a 1998 amendment to FERPA, UAF school officials have the discretion to notify parents or guardians of students who, at the time of disclosure, are under the age of 21, and have violated any federal, state, or local laws, or violated any rule or policy of the institution governing the use or possession of alcohol or controlled substance. Exceptions to parental notification may be made based on circumstance as determined by school officials with legitimate educational interest.

## **Employee Use of Alcohol and Drugs**

### **Employee Alcohol and Drug Policy**

UAF prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, controlled substances and illegal drugs on campus. The impairment by alcohol or drugs of any employee while participating in an academic function, or of employees when reporting for work or engaging in work — during normal work hours or other times when required to be at work — is also prohibited. UAF employees are required to abide by all federal and state laws, local ordinances, BOR policies and regulations, and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances, and illegal drugs.

All employees are expected and required to report to work in an appropriate condition to carry out their responsibilities. In particular:

1. While performing work for the university, operating any university vehicle or conducting university business, faculty and staff are prohibited from using, being under the influence of, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia). Any illegal drugs or drug paraphernalia found on university property will be turned over to university police and may result in criminal prosecution.
2. Employees are prohibited from being impaired or under the influence of alcohol and/or legal drugs, including prescription medication, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or others, or creates an unnecessary risk for the university. If taking necessary medication could compromise workplace safety or affect work performance, the employee is responsible for communicating with his/her supervisor to evaluate temporary job modification/re-assignment during the course of the treatment.
3. Any employee convicted of unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or other criminal drug statute in the workplace, or who receives a conviction that affects his/her job responsibilities, is required to notify his/her department head no later than five working days after such conviction. Failure to notify the appropriate university official(s) of a drug-related conviction shall be grounds for disciplinary action up to and including dismissal.
4. UAF employees are required to abide by all federal and state laws, local ordinances, SBHE policies and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances, and illegal drugs.

Any employee violating this policy is subject to discipline up to and including termination. Employees in the

workplace suspected of violating either alcohol or drug statutes may be referred to criminal authorities for prosecution and sanctions.

### **Suspicion of Alcohol or Drug Use**

An employee who suspects that a colleague or co-worker is impaired by alcohol or drug use on the job should contact his/her department head or supervisor immediately. An employee who suspects a supervisor or department head is impaired by alcohol or drug use should contact the next level of supervision or administration.

Behaviors which may suggest alcohol/drug abuse include (but are not limited to) the following:

- Repeated accidents (on- or off-campus);
- Repeated illness absences;
- Chronic lateness or early departures;
- Significantly diminished task performance (with no other explanation); and
- Odor of alcohol, slurred speech, unsteady gait, disorientation,
- Paranoia, hallucinations and other physical signs of impaired function, not caused by a known medical condition.

For drug descriptions, methods of abuse, and various effects on the body and mind, review the Drug Enforcement Administration's Drug Fact Sheets at [www.justice.gov/dea/druginfo/factsheets.shtml](http://www.justice.gov/dea/druginfo/factsheets.shtml).

If a department chair, supervisor or administrator has been contacted or suspects that an individual is under the influence of drugs or alcohol, he/she should:

1. Assess the situation and call for assistance if necessary. If assistance is needed, notify the UAFPD if on campus or the local police department if not on campus;
2. Not touch the employee;
3. Document observations and other relevant information fully;
4. Prohibit the individual from continuing to work and from driving;
5. Not leave the impaired employee alone;
6. Handle information confidentially; and
7. Consult with Human Resources staff.

### **Incident of Intoxication or Impairment**

If an employee appears to be intoxicated or otherwise drug-impaired, a supervisor should not touch the employee unless contact is necessary to protect him- or herself. If safety concerns are present, the supervisor should contact UAFPD (or local police department for off-campus incidents) for assistance. If possible, the employee should not be left alone unless the supervisor feels threatened. Supervisors should not allow the employee to continue working or to drive him- or herself home. The supervisor will ask the employee if they have been drinking alcohol or taking any drugs and ***document the employee's***

*answer.*

If the employee states that they have not been drinking alcohol or taking any drugs, the employee will be asked to submit to a blood and/or urine test to disprove the suspicions. If there has been a critical incident that jeopardizes the safety of any individual, the employee will be required to submit to a blood and/or urine test. The supervisor and a representative from Human Resources & Payroll Services or other designated official will accompany the employee to an approved facility for testing. Upon completion of the testing, a copy of the results will be provided to the supervisor.

If a person admits to being under the influence of alcohol or drugs, alcohol/drug testing of the individual may not be necessary. If an employee refuses testing, the employee may be disciplined as if the testing had been positive. The supervisor will offer to contact a friend or relative of the employee to drive them home, or to obtain transportation for the employee. If the employee refuses such assistance, the supervisor should call UAFPD and advise them that the employee, who is believed to be impaired, is leaving the workplace

### **Observations**

In proving that an employee was under the influence, the supervisor's observations of the employee's behavior, not a test, are the key elements in the university's case. The supervisor must be able to testify, in detail, what he/she saw that indicated that the employee was under the influence. A supervisor that testifies that the employee "seemed intoxicated" merely states a conclusion which is unsupported by any factual evidence. The supervisor must be able to provide information about the employee's actions that lead to the conclusion that the employee was under the influence, such as "the employee was staggering and had slurred speech or had a strong odor of alcohol on his/her breath." When feasible, it may be helpful to have another supervisor observe the behavior.

### **Documentation**

Documentation of the incident in which the employee exhibited drunken or drugged behavior is critical to protecting the credibility of the supervisor. If the employee challenges any disciplinary action taken, the supervisor may be called upon to testify months' after the incident occurred. The supervisor can avoid having to recall the incident from memory if he/she writes down an account of the incident immediately after it occurs. Those notes should be copied. One copy should be given to the appropriate vice president and the other copy should be retained by the reporting supervisor.

### **Confidentiality**

Supervisors should treat an employee's alcohol or drug problem confidentially. Only those management personnel who have a need to know about the incident should be informed. If only a few people know of an employee's alleged substance abuse, the employer is better able to defend against allegations that the information was handled indiscreetly and will avoid embarrassing the employee.

### **After the Incident**

1. After the immediate "crisis" has been handled, consultation with Human Resources should occur.

2. The employee will be put immediately on paid administrative leave for a minimum of the remainder of their work day.
3. The supervisor will encourage a benefited employee to seek assistance from the Employee Assistance Program or a personal health care provider for all other employees.
4. If the employee is known to be under the influence of alcohol or drugs he/she will be subject to disciplinary actions up to and including dismissal. Any employee suspected to be under the influence of alcohol or drugs who refuses to submit to a blood and/or urine test will be subject to disciplinary actions up to and including dismissal, as if the employee had tested positive.
5. Sick leave, vacation, or provisions of FMLA can be used by employees to seek supervised rehabilitation services through a licensed care provider.
6. If the employee is not known to be under the influence of alcohol or drugs he/she may still be subject to disciplinary action up to and including dismissal for any job performance issues that may have occurred.
7. The disciplinary process will follow UA Board of Regents Policy and University Regulations 04.02.

### **Substance Abuse Counseling, Treatment, and Referral**

The Employee Assistance Program (EAP) provides a variety of services, including alcohol and drug dependence services, to all benefited employees and their immediate family members (spouse and/or dependent children living in the same household as the employee or dependent children attending a college or university). The use of EAP services is confidential unless the employee signs to release information to specific people for a specific purpose.

Release of information may be requested to support a disability accommodation request or leave of absence for Family Medical Leave Act or use of extended sick leave.

### **Reporting Requirements and Records Retention**

A department chair or supervisor who has disciplined an employee for alcohol- or drug-related problems or who has knowledge of an alcohol- or drug-related conviction must notify the appropriate vice president in whose area the employee is employed. The following information will be retained: employee's name, department, date and type of offense, date and type of action taken, and any follow-up or aftercare required.

Supervisors or department heads who are notified of an employee's criminal alcohol and/or drug conviction will immediately inform Human Resources and Payroll Services for staff, Academic Affairs for faculty, and the Dean's Office, School of Medicine and Health Sciences, for medical school academic staff and faculty. Notification to a federal contacting agency will be through the UAF Grants Administration Office. The institution will take appropriate disciplinary action, up to and including termination, based on conviction within 30 days of notification. Other agencies may be notified if it is required under agency rules and procedures.

Disciplinary reports on staff shall be submitted to the department head, vice president, and Human Resources which shall be the official repository of these data. Disciplinary reports on faculty shall be placed in their

official personnel file with copies to their dean, department head, vice president or staff equivalent. Referral data for evaluation, treatment, or aftercare that are non-disciplinary or contain medical information shall be retained by EAP.

### **Off-campus Activities / Domestic or International Field Trips / Study Abroad / Overseas Programs**

Employees are expected to uphold the standard promulgated by this policy and to act in a way that demonstrates the principle of “freedom with responsibility” by behaving in a responsible manner in regards to alcohol and illegal drugs.

UAF strongly discourages faculty from hosting off-campus activities where alcohol is served, or providing alcohol or purchasing alcohol for students participating in domestic or international field trips or study abroad programs. Employees are not permitted to purchase alcohol using university or program funds. Employees must maintain their ability to respond to and report critical incidents and are expected to be able to perform duties as assigned.

Employees accompanying students in foreign countries are reminded that they and their students may be subject to arrest and legal sanctions for drug and alcohol offenses under the laws and regulations of that particular country or institution in addition to the sanctions described in this policy.

### **Institutional Response**

All members of the campus community may refer individuals in violation of UAF’s alcohol and drug policy and applicable laws to the appropriate student conduct administrator, supervisor, campus official and/or UAFPD. Duly appointed administrative personnel who receive information pertaining to violations of this policy will initiate an institutional response. UAFPD is a resource that all members may use to report an individual in violation of this policy.

### **Substance Abuse Education Programs**

UAF has a vested interest in the health and well-being of its students and employees. Providing students and employees access to substance abuse education materials promotes a healthy campus community. UAF recognizes substance abuse as a treatable condition and offers programs and services for employees and students with substance dependency problems. The programs provide services related to substance use and abuse including dissemination of informational materials, educational programs, counseling services, and referrals.

UAF expects its students to comply with federal and state laws, local ordinances, university policies and the *Student Rights and Responsibilities (Code)* related to alcohol and other drugs. Continued or abusive use of alcohol and other drugs has health consequences. Violations will be addressed by the university through the *Code* for students.



The UAF Student Health and Counseling Center uses a prevention model to help students by anticipating and intervening in situations where substance abuse may negatively influence student performance in the community and environment. Individual and group counseling, alcohol and other drug use assessment, referral for further evaluation and treatment, and educational programming are important components of this service. Contact: Student Health and Counseling, [www.uaf.edu/chc/](http://www.uaf.edu/chc/), 907-474-7043.

The UAF Student Health and Counseling Center now offers after-hours counseling services for students who need immediate mental health care. The center employs a counseling service with professional counselors on staff to serve students when the center is closed during evenings, weekends and university holidays. Students can call the center's phone number at 474-7043 and follow the instructions for connecting to the service.

The university offers an Employee Assistance Program to all benefit-eligible faculty, staff and their dependents, as well as COBRA participants. The program is a counseling service that helps employees and their eligible family members resolve problems before they become overwhelming. Trained counselors, who are available around the clock, will help and may guide you to an expert in your area. Help is available for personal concerns, legal and financial issues, or day-to-day challenges, such as finding child or elder care, or buying a car.

Contact ComPsych directly 24 hours a day, seven days a week, at 866-465-8934 or use the TDD at 800-697-0353. Telephone or in-person consultations will be set up for program participants at their convenience, depending on the type of need or problem. You can also go online to GuidanceResources Online, which provides in-depth information with help sheets on a variety of topics, including personal and family concerns and legal and financial matters. You may also search for lawyers with particular specialties and child and elder care in your area. For first-time users, select "I am a first-time user" to set up an account. The company ID required to sign in is GC5901Q.

## **Standards of Conduct**

### **Students**

The unauthorized use, distribution or possession of illicit drugs or alcohol in violation of Alaska statutes or federal law on university premises or at activities sponsored by or affiliated with the university is in violation of the university code of conduct and is prohibited.

*Unlawful Use of Alcoholic Beverages:* It is unlawful to consume alcoholic beverages in the state of Alaska and on the UAF campus if you are under 21 years of age. It is also unlawful to supply alcoholic beverages to persons under 21 years of age. Consumption, possession or display of beer, wine or other alcoholic beverages is prohibited in university public places except for licensed areas such as Wood Center Pub, or at approved events.

*Use of Illicit Drugs:* Possession, use or sale of marijuana and other controlled substances, such as, but not limited to, cocaine, heroin or LSD is a crime under federal and state law. The possession, distribution, or use of such substances is prohibited.

## **Employees**

The sale, purchase, transfer, use or possession of illegal drugs by employees on university premises or while on university business is prohibited. Further, the use of any legally obtained drug, including alcohol, to the point where such use adversely affects the employee's job performance, is prohibited.

The university will impose appropriate sanctions on those individuals in violation of standards of conduct as set forth in UAF Standards of Conduct.

## **Students**

Violation of standards of conduct in Section A1 above will result in disciplinary action. Sanctions may include, but are not limited to, the following actions: warning, probation, trespass, suspension, expulsion, referral for prosecution, and referral for treatment/rehabilitation. Procedures for disciplinary action are detailed here.

## **Employees**

Violations of standards of conduct in A2 above will result in disciplinary action. Sanctions may include, but are not limited to, the following actions: suspension of work with or without pay during an investigation, a period of provisional employment (which may result in termination), referral for prosecution and referral for treatment/rehabilitation.

The university will follow the disciplinary policies and procedures in the Faculty Handbook. *Alaska Fairbanks university System Human Resource Policy Manual* will be followed for any disciplinary acts involving staff.

## **Applicable Sanctions Under Alaska Statutes**

The following description is a summary only and is not a substitute for legal advice. Anyone wishing further clarification may need to consult a lawyer.

### **1. Drug Offenses**

Classification of Common Controlled Substances (AS 11.71.140-180)

Schedule IA — opium, codeine, heroin, methadone, morphine, dilaudid, percodan, demerol

Schedule IIA — cocaine, amphetamines, LSD, mescaline, peyote, PCP, methaqualone (quaaludes), pentobarbital, psilocybine

Schedule IIIA — hashish, barbiturates

Schedule IVA — tranquilizers such as valium and librium, darvon

Schedule VA — small amount of codeine or opium in non-narcotic mixtures such as cough medicine

Schedule VIA — marijuana

Alaska state law as well as policies of the UA Board of Regents prohibits the possession, use, delivery or manufacture of the controlled substances listed above. The category of the substance as well as varying amounts determines the magnitude of the offense, which includes unclassified felony, Class A, B or C felony, Class A or B misdemeanor or violation.

Alaska state marijuana penalties:

- a. Less than 1 oz. for personal possession — Class B misdemeanor
- b. 1 oz. to 1/4 lb. for personal possession — Class A misdemeanor
- c. Manufactures, delivers or possesses with intent to manufacture or deliver one ounce or more — Class C felony

## **Alcohol Offenses**

Alaska statutes relating to unlawful possession or distribution of alcoholic beverages:

AS 04.16.050 — Possession by Persons Under 21 — Violation (1st or 2nd offense) or Class B Misdemeanor (3rd and additional offenses)

Persons under 21 may not knowingly consume or possess alcoholic beverages, except as allowed under AS 04.16.051 (b)

AS 04.16.051 — Furnishing Alcoholic Beverages to Persons Under 21 — A Misdemeanor

- (a) May not furnish or deliver alcoholic beverages to person under 21,
- (b) Except: (1) by the parent of a child, guardian of a ward or to a legal spouse, not on licensed premises; or (2) by doctor or nurse as part of medical treatment.

AS 04.16.040 — Drunken Persons on Licensed Premises — A Misdemeanor

Drunken person may not knowingly enter or remain on licensed premises.

AS 04.16.052 — Furnishing Alcoholic Beverages to Persons Under 21 by Licensees — A Misdemeanor

Licensee or employee may not, with criminal negligence,

- (1) sell, barter, or give alcoholic beverage to person under 21 within licensed premises;
- (2) allow person under 21 to enter and remain on premises, except as states in AS 04.16.049;
- (3) allow person under 21 to consume alcoholic beverages on premises; or
- (4) allow person under 21 to sell or serve alcoholic beverages.

AS 14.16.060 — Purchase by Person Under 21 — A Misdemeanor

- (a) Person under 21 may not purchase alcoholic beverages or solicit another to purchase for him.
- (b) Person may not influence sale of alcoholic beverages to person under 21 by misrepresenting age of that person.
- (c) Person may not order alcoholic beverages from licensee to sell or give to person under 21.
- (d) Person under 21 may not enter licensed premises and misrepresent age to induce licensee to sell or give alcoholic beverage to him.
- (e) Person under 21 may not misrepresent facts required under AS 04.16.049(a)(2) or (3).

## **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

### **21 U.S. C. 844 (a)**

First conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both.

After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

(a) First conviction and the amount of crack possessed exceeds 5 grams.

(b) Second crack conviction and the amount of crack possessed exceeds 3 grams.

(c) Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

### **21 U.S.C. 853 (a)(2) and 881 (a)(7)**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment (see special sentencing provisions re: crack).

### **21 U.S.C. 881(a)(4)**

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

### **21 U.S.C. 884(a)**

Civil fine of up to \$10,000 (pending adoption of final regulations).

### **21 U.S.C. 862**

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

### **18 U.S.C. 922 (g)**

Ineligible to receive or purchase a firearm.

### **Miscellaneous**

Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

### **Alcohol Effects**

Alcohol consumption 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 an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol 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 will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions.

Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the 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.

### **Drug and Alcohol Counseling**

**Treatment for Students:** On-campus programs available to students include the Student Health and Counseling Center and various support groups.

The UAF Student Health and Counseling Center is on the second floor of the Whitaker Building. All students who pay the health center fee are eligible for services. Individual counseling is available for free or for a minimal charge. Students may seek information, counseling and/or referral for their own use or for concerns about a friend or relative's use. Group counseling is available for students whose alcohol use has caused some problem in their lives. In general, students seeking counseling need to schedule an appointment. In an emergency, however, every effort is made to see a student as soon as possible.

The student health insurance program contains benefits for some inpatient and outpatient substance abuse treatment. Call the insurance coordinator at 474-7043 for more information.

Depending on student interest, a number of support groups related to substance abuse meet on campus, including Adult Children of Alcoholics, Alcoholics Anonymous and Narcotics Anonymous. Get information about time and location of these meetings by calling the health and counseling center at 474-7043.

The university dedicates staff time at the health and counseling center to do alcohol assessments and make appropriate referrals. Students may be directed to this service through judicial sanction or may access this resource through self-referral. For more information, call the health and counseling center at 474-7043 or Student Services at 474-7317.

### **Treatment for Employees**

Employees with substance abuse problems are strongly encouraged to seek assistance through one of the agencies in the Fairbanks area. Information about local agencies may be obtained by calling the health and counseling center at 474-7043 or by calling agencies directly. Local agencies providing substance abuse treatment and assistance include:

- Al-Anon: 456-6458
- Alcoholics Anonymous: 456-7501
- Family Recovery Center
- (Fairbanks Memorial Hospital) 458-5540

- Narcotics Anonymous: 452-7372
- Ralph Perdue Center: 452-6251
- Tanana Chiefs Conference Counseling Center: 459-3800

The University of Alaska employee health insurance program contains benefits for some in-patient and outpatient treatment. For further information, contact Human Resources at 474-7700.

person, for the purpose of arousing or satisfying sexual or aggressive desires.

**Incest** occurs when a person intermarries, cohabits, or engages in a sexual act with another person related to him within a degree of consanguinity within which marriages are declared incestuous and void by NDCC section 14-03-03, knowing such other person to be within said degree of relationship. Incest is a class C felony.

**Domestic violence** includes physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self-defense, on the complaining family or household members.

**Stalking** is the criminal activity consisting of the repeated following and harassing of another person. Stalking is a distinctive form of criminal activity composed of a series of actions that taken individually might constitute legal behavior.

### **Student Code of Conduct (BOR POLICY 09.02.02)**

- A. As with all members of the university community, the university requires students to conduct themselves honestly and responsibly and to respect the rights of others. Students may not engage in behavior that disrupts the learning environment, violates the rights of others or otherwise violates the Student Code of Conduct, university rules, regulations, or procedures. Students and student organizations will be responsible for ensuring that they and their guests comply with the code while on property owned or controlled by the university or at activities authorized or sponsored by the university.
- B. The university may initiate disciplinary action and impose sanctions on any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:
  1. cheating, plagiarism, or other forms of academic dishonesty;
  2. forgery, falsification, alteration, or misuse of documents, funds, property or electronic records;
  3. damage or destruction of property;
  4. theft of property or services;
  5. harassment;
  6. discrimination;
  7. hazing;
  8. endangerment, assault, or infliction of physical harm;
  9. gender-based or sexual misconduct;

10. disruptive or obstructive actions;
11. mistreatment of animals;
12. misuse of firearms, explosives, weapons, dangerous devices, or dangerous chemicals;
13. failure to comply with university directives;
14. misuse of alcohol;
15. misuse of drugs or other intoxicants;
16. violation of regents' policy, university regulation, rules, or procedures; or
17. any other actions that result in unreasonable interference with the learning environment or the rights of others.

C. Examples of actions that constitute these prohibitions will be described in the university regulation and MAU rules and procedures.

D. This policy and university regulation and MAU rules and procedures are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

The university has established procedures for enforcing the UA code of conduct. Each student at the university shall be afforded due process in all disciplinary matters. For a complete guide to these procedures, please refer to [Board of Regents Policy and University Regulation 09.02](#) (PDF).

### *University Disciplinary Sanctions for Students*

A student conduct administrator may impose sanctions that fall into two categories: major and minor sanctions. Below is the description of these types of sanctions.

#### *Sanctions*

**Major Sanction:** Major sanctions include suspension, expulsion, revocation of a degree, and other sanctions specified by MAU rules and procedures as being major sanctions.

**Minor Sanction:** Minor sanctions are those other than ones specified as major sanctions, such as warning, probation, discretionary sanctions, etc., as described in University Regulation 09.02.050.

In addition, if an immediate response is required, the dean of students may impose or recommend an interim restriction due to the nature of the alleged policy violation.

An **interim restriction** is an immediate and temporary limitation on a student's access to the university or university services or functions, including conferral of a degree, pending the outcome of the university student conduct investigatory process. An interim restriction may be imposed on a student prior to a student conduct review if the chancellor or designee reasonably determines that the student poses a threat to the student's safety or to the safety of other members of the university community, or is obstructing or disrupting teaching, research, administration, or other activities authorized by the university.

### ***Privacy and Respect of Information***

Respecting one's right to privacy is important to UAF. Students can be assured that when they share information with medical, police, and/or university officials, such information will be handled professionally and within the framework of each agency's governing body privacy limitations (e.g., state law, licensing, FERPA).

University employees with the authority to take action to redress sexual violence; who have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or appropriate school designee; or whom a student could reasonably believe has this authority or duty shall report all complaints of sexual violence to the Title IX coordinator.

A student's privacy concerns are weighed against the needs of UAF to respond to acts of harassment, including domestic violence, dating violence, sexual assault, and stalking. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. If a complainant requests that his or her name not be revealed to the respondent or asks UAF not to investigate or seek administrative action against the respondent, UAF will be limited in its ability to respond fully to the incident. Title IX and the Violence Against Women Reauthorization Act include protections against retaliation. UAF officials will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.

### **Sex Offender Registration**

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Alaska, the Department of Public Safety) to provide UAF with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at UAF. A list of all registered sex offenders in Alaska is available from the Alaska Department of Public Safety website at [www.dps.state.ak.us/sorweb/Search.aspx](http://www.dps.state.ak.us/sorweb/Search.aspx). You can also search for all registered sex offenders associated with UAF (students, staff or faculty) by typing in "All Types" under address and "99775" for UAF's zip code.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

### **Notice of Nondiscrimination ([BOR Policy & Regulation 01.02.025](#))**

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and



Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment.

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

The following person has been designated to handle inquiries regarding the nondiscrimination policies

**University of Alaska Anchorage**

Director, Office of Equity and Compliance  
3211 Providence Drive  
Anchorage, AK 99508  
Phone: 907-786-4680  
E-mail: [uaa\\_oec@alaska.edu](mailto:uaa_oec@alaska.edu)  
Website:  
<https://www.uaa.alaska.edu/about/equity-and-compliance/>

**University of Alaska Fairbanks**

Director of Diversity and Equal Opportunity  
739 Columbia Circle  
PO Box 756910  
Fairbanks, AK 99775-6910  
Phone: 907-474-7300  
E-mail: [uaf-deo@alaska.edu](mailto:uaf-deo@alaska.edu)  
Website: <http://www.uaf.edu/oeo/>

**University of Alaska Southeast**

Director of Human Resources  
11066 Auke Lake Way  
Juneau, Alaska 99801  
Phone: 907-796-6473  
E-mail: [gcheney@alaska.edu](mailto:gcheney@alaska.edu)  
Website: <http://uas.alaska.edu/hr>

For sex discrimination claims or other inquiries concerning the application of Title IX of the Education Amendments of 1972 and its implementing regulations, individuals may contact the University's Title IX Coordinator or the Assistant Secretary in the U.S. Department of Education Office of Civil Rights:

**UAA Title IX Coordinator**

3890 University Lake Drive, Suite 108, Anchorage, AK 99508  
Phone: 907-786-4680  
E-Mail: [uaa\\_titleix@uaa.alaska.edu](mailto:uaa_titleix@uaa.alaska.edu)  
Website: [www.uaa.alaska.edu/about/equity-and-compliance/](http://www.uaa.alaska.edu/about/equity-and-compliance/)

**UAF Title IX Coordinator**

739 Columbia Cr., Fairbanks, AK 99775

Phone: 907-474-7300  
E-Mail: [uaf-tix@alaska.edu](mailto:uaf-tix@alaska.edu)  
<http://www.uaf.edu/titleix/>

**UAS Title IX Coordinator**

11066 Auke Lake Way, Juneau, AK 99801  
Phone: 907-796-6036  
E-Mail: [uas\\_jytitle9@alaska.edu](mailto:uas_jytitle9@alaska.edu)  
<http://www.uas.alaska.edu/policies/titleix.html>

**Office for Civil Rights, Seattle Office**

U.S. Department of Education  
915 Second Ave., Room 3310  
Seattle, WA 98174-1099  
Phone: 206-607-1600  
TDD: 800-877-8339  
E-mail: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
Website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

For employment or educational discrimination, students, parents, employees and applicants for employment may file a complaint with the U.S. Department of Education within 180 calendar days of the alleged discriminatory act.

**Office for Civil Rights, Seattle Office**

U.S. Department of Education  
915 Second Ave., Room 3310  
Seattle, WA 98174-1099  
Phone: 206-607-1600  
TDD: 800-877-8339  
E-mail: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
Website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

For employment discrimination, employees and applicants for employment may file a complaint with the Equal Employment Opportunity Commission at the below addresses within 180 calendar days of the alleged discriminatory act.

**Equal Employment Opportunity Commission**

Federal Office Building  
909 First Avenue  
Suite 400  
Seattle, WA 98104-1061  
Phone: 800-669-4000  
Fax: 206-220-6911  
TTY: 800-669-6820  
Website: <http://www.eeoc.gov/employees/charge.cfm>

For educational discrimination, individuals may file a complaint with the U. S. Department of Justice

**U.S. Department of Justice Civil Rights Division**

950 Pennsylvania Avenue, N.W.  
Educational Opportunities Section, PHB  
Washington, D.C. 20530  
Phone: 202-514-4092 or 1-877-292-3804 (toll-free)  
Fax: 202-514-8337  
E-mail: [education@usdoj.gov](mailto:education@usdoj.gov)  
Website: <http://www.justice.gov/crt/how-file-complaint#three>

For employment or educational discrimination, individuals may file a complaint with the State of Alaska:

**Alaska State Human Rights Commission**

800 A Street, Suite 204  
Anchorage, AK 99501-3669  
Anchorage Area: 907-274-4692  
Anchorage Area TTY/TDD: 907-276-3177  
Toll-Free Complaint Hot Line (in-state only): 800-478-4692  
TTY/TDD Toll-Free Complaint Hot Line (in-state only): 800-478-3177  
Website: [www.humanrights.alaska.gov](http://www.humanrights.alaska.gov)

For discrimination related to a Department of Labor funded grant, individuals may file a complaint with the U. S. Department of Labor within 180 calendar days of the alleged discriminatory act.

**U.S. Department of Labor**

ATTENTION: Office of External Enforcement  
Director, Civil Rights Center  
200 Constitution Avenue, NW  
Room N-4123  
Washington, DC 20210  
Fax: 202-693-6505, ATTENTION: Office of External Enforcement (limit of 15 pages)  
E-mail: [CRCEXternalComplaints@dol.gov](mailto:CRCEXternalComplaints@dol.gov)  
Website: <http://www.dol.gov/oasam/programs/crc/index.htm>

For discrimination related to a National Science Foundation funded grant, individuals may file a complaint with the National Science Foundation within 180 calendar days of the alleged discriminatory act.

**National Science Foundation**

Complaints Adjudication & Compliance Manager  
Office of Diversity & Inclusion (ODI)  
4201 Wilson Blvd., Rm. 255  
Arlington, VA 22230  
Phone: 703-292-8020  
E-mail: [tsisley@nsf.gov](mailto:tsisley@nsf.gov)

## Domestic Violence, Dating Violence, Sexual Assault, and Stalking

### Introduction

The University of Alaska Fairbanks prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, the University of Alaska Fairbanks issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

### Federal Clery Act Definitions

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
  - i. A Felony or misdemeanor crime of violence committed—
    - A) By a current or former spouse or intimate partner of the victim;
    - B) By a person with whom the victim shares a child in common;
    - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
    - E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - ii. For the purposes of this definition—
    - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - B) Dating violence does not include acts covered under the definition of domestic violence.
  - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”
  - **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
  - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - A) Fear for the person’s safety or the safety of others; or
    - B) Suffer substantial emotional distress.
  - ii. For the purposes of this definition—
    - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
    - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
    - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## State of Alaska Legal Definitions

The State of Alaska defines the crimes of domestic violence, dating violence, sexual assault and stalking.

- **Domestic Violence:**  
Alaska State law defines domestic violence and a crime involving domestic violence to mean one or more of the following offenses, or an attempt to commit one of these offenses, by a household member against

another household member: murder, manslaughter, criminally negligent homicide, assault, reckless endangerment, stalking, kidnapping, custodial interference, human trafficking, sexual offenses including assault and sexual abuse of a minor, among others, robbery, extortion, coercion, burglary, criminal trespass, arson or criminally negligent burning, criminal mischief, terrorist threatening, violating a protective order, harassment, and cruelty to animals.

Household members to which the Alaska domestic violence laws apply include:

- A person you have dated, or are presently dating;
- A current or former spouse;
- A person with whom you have or have had a sexual relationship;
- A person who lives, or has previously lived with you, in the same household;
- A parent, stepparent, grandparent, child or grandchild, aunt, uncle, cousin, second cousin or children of any of these persons.

The complete definition of domestic violence is found in Alaska Statute AS 18.66.990.

- **Dating Violence:**

Alaska State law does not currently include a definition for dating violence. However, Alaska’s definition of domestic violence includes individuals who are in current and former dating relationships.

- **Sexual Assault**

Under Alaska state law, sexual penetration and sexual contact of another person without consent is sexual assault and can occur under a variety of circumstances, including:

- Engaging in sexual penetration or contact with someone without consent of the person;
- Attempting to engage in sexual penetration with someone without consent of the person, causing serious physical injury as a result;
- Engaging in sexual penetration or contact with someone known to be mentally incapable or unaware, or while in certain legal or professional relationships with the person;
- Engaging or attempting to engage in sexual penetration or sexual contact with someone who is incapacitated, or temporarily incapable of appraising the nature of one’s own conduct or physically unable to express unwillingness to act.

The Alaska Statutes on sexual assault are found in AS 11.41.410 – 11.41.470.

### Consent

In the State of Alaska, the following terms including “incapacitated,” “mentally incapable,” and “without consent” as related to sexual assault are defined as:

*Incapacitated:* temporarily incapable of appraising the nature of one’s own conduct or physically unable to express unwillingness to act;

*Mentally Incapable:* suffering from a mental disease or defect that renders the person incapable of understanding the nature or consequences of the person’s conduct, including the potential for harm to that person;

*Without Consent:* that a person

- with or without resisting, is coerced by the use of force against a person or property, or by the express or implied threat of death, imminent physical injury, or kidnapping to be inflicted on anyone; or
- is incapacitated as a result of an act of the defendant.

The complete definitions of the above terms are found in Alaska Statute 11.41.470.

Age of Consent: Under Alaska state law, the age of consent for sexual activity depends on the age of both partners. Generally, an individual 16 years old or older can engage in sexual activity with an older participant provided the older participant is not in a position of authority over the younger participant and is not the younger participant's parent. In addition, depending on the age and relationship of the participants, teenagers may not be able to provide legal consent. In summary, an individual who agrees with any of the following statements may not be capable of providing consent, and a crime may have occurred:

- I am under 18 and the other person has authority over me (coach, teacher, boss).
- I am a teen and there is a 3-year or more age difference between us.

The complete provisions regarding the age of consent are found in Alaska Statutes 11.41.434 –.445.

- **Stalking**

Under Alaska law, it is illegal for another person to knowingly engage in a course of conduct that recklessly places you or someone else in fear of death or physical injury to either yourself or a member of your family. A course of conduct is repeated acts of “non-consensual contact” that is initiated or continued without that person's consent, or after someone has expressed a desire to cease contact, or is outside of the scope of consent given by that person. Some examples include:

- following or appearing within the sight of that person;
- approaching or confronting that person in a public place or on private property;
- appearing at the workplace or residence of that person;
- entering onto or remaining on property owned, leased, or occupied by that person;
- contacting that person by telephone;
- sending mail or electronic communications to that person;
- placing an object on, or delivering an object to, property owned, leased, or occupied by that person;
- following or monitoring that person with a global positioning device or similar technological means; or
- using, installing or attempting to use or install a device for observing, recording, or photographing events occurring in the residence, vehicle, or workplace used by that person, or on the personal telephone or computer used by that person.

The complete definition of stalking is found in Alaska Statutes 11.41.260 – .270.

## University of Alaska Definitions

Regents' Policy and University Regulation (BOR) 01.04 defines sexual assault and non-consensual sexual contact as forms of prohibited conduct of the University's Sexual and Gender-based Discrimination Policy.

**Sexual assault** is non-consensual vaginal or anal penetration by a penis, object, tongue, or finger; or non-consensual oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**Non-consensual sexual contact** is any intentional or reckless sexual contact perpetrated without consent.

**Consent** is the voluntary, informed, un-coerced agreement through words or actions freely given, that a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate. A person who is incapacitated cannot consent. Following are additional terms related to the definition of consent:

“**Coercion**” is the use of pressure to compel another person to engage in any sexual activity against that person's will. Coercion may include express or implied threats of physical, emotional, or other harm. Coercion invalidates consent.

“**Force**” is the unwelcome use or threat (whether express or implied) of physical violence to compel another person to engage in any sexual activity against that person's will. Force invalidates consent.

“**Incapacitation**” is when individuals are in a state or condition in which they are unable to make sound decisions. This can be due to sleep, age, unconsciousness, alcohol, drug use, or mental and/or other disability. For example, someone who is unable to articulate what, how, when, where, and/or with whom the person desires a sexual act to take place is incapacitated.

BOR 09.02 outlines Student Rights and Responsibilities. It includes definitions of stalking and relationship violence, which includes both domestic violence and dating violence, as examples of behavior prohibited by the Student Code of Conduct.

**Stalking** is the repetitive and/or menacing pursuit, following, or interference with the peace and/or safety of an individual(s).

**Relationship violence** is violence or abuse by a person on another person with whom they are engaged in an intimate relationship, including domestic violence and dating violence.

**Domestic violence** is a pattern of coercive, controlling behavior in which one intimate partner uses physical violence, coercion, threats, intimidation and emotional, psychological, electronic media or economic abuse to control and change the behavior of the other partner.

**Dating violence** is behavior(s) used to exert power and control over a dating partner. Examples of power and control may come in the form of emotional, verbal, financial, physical, or electronic media abuse.



## How to be an Active Bystander

If you or someone else is in immediate danger, dial 911.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Following is a list<sup>2</sup> of some ways to be an active bystander.

1. Feel responsible to act. Educate yourself on how to be an active bystander.
2. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are alright.
3. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
4. Speak up when someone discusses plans to take sexual advantage of another person.
5. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
6. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

The University of Alaska Fairbanks has implemented *Green Dot*, is a violence prevention program based on empowering bystanders. The goal of the program is to increase bystander awareness of sexual and intimate partner violence and expand an individual’s sense of responsibility to help prevent and safely intervene in instances of sexual and intimate partner violence.

## Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (adapted from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don’t know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

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<sup>1</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>2</sup> Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
15. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
16. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### **Prevention Programs**

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees and that includes:

- A. A statement that the University prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);

- B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- C. What behavior and actions constitute consent, in reference to sexual activity, in the State of Alaska and the University of Alaska.
- D. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- E. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- F. An overview of information contained in the annual security report in compliance with the Clery Act.

**Primary Prevention and Awareness Programs**

UAF offers a number of primary prevention programs. Haven is an online program addressing the critical issues of sexual assault, domestic violence, dating violence, and sexual assault, which all incoming students and new employees are required to complete during the fall semester. Haven promotes positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourages safe bystander intervention, and seeks to change behavior and social norms in healthy and safe directions. Besides Haven, new student orientation programs are provided for the Fairbanks campus, Aviation Technology Complex, University Center, Mat-Su College, and Prince William Sound College.

**Ongoing Prevention and Awareness Campaigns**

All current students and employees are also required to complete Title IX: Sex and Gender Discrimination Training (Haven, HavenPlus, Haven for Faculty and Staff) and students ages 25 and under complete AlcoholEdu annually. Besides these trainings, UAF has an ongoing series of prevention and awareness campaigns. Following are a list of programs taking place at each UAF campus:

<b>List of Campus Programs</b>	
Title IX trainings offered by the Office of Equity & Compliance	Healthy Sexuality Week coordinated by the Student Health & Counseling Center
The Northern Lights student newspaper Red Zone articles	“Bringing in the Bystander” trainings organized by the Student Health & Counseling Center
Informational tables sponsored by the Office of Equity & Compliance	Rape Aggression Defense (RAD) classes offered by the University Police Department
Domestic Violence and Sexual Assault Coalition for Change programs and events	Department of Residence Life programs and events
Student Health 101 online magazine for students sponsored by the Student Health & Counseling Center	Safe Zone events
Domestic Violence and Sexual Assault Awareness Month	Title IX trainings
Alcohol Awareness	Alcohol Education program

Sexual Assault	Title IX: Sex and Gender Based Discrimination Prevention Training
UAFSAFE	UAF Creates awareness campaign. Focuses on where to report sexual misconduct

**Procedures Complainants should follow if an incident occurs**

After an incident of sexual assault, dating violence or domestic violence, the complainant should consider seeking medical attention as soon as possible at the following locations:

<http://www.alaska.edu/files/stopthesilence/Local-Hospitals-and-Police.pdf>

In Alaska, evidence may be collected even if you choose not to make a report to law enforcement.<sup>3</sup> It is important that a complainant of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if complainants do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Complainants of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a complainant chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with University Police or other local law enforcement to preserve evidence in the event that the complainant decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

**Involvement of Law Enforcement and Campus Authorities**

Although the university strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the complainant’s choice whether or not to make such a report. Furthermore, complainants have the right to decline to notify University Police or local law enforcement. However, the Office of Diversity and Equal Opportunity will assist any complainant with notifying law enforcement if the complainant so desires. Following is the contact information for local police:

<http://www.alaska.edu/files/stopthesilence/Local-Hospitals-and-Police.pdf>

**Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator and University Police or local law enforcement (if the victim so

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<sup>3</sup> Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

desires). Following is contact information for the UAF Title IX Coordinator:

Margo Griffith  
907-474-7300  
UAF-deo@alaska.edu

Reports of all domestic violence, dating violence, sexual assault and stalking made to University Police will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

### **Procedures the University will follow when an incident is reported**

The University has procedures in place that serve to be sensitive to complainants who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and a respondent, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to University Police or local law enforcement. Students and employees should contact the Office of Diversity and Equal Opportunity at (907) 474-7300 for more information about these accommodations.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow:

1. The University will assess immediate safety needs of the complainant and broader university community.
2. Depending on when reported (immediate vs delayed report), the University will provide the complainant with access to medical care.
3. The University will provide the complainant with contact information for local law enforcement AND assist the complainant with contacting local police, if the complainant requests.
4. The University will provide written information to the complainant on how to preserve evidence.
5. The University will provide the complainant with referrals to on and off campus mental health providers.
6. The University will provide the complainant with a written explanation of the complainant's rights and options.
7. The University will assess need to implement interim or long-term protective measures, if appropriate.
8. The University will provide an interim restriction or "No trespass" directive to the respondent if deemed appropriate.
9. The University will provide referral to advocate services that can assist with how to apply for a protective order.
10. The University will provide a copy of the policy applicable to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.
11. The University will inform the complainant of the outcome of the investigation, appeal rights and processes, whether or not the respondent will be disciplined, and that disciplinary action was taken.

12. The University will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

### **Assistance for Victims: Rights & Options**

Regardless of whether a complainant elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist complainants of sexual assault, domestic violence, dating violence, and stalking and will provide each complainant with a written explanation of their rights and options. Such written information will include:

- the procedures complainants should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of complainants and other necessary parties;
- a statement that the institution will provide written notification to students and employees about complainant services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

### **Rights of Complainants and the University’s Responsibilities for Protective Orders (also called “restraining orders”) or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or “No Contact” or “No Trespass” Orders issued by the University**

The University of Alaska Fairbanks recognizes protective orders entered by the Alaska Court System or out-of-state protective orders that have been filed through the Alaska Court System. Any person who obtains a protective order should provide a copy to University Police and the Office of Diversity and Equal Opportunity. The individual with the protective order can meet with University Police to discuss any safety concerns and work with the Office of Diversity and Equal Opportunity to provide interim measures and accommodations in an attempt to reduce risk of harm while on campus or coming and going from campus. These interim measures and accommodations may include, but are not limited to: safety escorts, special parking arrangements, providing a temporary cell phone, changing classroom location, or allowing a student to complete assignments from home, etc. The University **cannot** apply for a legal protective order for a complainant. The University of Alaska Fairbanks can issue a “no contact” or “no trespass” order against a respondent who is affiliated with UAF.

<b>Type Of Order</b>	<b>Rights of Complainants</b>	<b>Institution’s Responsibilities</b>
Domestic Violence Protective Order (20-day ex parte orders and long-term protective orders, which can last up to 6 months)	Protection from contact by the respondent in cases of domestic violence; respondent is a “household member,” including relatives and dating partners	Honor and enforce

Stalking Protective Order (20-day ex parte orders and long-term protective orders, which can last up to 6 months)	Protection from contact by the respondent in cases involving stalking, which consists of repeated acts of non-consensual contact involving the complainant or a family member of the complainant	Honor and enforce
Sexual Assault Protective Order (20-day ex parte orders and long-term protective orders, which can last up to 6 months)	Protection from contact by the respondent who has committed a crime of sexual assault, including illegal sexual contact or penetration)	Honor and enforce
Similar lawful orders issued by a criminal, civil, or tribal court	Protection from contact by a respondent, who can be anyone covered by the order	Honor and enforce
University “no contact” orders or “no trespass” orders by the University	Protection from contact by a respondent affiliated with the University of Alaska Fairbanks.	Impose on respondent; enforce against respondent

The complainant must apply for a court protective order directly from the Alaska Court System for these services. The complainant may request a UAF no contact order through the UAF Office of Diversity and Equal Opportunity.

The University may issue a University no contact order if deemed appropriate or at the request of an individual. If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the respondent (student, employee, etc.) and will impose sanctions if the respondent is found responsible for violating the no contact order.

### **Accommodations and Protective Measures Available**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, the University of Alaska Fairbanks will provide written notification to students and employees about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the complainant’s request, and to the extent of the complainant’s cooperation and consent, university offices will work cooperatively to assist the complainant in obtaining accommodations. If reasonably available, a complainant may be offered changes to academic, living, working or transportation situations regardless of whether the complainant chooses to report the crime to University police or local law enforcement. Examples of

options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room, floor, or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a complainant should contact either the Office of Diversity and Equal Opportunity, the Dean of Students Office on the Fairbanks campus, Student Services at community campuses, and/or the Department of Residence Life. If the complainant wishes to receive assistance in requesting these accommodations, he or she should contact the Office of Equity and Compliance at (907) 786-0818 or visit Room 108 of the University Lake Building.

### On and Off Campus Services for Complainants

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, the University of Alaska Fairbanks will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS	Resources and Contact Information
Counseling, Health, and Mental Health	Students at the Fairbanks campus, Community and Technical College, Student Health & Counseling Center 907-474-7043
Victim Advocacy	UAF Resource and Advocacy Center (907) 474-6360 Wood Center <a href="mailto:uafadvocate@iacnvl.org">uafadvocate@iacnvl.org</a>
Legal Assistance	UAF ASUAF Wood Center (907) 474-7355
Visa and Immigration Assistance	International Student Services (907) 474-5327 2 <sup>nd</sup> floor of Eielson Building
Student Financial Aid	Office of Financial Aid (907) 474-7256 1 <sup>st</sup> floor of Eielson Building

OFF CAMPUS	Resources and Contact Information
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Counseling, Health, Mental Health, and Victim Advocacy	The University of Alaska has compiled a list of off-campus locations where students may seek counseling, health, mental health and victim advocacy services:  <a href="https://www.alaska.edu/files/stopthesilence/Local-Hospitals-and-Police.pdf">https://www.alaska.edu/files/stopthesilence/Local-Hospitals-and-Police.pdf</a> <a href="https://www.alaska.edu/stopthesilence/confidential-disclosure/">https://www.alaska.edu/stopthesilence/confidential-disclosure/</a>
Legal Assistance	The Alaska Legal Services Corporation's (ALSC) mission is to provide high quality civil legal services to low income and disadvantaged people and communities to protect their safety, their health and promote family stability. The ALSC has 12 locations, including offices in Anchorage, Kenai, and Palmer. For contact information for each location, go to:  <a href="https://www.alsc-law.org/contact-us/">https://www.alsc-law.org/contact-us/</a>
Visa and Immigration Assistance	The Alaska Institute for Justice's (AIJ) mission is to promote and protect the human rights of all Alaskans including immigrants, refugees, and Alaska Native communities by providing critical services to these underserved populations, including legal representation, language interpretations services, training and educational programs. The AIJ provides services to immigrant victims of domestic violence and sexual assault. For contact information for the Anchorage office, go to:  <a href="http://www.akijp.org/who-we-are/">http://www.akijp.org/who-we-are/</a>
Student Financial Aid	The Alaska Commission on Postsecondary Education & Alaska Student Loan Corporation provides financial aid for college and career planning. For contact information, go to:  <a href="https://acpe.alaska.gov/Contact_Us">https://acpe.alaska.gov/Contact_Us</a>

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.andvsa.org/> - Alaska Network on Domestic Violence and Sexual Assault

<http://www.thehotline.org/> - National Domestic Violence Hotline

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://victimsofcrime.org/our-programs/stalking-resource-center> - Stalking Resource Center

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

### **Confidentiality**

Complainants may request that directory information on file with the University be withheld by request at the Office of the Registrar by filling out this form:

Regardless of whether a complainant has opted-out of allowing the University to share “directory information,” personally identifiable information about the complainant and other necessary parties will be treated as private and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the complainant, including accommodations and protective measures. Absolute confidentiality may not be maintained in all circumstances, especially in cases where the university must take action to protect the safety of others.

The University does not publish the name of crime victims or other identifiable information regarding complainants in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the complainant and other personally identifiable information about the complainant will be withheld.

### **Adjudication of Allegations**

The university’s disciplinary process includes a prompt, fair, and impartial investigation and resolution. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the complainant and respondent. Usually, the resolution of domestic violence, dating violence, sexual assault, and stalking complaints that constitute sex or gender-based discrimination are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. University officials involved in the investigation and adjudication of domestic violence, dating violence, sexual assault and stalking complaints that constitute sex or gender-based discrimination are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct a fair investigation and hearing process that protects the safety of the complainant, promotes accountability, and provides due process to the respondent. Furthermore, policy relating to complaints that concern sex or gender-based discrimination provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present;
2. The complainant, the respondent and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent;
4. The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The complainant and the respondent each have the opportunity to be advised by an advisor of their choice, including an advisor they choose at their own expense, at any stage of the process, and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to consulting and advising the advisee, as well as providing moral support; the advisor may *not* speak for the advisee at any

meeting or hearing, but may consult with the advisee outside of the meeting or hearing area during established breaks in the proceedings.

5. The complainant and the respondent will be notified simultaneously, in writing, of the any initial, interim, and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing, of the procedures for the respondent and the complainant to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the final result once the appeal is resolved.

Whether or not criminal charges are brought, the University<sup>4</sup> or a person may file a complaint under the following policies, depending upon the status of the respondent (student or employee):

### **How to File a Complaint**

1. Notify the UAF Title IX Coordinator by phone 907-474-7300 or in person at the Nordic House, top floor on the Fairbanks campus. If you would prefer to report the incident by phone or in person to someone on your campus, see the list of Title IX representatives for each UA campus located online at [www.alaska.edu/stopthesilence/title-ix-disclosure](http://www.alaska.edu/stopthesilence/title-ix-disclosure).
2. Tell UAF about the incident by using the UA Confidential Hotline. You may phone 855-251-5719 or you may file a report online at [www.alaska.edu/stopthesilence/ua-confidential-hotline](http://www.alaska.edu/stopthesilence/ua-confidential-hotline). When you use the UA Confidential Hotline, you have the choice of disclosing who you are, remaining semi-anonymous, or completely anonymous.
3. Call University Police by phone 907-474-7721 or in person in the Whitaker Building on the Fairbanks campus. You may report the crime anonymously to University Police using their Silent Witness webpage located online at [www.UAF.alaska.edu/upd/sw.cfm](http://www.UAF.alaska.edu/upd/sw.cfm).

With the limited exception of counselors, clergy, or other persons with a professional license requiring confidentiality who are working within that license, all staff, all faculty, and Residence Life student employees are considered responsible employees and are required to report incidents to the Title IX Coordinator.

### **Range of Interim Measures Available to a Complainant Alleging Misconduct**

The University may offer the following interim measures:

- Rescheduling of exams and assignments;
- Changing class schedules;
- Changing university work schedule or job assignments;
- Changing campus housing;
- Making transportation arrangements;

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<sup>4</sup> Federal guidance states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against a respondent. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "University" may assume the role of the complainant.

- Imposing an on-campus “no contact order,” an administrative remedy designed to stop contact and communications between two or more individuals; and
- Fully or partially restricting the respondent’s access to the university or university services or functions.

### **Types of Proceedings Utilized in Cases of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

UAF has three policies that address student and employee conduct in cases of domestic violence, dating violence, sexual assault, and stalking, depending on the nature of the case and the role of the individuals involved:

1. Regents’ Policy and University Regulation 01.04 applies to students and employees accused of domestic violence, dating violence, sexual assault, and stalking that constitute sex and gender-based discrimination.
2. Regents’ Policy and University Regulation 09.02 applies to students accused of domestic violence, dating violence, sexual assault, and stalking that are not forms of sex or gender-based discrimination.
3. Regents’ Policies and University Regulations 04.02, 04.07, 04.08, 04.10, 04.11 & 09.05 apply to employees accused of domestic violence, dating violence, sexual assault, and stalking that are not forms of sex or gender-based discrimination.

The following sections describe each policy.

#### Regents’ Policy and University Regulation 01.04: Applicable to Students and Employees Accused of Sexual Assault and Other Forms of Sexual and Gender-based Discrimination

A full version of this policy is located at:

<https://alaska.edu/bor/policy/01-04.pdf>

#### *How the University Determines Whether This Policy Applies and Whether to Proceed with an Investigation; Interim Measures*

The Title IX Coordinator determines if there is sufficient basis to initiate an investigation under Regents’ Policy and University Regulation 01.04. Before beginning an investigation, the Title IX Coordinator determines whether the complainant wants to proceed with an investigation or whether the circumstances require the University to proceed with an investigation. The Title IX staff also evaluates the risk, if any, the respondent presents to the complainant and takes appropriate interim measures in response to that assessment to stop any discrimination, harassment, or sexual violence.

#### *Steps in the Process*

1. Anticipated Timelines
  - a. Within approximately 50 calendar days from the date the complaint was filed, the final investigative report will be completed and the Title IX coordinator will notify the parties of the outcome of the investigation and forward any findings of responsibility to the appropriate discipline authority.

- b. A complainant or respondent may appeal a finding of no responsibility within five calendar days of receiving notice of the outcome of the investigation.
- c. A finding of responsibility will be forwarded to the findings along with the investigative report and relevant documentation to the appropriate discipline authority. The discipline authority will impose an appropriate sanction within ten days of receiving the findings and supporting documentation.
- d. A complainant or respondent may appeal a finding of responsibility and/or sanctions.
- e. If the complainant or respondent appeals a decision, the other individual is allowed to submit comments before the appeal is decided. A written decision by the appeal authority will be issued within approximately seven days of receiving the appeal and all supporting documentation.
- f. Any timeline associated with the formal resolution process, including appeals, may be extended for good cause.

## 2. Decision-Making Process

### a. Investigation

Investigations are conducted by a Title IX investigator who makes findings of responsibility or no responsibility. Both the complainant and respondent will have an opportunity to identify witnesses and present their accounts of the events. The complainant and respondent will also have an opportunity to provide any evidence or other information relevant to the investigation. The investigator will determine the relevance of any information.

Neither the complainant nor the respondent is required to participate in the investigation, though the Title IX investigator will complete the investigation in light of the information available. Both parties will have an opportunity to review and respond to evidence considered, and will receive an equal opportunity to provide feedback to the investigator prior to the report being completed.

In general, the investigator will not consider statements of personal opinion or statements as to any party's general reputation. The university does not permit questioning or consider evidence of other sexual behavior of the respondent or complainant if the danger of unfair prejudice, confusion of the issues, or unwarranted invasion of the privacy of any party outweighs its probative value.

### b. Discipline

For student respondents, the Dean of Students Office imposes or recommends discipline as defined in University Regulation 09.02.040. For employee respondents, the regional human resources office imposes discipline according to Regents' Policy 04.07 and 04.08 and applicable collective bargaining agreements. For respondents that are both students and university employees, all applicable discipline procedures may be used. For third-party respondents, discipline is imposed by the Title IX coordinator in conjunction with campus leadership. To determine the appropriate sanction, the discipline authority offers both parties an opportunity to meet with the discipline authority; consider the respondent's present and past disciplinary record; the nature of the offense; the severity of any damage, injury, or harm resulting from the prohibited behavior; and any other relevant factors.

### c. Appeals

An appeal of findings of responsibility must be made in writing and identify the finding being

appealed and the ground for appeal. The appeal authority will be a Title IX coordinator for one of the three separately accredited universities within the university system — UAF, UAF, and UAS — other than the Title IX coordinator that was responsible for the investigation. The appeal authority first considers whether the appeal is sufficiently supported. If it is not, the appeal authority will uphold the factual findings. Otherwise, the appeal authority considers the evidence, the comments submitted by the parties, any supporting documentation submitted by the parties, and, if appropriate, any new evidence necessary to resolve the appeal. The appeal authority issues a written decision upholding or altering or modifying the challenged decision, making a new decision, or referring the matter back for further review.

An appeal of discipline for a finding of responsibility is handled under Regents' Policy and University Regulation 09.02, 04.07, and 04.08 as outlined in those sections.

### 3. Standard of Evidence

Findings are made using the preponderance of the evidence standard.

Regents Policy and University Regulation 09.02: Applicable to Students Accused of Domestic Violence, Dating Violence, and Stalking that do not Constitute Sex or Gender-based Discrimination

A full version of this policy is located at:

<https://alaska.edu/bor/policy/09-02.pdf>

#### *How the University Determines Whether This Policy will be Used*

A student conduct administrator reviews the allegations and conducts an appropriate preliminary investigation to determine:

- a. whether to dismiss the matter because insufficient information exists to support the accusation; or
- b. whether sufficient information exists to warrant further student conduct proceedings; and, if so,
- c. whether the allegations, if substantiated, will subject the student to a major or a minor sanction.

#### *Steps in the Disciplinary Process*

### 1. Anticipated Timelines

- a. The student conduct administrator schedules an administrative review with the respondent to review the allegations. Administrative reviews will ordinarily be scheduled between three and fifteen days after the student conduct administrator sends written notice of the allegations to the student.
- b. Barring extenuating circumstances, the student conduct administrator prepares written findings and conclusions and sends the decision to the complainant and respondent within ten days after the conclusion of the administrative review.
- c. If the case results in a finding of responsibility and the respondent is assigned minor sanctions, then:
  - i. The respondent may submit an appeal in writing within seven days of the day the decision is issued.
  - ii. Barring extenuating circumstances, the designated appeal reviewer will issue its written decision within seven days of receiving the notice of appeal.

- d. If the case results in a finding of responsibility and the student conduct administrator recommends the imposition of major sanctions on the respondent, then the student has seven days to submit written comments on the findings, conclusions, and recommendations of the administrative review.
  - i. The MAU senior student services professional or designee will review the record and render a decision within fourteen days of receipt of the recommendation, barring extenuating circumstances.
  - ii. If the MAU senior student services professional has recommended a major sanction, the chancellor will review the record, and barring extenuating circumstances, render a decision within seven days of receipt of the recommendation.

## 2. Decision-Making Process

### a. Investigation

Investigations are conducted by a student conduct administrator who makes findings of responsibility or no responsibility and assigns or recommends sanctions. At the administrative review, the student conduct administrator reviews the allegations and available information regarding the matter. The student is given the opportunity to present relevant information, names of witnesses, relevant explanations, and/or mitigating factors for the alleged violation. The university student conduct system is an administrative process and is not a court of law and is not held to standards applied in criminal proceedings. Formal rules of evidence do not apply. Testimony containing hearsay may be heard, and will be weighed appropriately, taking into account the reliability of the information. Findings and conclusions are based upon information obtained during the review.

### b. Discipline

In determining appropriate sanctions, the student's present and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the prohibited behavior, and other factors relevant to the matter are considered.

### c. Appeals

An appeal must be made in writing and identify the ground(s) for appeal. The designated appeal reviewer conducts a review of the record and issues a decision dismissing or upholding or altering or modifying the challenged decision, making a new decision, authorizing a new review, or referring the matter back for further review.

## 3. Standard of Proof

A student conduct procedure is a review undertaken by the university to establish whether there is substantial information to determine whether it is more likely than not that a student violated the Code.

Regents' Policy and University Regulation 04.02, 04.07, 04.08, 04.10, 04.11 & 09.05: Applicable to employees (including bargaining unit members, depending on representation and other applicable state and federal laws governing employment practices) accused of Domestic Violence, Dating Violence, and Stalking that do not constitute sex or gender-based discrimination.

A full version of these policies can be found at:

<http://www.alaska.edu/bor/policy/04-02.pdf> General Personnel Policies

<http://www.alaska.edu/bor/policy/04-07.pdf> Employee Relations

<http://www.alaska.edu/bor/policy/04-08.pdf> Dispute and Grievance Resolution

<http://www.alaska.edu/bor/policy/04-10.pdf> Ethics & Conduct

<http://www.alaska.edu/bor/policy/04-11.pdf> Collective Bargaining

<http://www.alaska.edu/bor/policy/09-05.pdf> Employment of Students

### *How the University Determines Whether This Policy will be Used*

Upon receipt of an allegation or complaint, or upon referral from the Title IX office or the student conduct administrator, a Human Resources (HR) consultant will be assigned to review the allegations and findings and, in conjunction with the employee's supervisor, will make a determination:

1. whether to dismiss the matter because insufficient information exists to support the accusation or it does not fall under the policy for the alleged misconduct and therefore warrants no employee action to be taken;
2. whether sufficient information exists to warrant employment action; and
3. if the allegations are substantiated, what type of employment action will be taken or imposed, if any.

### *Steps in the Disciplinary Process*

1. Anticipated Timelines
  - a. Upon receipt of the information and findings, if applicable, the human resources office will assign the case to an HR consultant within two business days, barring any extenuating circumstances.
  - b. If findings are referred from another university office, the HR consultant will review the findings within two weeks of being assigned the case unless the preliminary findings require expediency and barring any extenuating circumstances. If the human resources office investigates the complaint or allegation or has to further investigate a matter referred from another university office prior to reaching a conclusion, the investigative process may take six weeks, barring any extenuating circumstances.
  - c. After investigation or review, the human resources office, in conjunction with the supervisor, will determine if any employment action needs to be taken. If the employee is a bargaining unit member, this may extend or adjust the timeline due to collective bargaining agreement requirements.
  - d. If there have been findings by another university office and those findings are under appeal this may extend or delay action by the human resources office, depending on the circumstances.
  - e. Once a determination has been made that employment action is needed, the human resources office and/or supervisor will notify the employee within five days of reaching that determination, barring any extenuating circumstances.

### 2. Decision-Making Process

#### a. Investigation and Discipline

When the respondent is an employee of the university, the human resources office



will investigate a complaint or allegation, or review investigative findings conducted by either the student conduct administrator or the Title IX investigator. Human resources, working with the employee’s supervisor, will determine the appropriate employment action based on the findings and in accordance with appropriate UAF policy and regulations, collective bargaining agreement, if applicable, and other regulatory laws.

b. Appeals

An appeal must be made in writing, identify the ground(s) for appeal, and must follow the established applicable appeal process. The designated appeal reviewer conducts a review of the record and issues a decision upholding or altering or modifying the challenged decision, making a new decision, or referring the matter back for further review.

A full description of the appeal policy can be found at:

<http://www.alaska.edu/bor/policy/04-08.pdf> Dispute and Grievance Resolution

3. Standard of Evidence

Findings are made using the preponderance of the evidence standard.

**Possible Sanctions Utilized in Cases of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

		<b>Discipline Range</b>					
	For Students	<i>Warning</i>	<i>Discretionary Sanctions</i>	<i>Disciplinary Probation</i>	<i>Restricted Access</i>	<i>Suspension</i>	<i>Expulsion</i>
<b>Behavior</b> (as defined in BOR 01.04 and BOR 09.02)	For Employees	<i>Letter of Expectation/Counseling/Warning</i>	<i>Written Reprimand</i>	<i>Disciplinary Probation</i>		<i>Suspension</i>	<i>Termination for Cause</i>
<b>Sexual Assault</b>		not applicable	not applicable	not applicable	X	X	X
<b>Non-Consensual Sexual Contact</b>		not applicable	X	X	X	X	X
<b>Stalking</b>		not applicable	X	X	X	X	X
<b>Dating Violence</b>		X	X	X	X	X	X
<b>Domestic Violence</b>		not applicable	X	X	X	X	X

The above chart reflects UAF’s sanctioning guidelines absent extenuating circumstances.

**Definition of Discipline Range Terms for Students**

Warning: A notice that the student is violating or has violated the Code, and that further misconduct may result in more severe disciplinary action.

Discretionary Sanction: Community service work or other uncompensated labor, educational classes, research papers, reflective essays, counseling, or other sanctions that may be seen as appropriate to the circumstances of a given matter.

Disciplinary Probation: A written warning which includes the probability of more severe disciplinary sanctions if the student is found to be violating the Code during a specified period of time (the probationary period).

Restricted Access: A student may be restricted from entering certain designated areas and/or facilities or from using specific equipment for a specified period of time. For example, a student may be restricted from a classroom, a building, a floor of a residence hall, a residence hall, a residential community, an area of campus, or the entire campus.

Suspension: Separation of the student from the university for a specified period of time, after which the student may be eligible to return. During the period of suspension, the student may be prohibited from participation in any activity sponsored or authorized by the university and may be barred from all property owned or controlled by the university, except as stated on the notification.

If a student who is suspended seeks to re-enroll at the University, the student must submit a written request for re-enrollment that includes a statement from a mental health professional who is not affiliated with the University of Alaska and who is licensed to practice psychotherapy or personal counseling. The statement must affirm the student participated in an assessment with that provider and complied with any recommendations for treatment. The student must also sign a release of information allowing UAF officials to speak to the provider. If a student receives permission to re-enroll, the student will be placed on disciplinary probation for a period of two years from the date of the student's re-enrollment.

Expulsion: Permanent separation of the student from the university. The student may be prohibited from participation in any activity sponsored or authorized by the university and may be barred from property owned or controlled by the university except as stated on the notice of expulsion.

### **Definition of Discipline Range Terms for Employees**

Letter of Expectation: a written notice to the employee restating performance/behavioral expectations.

Written Reprimand: Written reprimand will describe the nature of the offense or deficiency, the method or methods of correction, and the probable action to be taken if the offense is repeated or the deficiency persists.

Disciplinary Probation: Any employee who fails to meet the performance standards or employment conditions of the supervising authority may, at the discretion of the supervisor, be placed on disciplinary probation for a period not exceeding six months. Failure to meet the performance standards or employment conditions of the supervising authority may result in termination of employment for cause.

Suspension: Suspension without pay of not greater than 10 working days may be used in circumstances which the supervisor believes that by its use the employee will correct the employee's job related behavior or performance and where discharge appears unwarranted.

Termination for Cause: Regular employees may be terminated from employment for cause.

### **University-Initiated Protective Measures**

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.<sup>5</sup> Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent.

### **Notification to Victims of Crimes of Violence**

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency 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, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. In Alaska, convicted sex offenders must register with the Department of Public Safety (DPS). You can link to this information, which appears on the DPS website, by accessing [www.dps.state.ak.us/Sorweb/sorweb.aspx](http://www.dps.state.ak.us/Sorweb/sorweb.aspx).

## **Annual Fire Safety Report**

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act of 2008. This act requires institutions maintaining on-campus student housing to issue an annual fire safety report. Signed into law on Aug. 14, 2008, this amendment requires postsecondary institutions to publish fire safety information and statistics, much as is already done with other crime statistics, such as campus theft and assault.

Additionally, the National Student Loan Program requires all eligible Title IV institutions that maintain on-

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<sup>5</sup> Applicable law requires that, when taking such steps to separate the complainant and the accused, the University must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The statistics include the number, cause, related injuries and deaths, and property damages associated with each fire. In addition, each institution is required to report fire safety information to the U.S. Department of Education.

Collectively, this information provides prospective and current students information regarding the policies, concerns, and fire safety conditions that are present at the University of Alaska Fairbanks.

For a fire to be reportable, per the Higher Education Opportunity Act / Clery Act, it must be an actual fire, and it must meet the federal definition of a fire. The Higher Education Opportunity Act (HEOA) regulations define fire as, “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

On campus, housing is available at Kuskokwim and Fairbanks campuses. Other campuses do not have campus housing options therefore this content does not apply to Northwest Campus, Chukchi Campus, Bristol Bay, Interior Alaska Campus, and Community and Technical College.

### **UAF's Fire Safety Policy**

This philosophy follows the overall UAF safety and risk management philosophy that accidents can be prevented and that all levels of the university must be committed to and participate in achieving this ideal. At UAF, fire and the risks and effects of fire will be addressed by the commitment to the following:

#### ***Prevention***

Prevention is always the best and most effective cure. UAF emphasizes daily practices and procedures to limit the risk of occurrence and/or lessen the severity of an occurrence to those identified risks to all staff, students and visitors of UAF.

#### ***Engineering***

As with all things relating to humans and/or the natural world some occurrence of hazardous nature will happen. UAF has had a massive effort to bring its facilities up to current design and code to limit the impact of such an event, e.g., fire sprinklers, earthquake resistant construction, emergency lighting, and lab ventilation systems.

#### ***Exits***

Life safety is always a higher priority than property. The people of this university and community are its most important (and expensive) asset. Evacuation of the immediate area (safe refuge) and/or building may be necessary.

This policy, emphasizing prevention and individual responsibility, and combined with the latest hazard reduction technology, gives the UAF community a high level of safety from injury or loss from a fire.

#### ***Responsibility***

Each person has an individual responsibility to maintain a fire safe environment throughout campus. Faculty, staff, employees and students are responsible for keeping their classrooms, labs, offices, residence hall rooms or

operating areas orderly and free of potential sources of ignition. Supervisors must ensure that employees

understand and follow the guidance provided in the UAF safety manual. They should also notify the university fire marshal of any operational changes that alter the fire risk in their area so that protection can be adjusted accordingly. All UAF employees must perform their work in a way that minimizes the possibility of starting a fire.

For fire safety, information or assistance in any subject not covered in this manual contact the university fire marshal at 907-474-6303 or 907-474-6938.

### **On Campus Student Housing Facility Fire Safety System**

#### *Smoke Detectors*

All university housing facilities have hardwired smoke detectors. Do not try to service or tamper with these detectors

Tampering with any piece of fire safety equipment is a violation of the UAF code of Student conduct.

#### **Responsibility**

It is the responsibility of all students and their visitors to campus to maintain a fire-safe room. The most fire fatalities occur in sleeping areas. By following some simple fire safety guidelines, resident hall occupants can have a fire-safe school year.

### **GUIDELINES**

- Keep a clear and unobstructed exit path to your door. Clothing, books, boxes, etc., can obstruct an exit way and prevent someone from getting out of their room in a safe manner.
- Extension cords are for temporary use. Electrical appliances should be plugged directly into an outlet. If additional outlets are needed, use a plug strip with a breaker.
- No flammable or combustible liquids are allowed in residence halls. This includes lighter fluid, gasoline, motor oil, etc.
- No propane or other flammable gases are permitted in residence halls. This includes propane tanks on barbecue grills. These must be stored outside.
- Smoke detectors cannot be removed or tampered with for any reason. Removing or tampering with a detector or any other life-safety equipment can result in criminal charges as well as numerous fines.
- Seasonal decorations must be noncombustible or fire-retardant treated.
- No decorations will be displayed in such a manner as to block or impede the ability of a fire safety device to operate, e.g., pull boxes, exit lights, sprinkler heads.
- No papers or combustibles are allowed inside the diffusers on the overhead lights.
- Excessive storage is not permitted inside the rooms. The sprinkler systems in the residence halls are designed to handle fires in rooms with standard furnishings, not in rooms with excessive storage.
- The use of candles or any open flame appliance is prohibited in residence halls.
- Additional lighting is permitted as long as the lights are UL or FM listed.

- Lights must be plugged directly into a wall outlet. No torch-style halogen lamps are allowed unless they are equipped with the protective device on the top of the lamp.
- Hot plates and cooking are not permitted in the residence hall rooms. Some low wattage microwaves may be allowed for heating up food. These must be approved by Residence Life prior to use in the individual rooms.

## **Automatic Fixed Fire Protection Systems**

### **Sprinkler Systems**

Most building on campus have automatic fire sprinklers. These systems are designed to the hazard that they protect per the National Fire Protection Association Standard 13. The minimum classification authorized on campus is the “ordinary class.” Fire sprinklers are designed so that the heat of an incipient fire will cause the closest head to open and discharge a fire-suppressing water spray that has been pre-calculated as part of the building and area use design. Fire sprinklers will initiate building evacuation and fire department response alarms automatically from alarms tied to the water flow through the system. Sprinkler system heads open individually, and most fires over 90% are extinguished with only one head discharging.

To ensure proper fire sprinkler system operation and effectiveness on campus, the following principles must be observed:

#### **Design and maintain for proper hazard and fuel loading**

Light-hazard systems such those in offices cannot protect higher-hazard used such as storage or laboratories.

#### **Maintain adequate water flow**

Sprinkler valves are never to be shut off. Only fire department and sprinkler maintenance personnel have the authorization to operate these valves. Most valves on campus are electronically monitored and will transmit a tamper alarm.

#### **Storage and building use must not block sprinkler heads**

Storage and or obstructions must not come within 18” below the sprinkler head.

#### **Protect from freezing**

Do not leave doors or windows open during the winter.

#### **Regular service and testing**

Regular testing and inspections are performed by trained and authorized Facilities Services personnel.

#### **Fixed chemical systems and hoods**

Some special hazard areas on campus are protected by fixed chemical systems. Most commonly found on cooking grilles exhaust hoods, chemical process areas, and special electronic areas. The systems use one the following: water, foam, dry chemical, CO<sub>2</sub> or Halon-type agent.

These systems are designed to automatically detect and suppress incipient fires in a defined area. Most also

have a manual discharge feature. The campus fire marshal and building engineers have located these systems where they are of most useful benefit. They are maintained by the Facilities Services .

### **Building Standpipes**

Standpipes are normally located in the fire-rated stairwells of most building over four stories in total height or those with basements or other unusual access areas per the fire code. The systems assist the fire department in the delivery of fire suppression streams with an outlet located at every floor. This system is for fire department use only.

To ensure proper building standpipe system operation and effectiveness, the following principles must be observed:

- Discharge valves and access shall not be blocked
- No tampering or removal of discharge valves and caps.
- No parking, storage or piling of snow within 15' of the fire department connection, usually located on the ground floor on the outside of the building and labeled "fire department standpipe connection."
- Annual checks and service are done through the Facilities Services .

### ***Fire Hydrants***

Fire hydrants are located throughout the campus for the primary purpose of fire protection and are to be used by the fire department. These hydrants are supplied by the domestic and fire water pumps from the UAF power plant. Placement and flow rates are based on building design and the Uniform Fire Code requirements for fire flow and hydrant location.

To ensure proper fire hydrant operation and effectiveness, the following principles must be observed.

#### ***Maintain Clear Access***

No parking, storage, or piling of snow within 15' of any fire hydrant.

#### ***Hydrant Use***

Use of fire hydrants is to be by only authorized, trained users and only after permission has been received from authorized personnel. Improper operation will damage the hydrant, cause water fluctuation and potential damage in other areas on campus, and/or cause additional fire pumps to suddenly come online.

#### ***Testing***

Hydrants are flushed and flow tested twice a year by the fire department.

### **Fire Doors**

#### **Responsibility**

All university staff, faculty, students and campus users are responsible for ensuring that all fire doors are

kept closed at all times. Any problems with these doors are to be reported to Facilities Services at 474-7000.

### Requirements

Exit doors and the routes to reach them must be properly identified and illuminated. Emergency lighting may also be required.

Fire Drills 2016	Supervised Fire Drills
Fairbanks Campus	2
Kuskokwim Campus	0

No locks or fastening devices that prevent escape from the building are permitted. The only exceptions are the magnetic locks that are installed in specific locations

and that are tied directly into the fire alarm system. These doors will release whenever the fire alarm system is activated. A pull station is adjacent to each door. In a non-fire emergency activation of the pull station will cause the fire alarm system to activate and the doors will release. The locks also fail in the open position should there be a power failure.

Doors must be openable by a single operation. Locks requiring multiple operations or special knowledge or effort to open are not permitted except in single offices or authorized locations. These must be individually approved by the fire marshal.

The minimum door width shall not be less than 36 inches. This cannot be reduced with file cabinets, bookcases, etc.

Exit doors, including the exit path floor area on both sides of the exit door, must be kept clear and accessible at all times. This includes inside individual offices.

Doors on exit corridors or doors on stairwells cannot be wedged open.

Doors that need to be held open for any reason should be on magnetic hold opens and tied directly into the fire alarm system.

### Fire Alarms

Fire statistics indicate that deaths occur because people are apathetic toward early fire warning systems like fire alarms. This apathy usually consists of failing to react immediately upon activation of the fire alarm system.

It is UAF policy to have all building occupants evacuate any campus building upon activation of the building's fire alarm system. In the case of individuals who have disabilities that preclude them from exiting the building due to elevator's not working, see the policy on "Safe Refuge." There are also some buildings on campus that, although they appear to be connected to each other, are considered separate building under the code (e.g., upper dorms, Fine Arts Complex, Patty Building). When an incident occurs in these buildings, occupants can proceed into the adjacent building and will be considered to have evacuated the alarming building.

### Responsibility

All university staff, faculty, students and campus users are responsible for ensuring that they are familiar



with evacuation procedures in case of a fire alarm in any university building.

### Fire Safety and Fire Drills

A fire in a university housing facility can endanger the lives of hundreds of people and destroy thousands of dollars' worth of property. Fire safety should not be taken for granted.

University housing facilities are equipped with several fire safety features with which you should be familiar. Fire alarms and smoke detectors are located throughout the building. Know where these are located and how they operate.

## Fire Reports for Fairbanks and Kuskokwim Residential Communities

KEY:

UN= Unintentional Fire

IN= Intentional Fire

### Fire Statistics - KUSKOKWIM

Fire Statistics KUSKOKWIM CAMPUS	2014						2015						2016					
	Fires	Category of Fire	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Damage	Fires	Category of Fire	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Damage	Fires	Category of Fire	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Damage
Sackett Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0

### Fire Statistics - FAIRBANKS

Fire Statistics FAIRBANKS CAMPUS	2014						2015						2016					
	Number of Fires	Type of Fire	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Damage	Fires	Type of Fire	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Damage	Fires	Type of Fire	Cause of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Damage
Bartlett Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Chatanika Homes	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Copper Lane	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0

Cutler Apartment Block 1	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Cutler Apartment Block 2	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Cutler Apartment Block 3	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Cutler Apartment Block 4	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Cutler Apartment Block 5	0	UN	candles left burning on wooden table	1	0	500	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Cutler Apartment Block 6	1	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Garden Apartments 734	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Garden Apartments 740	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Hardwood Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Hess Village	0	N/A	N/A	0	0	0	1	UN	Cooking	0	0	0	0	N/A	N/A	0	0	0
MacLean House	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Lathrop Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
McIntosh Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Moore Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
North Chandalar Homes	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Nerland Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Rainey Cabin	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Skarland Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Stevens Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Stuart Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Tanana Homes	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Walsh Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Wickersham Hall	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0
Sustainable Village	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0	0	N/A	N/A	0	0	0

## Policies on Portable Electrical Appliances, Smoking and Open Flames in Student Housing Facilities

### Portable Heaters

UAF discourages the use of portable space heaters in university interior locations. As sources of ignition, space heaters can create fire hazards; they are not as energy efficient as central heating; the electric cord creates a tripping hazard; and the heaters can overload circuits.

University personnel may use portable space heaters if the building heating system is inadequate, nonexistent, or temporarily out of order. Space heaters that have been tested and approved by FM, UL or any other nationally recognized testing lab; that automatically shut off if they are tipped over; and that use 1,500 watts or less of electricity have been approved use by university departments.

Heaters with electric elements that glow bright orange or red or that burn fossil fuels or alcohol are prohibited.

The use of portable heaters is the responsibility of the individual users. Damages caused by the misuse or improper use of any portable heater may result in the user being held liable for all damages.

### **Heater Use**

When it is necessary to utilize a portable heater in a university, building always follow these precautions:

- Place noncombustible material under the appliance
- Maintain a clearance of at least 3 feet between the appliance and any combustible material
- Ensure that the appliance is properly grounded or double-insulated
- Keep area immediately around an appliance clean and free of combustibles
- Do not use electric appliance near combustible or explosive vapors or dust
- Heaters should be plugged directly into wall outlets not into extension cords
- Do not leave heaters unattended; turn them off when you leave

### *Non-Smoking Policy*

Smoking, including use of e-cigarettes, is not allowed in any University housing facility. This policy applies to the use of e-cigarettes and other vapor-like items. Littering an area with, or with the remains of, tobacco-related or smoking-related products is also prohibited. Violators are subject to disciplinary action.

### *Open Flames*

With the safety of students in mind, it is prohibited to have any device that has an open flame in a student room (this includes but is not limited to any candles or incense)

## **Procedure for student housing evacuation in the Case of a Fire**

### **Exit Routes**

Exit routes are an essential part of any plan designed to evacuate people from a building or other structure in the event of a fire and other emergency. Each workstation should have at least two routes from the workstation to a location at least 75 yards from the structure. The work group should have a designated meeting place outside the structure.

In the event of a fire alarm or fire drill, all residents must evacuate the building, completely and immediately. Residents must remain outside, 100 yards away from the building in a designated area. Residents may not re-enter until the "all clear" signal has been given by authorized personnel (University Police Department, the University Fire Department, Bethel Police Department, Bethel Fire Department or Residence Life staff). Interference with or noncompliance with emergency evacuation procedures in a residential community is prohibited. Residents must exit the building within three (3) minutes of the alarm sounding. DO NOT USE ELEVATORS. Please remember to dress quickly and appropriately for Alaskan weather.

## **Responsibility**

The department's director is responsible for ensuring that exit routes are not obstructed.

## **Requirements**

- Any obstruction of the exit route is a serious violation of the International Fire Code (Section 1028, Maintenance of Exit Ways).
- No one may place items within the exit route that restrict or obstruct corridors, stairways, or other exit ways. The objective is to prevent accidents, to provide unobstructed exit routes and to comply with fire and safety regulations. For example, movers may not block exits with vehicles or dollies.
- Any material that may cause combustion, explosion, or the generation of toxic smoke and gases may not be placed in exit routes.
- Items placed, installed, or maintained any place within space assigned to an administrative unit must be consistent with the fire-resistive standards of the building or other structure.
- Personnel are not to place a door chock, wedge, or furniture item in a doorway that could prevent the door from automatically closing in the event of a fire.

Anyone who identifies a hazard should report the hazard to the appropriate dean or director of the area containing the hazard. If the hazard is not corrected, the university fire marshal or University Fire Department should be notified.

## **Fire Safety Education and Training Programs**

### **Training**

Supervisors and faculty are responsible for ensuring that employees and students are trained to safely use electrical equipment. This training should be part of the employee's safety orientation.

All personnel using electrical equipment are to know the locations of secondary electrical panels for the work or learning/research area.

### **Inspection**

As part of the periodic self-inspection, unit administrators and supervisors are to check the work or learning/research area for electrical hazards.

### **Electrical Hazards**

All students and employees should take the following steps when an electrical hazard exists.

1. Report hazards directly to the supervisor
2. Immediately discontinue the use of hazardous electrical tools or appliances.
3. Wait until the equipment item has been declared safe to use by a supervisor or qualified electrician.

4. Do not use electrical equipment that has been determined to be unsafe.

## **Fire Safety In campus Labs**

### **Fire Prevention**

- Be aware of ignition sources in lab area (open flames, heat, electrical equipment).
- Purchase and store flammable reagents in the smallest quantities available.
- Store flammable liquids that require refrigeration in explosion-proof refrigerators.
- Store flammable liquids in appropriate safety cabinets and/or safety cans.
- Do not store incompatible reagents together (e.g., acids with flammables). Lists of incompatible reagents can be found in several source books (e.g., Handbook of Reactive Chemical Hazards).
- Do not store ethers or conjugated dienes for extended periods of time as explosive peroxides could form. Date ethers when received and opened.
- Make sure that all electrical cords are in good condition. All electrical outlets should be grounded and should accommodate a 3-pronged plug. Never remove the grounding prong or use an adapter to bypass the grounding on an electrical cord. Extension cords are for short-term use only. Permanent installation of extension cords is not permitted.
- Remain out of the area of a fire or personal injury unless it is your responsibility to meet the emergency responders. Meet responders at a safe location.
- Be aware of the condition of fire extinguishers. Report any broken seals, damage, low gauge pressure or improper mounting to Facilities Services at 474-7000. If the seal has been broken, assume that the fire extinguisher has been used and must be recharged. (NOTE: Do not use fire extinguishers unless you are trained and feel confident to do so.) Report ALL fires by calling 911.
- Automatic fire sprinklers must remain clear and unblocked to function properly. Do not store materials within 18" below the sprinkler head.

Eliminate safety hazards by maintaining laboratory work areas in a good state of order.

- Maintain at least two clear passages to laboratory exits.
- Always keep tables, fume hoods, floors, aisles and desks clear of material. Fume hoods are not chemical storage cabinets.
- Wipe down bench tops and other laboratory surfaces after each use with an appropriate cleaning or disinfecting agent.
- All equipment should be inspected before use.
- Use borosilicate glassware for laboratory work. If dichromate/sulfuric acid glass cleaner is used in your laboratory, make sure that cleaning is confined to the fume hood, as toxic chromyl chlorides are released from the dichromate/sulfuric acid solution. Better yet, switch to a non-chromate cleaning solution, which will also minimize hazardous waste generation.
- If experiments must be left unattended, place a note next to the experimental apparatus indicating the chemicals involved, your name and a number where you can be reached in case of an emergency.
- Keep the laboratory floor dry at all times. Immediately attend to spills of chemicals or water, and notify other lab workers of potential slipping hazards.
- All machinery under repair or adjustment should be properly tagged prior to servicing. All service work should be done by authorized personnel.

- Sink traps and floor drains should be flushed and filled with water on a regular basis to prevent the escape of sewer gases or the release of chemical odors in the event of an emergency. Drains that will not be routinely used may be "topped" with 20 - 30 ml of mineral oil to prevent evaporation of water in the trap.
- All compressed gas cylinders should be securely chained or clamped to a rack or fixed stationary piece of lab furniture. Mark empty cylinders, but use all safety precautions as if the cylinder were full.

## **Fire Safety Policies for Students**

Prohibited Items: The following items are prohibited in residential halls: Hookahs, shishas, or similar pipes are prohibited within the residence halls and apartments, Marijuana may not be consumed/stored in a resident's room/apartment. Residents may not be knowingly present in a room/suite/apartment where someone is smoking. Smoking or carrying any lit smoking device, including but not limited to cigarettes, cigars, pipes, bidis, incense, and other inhalable burning substances, is prohibited in all residential facilities. Using smokeless tobacco or tobacco-containing products is prohibited in all residential facilities.

Prohibited Actions: The following are prohibited actions because they can activate the fire systems: physical activities such as hockey or basketball, in lunge and hallways, throwing water or other liquids in lounges or hallways, and spraying paint or water in lunge or hallways. Other prohibited actions include tampering with a fire extinguisher, tampering or damaging control valves, smoking in campus facilities, removing smoke detectors or covers, disabling fire suppression system, blocking exits with furniture or other items, tampering or damaging fire exit lights, pull stations notification devices or obstructing locking exit doors.

Setting a Fire (Arson): Any individual who sets a fire (commits arson) in or near a University building is subject to immediate suspension for the university, may be charged a fine, and may be charged for repairing any damage caused by the fire.

False Fire Alarm Sanctions: Every effort will be made to identify the individual who causes a false alarm. When such person is identified they will be referred to campus conduct for disciplinary action.

Misuse of Fire Safety Equipment (Other Than Fire Alarms)

## **Fire Safety Policies for Employees**

Fairbanks and Kuskokwim campuses conduct annual training for Resident Assistants, Assistant Resident Directors and Resident Directors. This training is conducted annually and covers many roles you play in an emergency situation. The types of emergencies covered in the training are threats of violence, fire emergencies, persons of harm, weather related issues, power outages, hazardous materials and natural disasters.

## **Reporting that a Fire has occurred & Reporting an Emergency**

### ***Responsibility***

It is the responsibility of any campus user to properly report an emergency. Even though most of the campus buildings have fire alarm systems that are tied directly into the dispatch center, it is still important to call 911 and report the incident. This follow-up phone call allows dispatchers to obtain additional

information about the emergency and ensures that the proper resources are responding to the incident.

### ***In an Emergency***

- Call 911
- Briefly state what happened and where it happened
- Provide your exact location or address as well as a room number if necessary
- Indicate if anyone was hurt and how badly
- Give your name and the extension you are calling from; do not hang up unless the dispatcher tells you to
- Wait in the area (if safe to do so) until the fire department, police department or ambulance arrives
- In large facilities, have someone meet the fire department personnel at the entrance and guide them to the scene

The emergency dispatcher may need the

Also report any actions that may have or are being taken (e.g., attempts to extinguish the fire, whether the area has been evacuated, or whether CPR has been started). This information will help emergency response personnel anticipate actions that may be required upon arrival.

### **Future Improvements in Fire Safety**

UAF continuously seeks to improve its fire safety and fire prevention efforts to continue to evaluate current practices and look to implement new education opportunities to help ensure the safety of all student faculty and staff.

### **Storage on Campus**

Storage is an ongoing problem in offices, laboratories, corridors etc. Much of the storage consists of items that have not been used for years, or in some cases, equipment that does not even work. It is important that this type of storage be removed from the buildings and work areas. Excessive storage constitutes a fire hazards in any type of occupancy. The sprinkler systems in the campus buildings are not installed to protect tall piles.

Combustible rubbish stored in containers outside of a noncombustible vault or room shall be removed from buildings at least once each working day.

Dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines.

following additional information for specific types of emergencies:

#### **Fires**

- What is burning?
- Is the fire small or large?

#### **Medical Emergencies**

- Is the person conscious or unconscious?
- How many people are injured?

#### **Hazardous Spills**

- The name of the material spilled, including the correct spelling, if known
- Is it a liquid, solid or gas?
- Has anyone been exposed to the material?
- Has the flow been stopped?

### ***Storage inside buildings***

- Storage in buildings shall be orderly.
- Storage shall be maintained 2 feet or more below the ceiling in non-sprinklered areas of buildings. Storage shall be maintained 18 inches or more below sprinkler head deflectors in sprinklered areas of buildings.
- Combustible materials shall not be stored in exits or exit enclosures.
- Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.
- Fueled equipment, including but not limited to motorcycles, mopeds, lawn-care equipment and portable cooking equipment, shall not be stored, operated or repaired within a building unless the building or an area of the building is rated for such a use. This includes some parts of the physical plant, Elvey Building etc. Contact the university fire marshal if you have any questions in regards to parking or working on fueled equipment.
- Storage inside a building cannot be more than 12 feet (to top of storage — not top shelf). Storage in excess of 12 feet has additional code requirements.
- A clear space of at least 30” shall be maintained in front of each electrical or breaker panel.
- Excessive storage is not permitted inside offices. The sprinkler systems in office buildings are designed to handle fires in rooms with standard furnishings.

### ***Storage outside of buildings***

- Outside storage of combustible material shall not be located within 10’ of a property line.
- Combustible storage shall not be stored beneath a building or structure.
- Combustible materials stored or displayed outside of buildings that are protected by automatic sprinklers shall not be stored or displayed under unsprinklered eaves, canopies or other projections or overhangs.
- Storage in the open shall not exceed 20 feet in height.

## **Additional Fire Safety Resources**

### **(Fire Department Access and Fire Extinguishers)**

#### **Fire Department Access**

Proper access to all UAF facilities is important to ensure a timely response to all emergencies.

#### **Fire Lanes**

Fire lanes have been established throughout the campus to allow the fire department to gain access to buildings when responding to emergencies. These fire lanes are posted and must be kept clear at all times. No nonemergency vehicles are allowed to park on the fire lanes under any circumstances. The UAF fire marshal reviews all plans for building construction work areas, trailer locations and fencing changes to ensure proper access.

#### **Building Access**

University facilities are equipped with Knox Boxes to allow the Fire Department access to the buildings after hours. The Knox Boxes are supposed to contain all the master keys necessary to enter every room in



the building. It is the responsibility of all university personnel to ensure that the fire department has access to all areas. This means no special locks or keys being installed. If you need a lock or key change, contact Facilities Services (474-7000) for assistance. If the fire department does not have access to a room they will have to utilize forcible entry, which can cause a considerable amount of damage to the door. The occupant will be responsible for all costs associated with the repair and/or replacement of the door.

### **Fire Extinguishers**

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 UAF.

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 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 Unprotected Buildings**

One extinguisher (minimum rating of 2A10BC) within 75 feet travel distance from any point in the building, with additional extinguishers in areas of higher hazard (i.e. kitchens, shops, flammable liquid storage) per the fire marshal's determination. Desired locations include kitchens and near exits or exit pathways.

### **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 an attempt to fight a fire. If in doubt, leave the area immediately, close the door behind you, activate the fire alarm (pull stations are located along exit pathways), and notify the fire department immediately by calling 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, 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:

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 in the course of duty. Department heads and or facility managers are to contact UAF Environmental Health and 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 at 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 UAF Facilities Services (474-7000) to install the new fire extinguisher and to list it on the maintenance schedule.

### **Definitions<sup>6</sup>:**

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<sup>6</sup> Definitions from The Center For Campus Fire Safety

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire. Fire-related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related Death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Dies within 1 year of injuries sustained as a result of the fire.

Fire Safety System: Any mechanism or system related to the detection of a fire including-

- Sprinkler or other fire extinguishing systems;
- Fire detection devices;
- Stand-alone smoke alarms;
- Devices that alert one to the presence of a fire, such as horns, bells, or strobe lights;
- Smoke-control and reduction mechanisms;
- Fire doors and walls that reduce the spread of a fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including;

- Contents damaged by Fire;
- Related damages caused by smoke, water, and overhaul;
- Does not include indirect loss.



