

2016 Annual Security, Fire and Safety Report



This report has information from Equal Employment Opportunity, Title IX, Dean of Students, University Fire Department, University Police Department, Residence Life, and Environmental Health, Safety and Risk Management. Not only does this report comply with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act, it is part of the University of Alaska Fairbank's ongoing effort to inform you of the safety programs and services available and the steps you can take to maintain your safety and the security of others.

The safety and well-being of our students, faculty, staff, and visitors are our foremost concern. The best protections against campus crime are: an effective law enforcement presence; an aware, informed, alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities.

The University of Alaska Fairbanks works diligently to reduce risk and the potential for crime. However, despite our best efforts, crimes may occur. Safety and security is a shared responsibility, and we expect all current and prospective community members to contribute to the safety and security of our campus.

If you have any questions or suggestions concerning this publication, please contact the Dean of Students Office at (907) 474-7317.

Special thanks to the University of North Dakota Department of Public Safety's permission to use and adapt information from the UND Annual Security and Report.

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Quick Reference: Resources

UAF Police Department

Emergency 9-1-1
 Non-emergency 907-474-7721
 Fax907-474-5555
<http://www.uaf.edu/police/>

Local Law Enforcement (Off-campus)

Emergency 9-1-1
 Non-emergency:
 Fairbanks Police..... 907-450-6500
 Alaska State Troopers..... 907-451-5100

UAF Fire Department

Emergency 9-1-1
 Non-emergency:
 UAF Fire Department..... 907-474-5770

Local Fire Department (Off-Campus)

Emergency 9-1-1
 Non-emergency:
 Fairbanks Fire Department..... 907-450-6600

Other Campus Resources

Student Health and Counseling Center..... 907-474-7043
 612 N. Chandalar Dr. 2nd Floor Whitaker Building Fairbanks, AK 99775
 Information and Appointments Monday-Friday 8 a.m. – 4:30 p.m.
<http://www.uaf.edu/chc/>

Dean of Students Office (weekdays)..... 907-474-71317
 110 Eielson Fairbanks, AK 99775 <http://uaf.edu/deanofstudents>

Behavioral Intervention Team

Weekdays (Dean of Students Office)..... 907-474-7317
 Weekends/evenings: (UAF Police)..... 907-474-7721
www.uaf.edu/bit

Title IX..... 907-474-7300

Residence Life..... 907-474-7247

Environmental Health, Safety and Risk Management..... 907-474-5413

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

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.

When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety- and security-related requirements to the Higher Education Act of 1965. To be in full compliance with the law, 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.

Members of the campus community are encouraged to use this report as a guide for safe practices on and off campus, available online at www.uaf.edu/deanofstudents/annualsecurityreport. Every member of UAF receives an email that describes the report and provides its website address. For more information, contact the Dean of Students Office at 907-474-7317.

Campus Safety

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.

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

The University of Alaska Fairbanks (UAF) desires to maintain a secure and accessible campus for students, employees, contractors, visitors and guests.

The University of Alaska Fairbanks Police Department (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; 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 9-1-1 Emergency System and has their 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.

Whenever information is received by the Dean of Students Office from law enforcement, a follow-up for judicial or other purposes

will be scheduled.

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 University of Alaska Fairbanks Police Department (UAFPD) or local law enforcement.

To report a crime or an emergency on the University of Alaska Fairbanks (UAF) campus, call 9-1-1. To report a non-emergency security or public safety related matter, call UAFPD at extension 7221 or, from outside the University phone system, 907-474-7721.

Dispatchers are available at these telephone numbers 24 hours a day. In response to a call, UAFPD will take the required action, dispatching an officer or asking the complainant to report to UAFPD to file an incident report.

Individuals on campus may also report crimes to a designated campus security authority (CSA):

- Dean of Students or designee (907-474-7317)
- Director of Residence Life or designee (907-474-7247)
- Housing personnel (assistant director, assistant residence hall director, residence hall director, residence life coordinator, resident assistant) or designees (907-474-7247)

These designated individuals have significant responsibility for student and campus activities, and as such are provided notice by UAF as to the extent of their responsibility and how to report crimes to UAFPD.

A student's privacy concerns are weighed against the needs of UAF to respond to certain incidents and crimes. 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.

Information reported to UAFPD is treated as confidential during the investigative phase, except as required by law. When major incidents occur, additional police agencies may also respond.

Applicable UAFPD incident reports are forwarded to appropriate campus department offices for review and potential action. UAFPD will investigate a report when it is deemed appropriate.

Additional information obtained via the investigation may also be forwarded to the appropriate campus department

Access to and Security of Campus Facilities

The University of Alaska Fairbanks (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 Facilities Services have access to all areas with the exception of specifically identified restricted or high security areas.

In order 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

and repairs are made as quickly as possible. All members of the campus community are encouraged to report safety hazards, such as a broken locks and windows, to Facilities Services, the Environmental Health, Safety and Risk Management or UAFPD

reducing crime on campus. Facilities Services maintains the University buildings and grounds with a concern for safety and security. Inspections of campus facilities are conducted regularly, 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

The University of Alaska Fairbanks (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 the University of Alaska Fairbanks Police Department (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.

In addition to providing a general emergency contact, students residing in on-campus residence halls, and apartment housing have the option to identify an individual whom UAF will contact in the event the student is determined to be missing for more than 24 hours. Residence hall and residential apartment students identify a contact by completing the emergency contact form provided through Residence Life. This contact information is kept confidential and will only be used by authorized campus officials in a missing student investigation or an emergency.

For a person under the age of 18 (who is not emancipated), and for purposes of missing student notification, the person(s) to be contacted must be a custodial parent or guardian.

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. The phone number for Housing is 907-474-7247. Alternative CSAs include staff members at the Dean of Students (DoS) Office. The missing student report must be referred immediately to UAFPD.

A student enrolled at the University at either a full- or part-time status, who is perceived by the reporting person to be overdue in reaching home, campus, or another specific location, and there is an identifiable concern for the well-being of the student, may be reported as a missing student.

Any University employee receiving a complaint of a missing student must notify UAFPD and provide further information related to the reported missing student.

Investigation

UAFPD will investigate the report of a missing student utilizing established police investigative procedures and appropriate UAF resources as necessary. UAFPD will conduct, coordinate, and/or collaborate on an appropriate law enforcement investigation to determine if a student has been missing for 24 hours or more.

Contacting Family Members

Individuals identified by the student, and/or the parent(s) if the student is under 18 years of age, will be contacted by UAFPD within 24 hours of the initial report to UAFPD.

In situations in which the student has failed to designate a contact for missing student notification, UAFPD will use university records and resources to continue its investigation. Family members, including those not formally identified by the student, may be contacted during the course of the investigation to resolve a report of a missing student.

Methods of Contacting a Reported Missing Student

UAF 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, DoS, or UAFPD.

Annual Testing of Emergency Response and Evacuation Procedures

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

UAF Alerts & Mass Notification System

The UAF ALERT system is provided to give students, faculty and staff timely notification of incidents that may present an immediate threat to the campus community and to heighten safety awareness. Incidents that occur which are not an immediate threat to students, faculty or staff will be evaluated by UAF's Vice Chancellor of Administrative Services (VCAS) to determine the need for an alert. In the absence of the VCAS, the Chief of Police will determine when to issue an alert. The UAFPD is responsible for the activation of a UAF ALERT when an incident is reported to or brought to the attention of the UAFPD and that incident represents an immediate threat to the safety of members of the campus community. Information for alerts may also be provided by other law enforcement agencies or offices. Every attempt will be made to distribute an Alert in a timely manner. However, the release is subject to the availability of accurate facts concerning the incident. Alerts are distributed to faculty, students and staff through email, text messaging and/or by phone.

UAF ALERT using Blackboard Connect

To keep your personal information up to date and to specify how you would like to be notified within the UA ALERTS Notification system (Blackboard Connect), students and employees can visit 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>. For Page | 10 members of the public not affiliated with the University of Alaska who would like to receive messages through UAF ALERT can sign up at <https://uafalert.bbcportal.com/>. Registration information will not be shared with outside sources and will only be used to send emergency

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

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

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

Communication About Campus Crime

Timely Warnings

The University of Alaska Fairbanks (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 the University Police Department is responsible for initiating timely warnings. Those responsible include, but are not limited to:

- (UAFPD) Chief of Police or designee
- Director 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. If a threat is less immediate, the warning will be fully threat include, but are not limited to:

Serial crimes that target certain campus developed and distributed after that point in time.

- Crimes that could constitute a continuing populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended, and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

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.

Warning Content

The warning contains sufficient information about the nature of the threat to allow members of the 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, UAFPD 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 UAFPD website
- UAF television channels
- Local media
- Targeted communication – posters, letters, group meetings, etc.

How to Report a Criminal Offense

Reporting a crime or notifying law enforcement of suspicious activity helps to protect University of Alaska Fairbanks (UAF) property and the campus community. To report a crime, the campus community should contact the University of Alaska Fairbanks Police Department (UAFPD) (907-474-7721). For emergencies dial 9-1-1. Reports may also be made to an identified campus security authority (CSA) or an appropriate law enforcement agency off-campus. For any suspicious activity or circumstance which could cause an emergency situation and necessitate the need of an emergency alert to campus, contact UAFPD.

For off-campus options, you may refer to the local law enforcement with jurisdictional authority. UAFPD and the Fairbanks Police Department have a mutual and working agreement. Each department augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions.

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 Criminal Offenses

Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means to produce death or great bodily harm. It is

not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property, etc.

Burglary is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful

entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking;

safecracking; and all attempts to commit any of the aforementioned.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such 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.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; 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, 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.

Drug abuse violations are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Hate crimes are committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.

Liquor law violations are defined as the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Motor vehicle theft is the theft or attempted theft of a motor vehicle.

Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.

Negligent manslaughter is the killing of another person through gross negligence.

Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex offenses are defined as 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 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. This definition includes any gender of victim or perpetrator.

Fondling is the touching of the private body parts of another person for the purpose 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 sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Weapons violations are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

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.

Preparation and Disclosure of Crime Statistics

The University of Alaska Fairbanks (UAF) is responsible for preparing and disclosing crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Section 1092. This federal mandate requires the disclosure of certain crime statistics so current and potential families, students, and employees can be knowledgeable about the safety of college campuses.

The dean of students (or designee) and chief of police (or designee) at UAF is responsible for collecting and reporting the annual crime statistics from the local police agencies and campus security authorities. This information is included in UAF's Annual Security and Fire Safety Report (ASFSR). By October 1 of each year, notification of the new ASFSR is emailed to current students and employees. A hard copy of the report is available upon request at the University of Alaska Fairbanks Police Department (UAFPD), Dean of Students Office and the Office of Admissions. The crime statistics are also submitted to the U.S. Department of Education on an annual basis.

UAFPD collects its own statistics, and accepts supplemental numbers from recognized student conduct administrators and other campus security authorities (CSA) in their subordinate reporting roles. The Department of Residence Life and the Dean of Students (DOS) Office provide statistics to UAFPD. A working relationship between UAFPD and specific departments that routinely provide services at non-campus locations has been established. Additionally, UAFPD sends an annual notice to these departments and the University community to solicit additional on-campus location information. UAFPD then annually requests statistical information from the appropriate law enforcement agencies for non-campus operations. Clery reporting covers the preceding calendar year, January 1 to December 31.

UAF protocols specify that aggravated assault, arson, negligent manslaughter, burglary, motor vehicle theft, murder/non-negligent manslaughter, robbery, and any case classified as a hate crime under the Clery Act are reported to UAFPD, either by having a CSA or the student contact UAFPD. In cases of sexual assault, domestic violence, dating violence, and stalking, the victim or witness may report to UAFPD, the Title IX coordinator, or file as an anonymous report (a statistical notation absent any names). Anonymous reports are reviewed at the end of the year for reporting purposes.

All relevant crime data are compiled by UAFPD chief of police (and

or designee) and are included in UAF's submission to the Department of Education for Campus Community.

UAF's rural campuses annually requests statistical information from the appropriate law enforcement agencies for rural campus operations, including Bristol Bay Campus, Chukchi Campus, Kuskokwim Campus, Northwest Campus, Community and Technical College, and Interior Alaska Campus. The director (or designee) from each branch campus contacts the appropriate law enforcement units requesting crime data for the specified locations. Figure 1 shows statistical information from the appropriate law enforcement agencies as well as the disciplinary actions for the Fairbanks campus, and Apendicies A-F show the information collected for each of the rural campuses.

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.

Security Awareness and Crime Prevention Programs

Security awareness and crime prevention programs encourage students and employees to be aware of their responsibility for their own security and the security of others. University Police Department in cooperation with other University organizations and departments, is responsible for presenting security awareness and crime prevention programs to the campus community on an ongoing basis.

Bystander Intervention Training-GREEN DOT

UAF offers Green Dot training to faculty, staff and students. The Green Dot strategy is a violence prevention program based on empowering bystanders. When people attend our bystander trainings, they learn to recognize potentially harmful situations and how to safely intervene. A green dot is the single choice to use your words or actions to prevent someone from being harmed.

Campus Lighting Checks

UAF facilities complete campus lighting checks regularly. Facilities Management is notified when there are burned out or damaged street and building lights. This inspection ensures adequate lighting

Resource and Advocacy Center

The Resource and Advocacy Center at UAF provides advocacy and resources referral to students, staff and faculty survivors of power-based personal violence. The office is staff by a confidential Advocacy Services Coordinator and volunteers. The center provides a confidential resource on campus for survivors. The coordinator is a full time staff member of the Interior Alaska Center for Non-Violent Living.

Nanook Diversity and Action Center

The student-led Nanook Diversity & Action Center (NDAC) promotes a community of inclusion, social justice, and cultural pluralism by providing educational activities in collaboration with student organizations, that honor and support areas of age, gender, religion, ability, socioeconomic status, race, ethnicity, culture, and sexual orientation.

NDAC goals include:

- Increasing student awareness and appreciation for other identities/cultures.
- Providing guidance and support to student organizations that want to program cultural events, create diversity initiatives, or provide educational opportunities that encourage cultural pluralism.
- Providing programs that challenge the use of stereotypes.

Housing RA,, RD, ARD, AD, AC, RLC Training

The Department of Residence Life, in coordination with other UAF departments, provides training hall staff. Topics include campus security authority responsibilities, Title IX, crime prevention, safety, security and emergency preparedness.

Informational Correspondence

The University publishes information on how to access the campus crime statistics, campus police services, fire statistics, and important phone numbers. This information is made available to all UAF employees and students.

How to be an Active Bystander

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. 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. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another, and it is not safe for you to interrupt.

- 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 ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

(Bystander intervention strategies adapted from Stanford University)

Figure 1: Campus Crime Statistics

	On-Campus			On-Campus Residence**			Non-Campus			Public			Unfounded	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Aggravated Assault	1	0	2	1	0	2	0	0	0	0	0	0	0	0
Arson	1	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
Burglary: Total	15	2	6	1	0	1	0	1	0	0	0	0	0	0
Motor Vehicle Theft	4	0	3	0	0	0	1	1	1	0	0	0	0	2
Murder/Non-Negligent Manslaughter	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
Sexual Offenses: Total	5	2	6	4	2	5	1	0	0	0	0	0	0	4
Rape	4	0	-	4	0	-	0	0	-	0	0	-	0	3
Fondling	1	2	-	1	2	-	0	3	-	0	0	-	0	0
Incest	0	0	-	0	0	-	0	0	-	0	0	-	0	0
Statutory Rape	0	0	-	0	0	-	0	0	-	0	0	-	0	1
Stalking	3	7	4	1	4	1	0	0	0	0	0	0	0	0
Domestic Violence	2	2	4	2	1	4	0	0	0	0	1	0	0	1
Dating Violence	4	3	6	2	3	3	1	0	0	0	0	0	0	0
ARRESTS														
Liquor Law Violations	17	33	40	7	20	25	0	0	0	0	6	5	0	0
Drug Violations	4	21	13	0	2	3	0	0	0	0	3	4	0	0
Weapons Violations	2	2	1	0	0	0	0	0	0	0	0	0	0	0
NON-ARREST CAMPUS REFERRALS														
Alcohol	107	76	124	107	70	121	0	0	1	0	0	0	N/A	N/A
Drug Violations	41	39	27	34	28	26	0	0	1	0	0	0	N/A	N/A
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A

There were no hate crimes reported in 2013, 2014, or 2015.

NOTE: Sodomy and sexual assault with an object are included in the rape category.

** On-Campus Residence crimes are included in the On-Campus numbers

Disclosures to Victims of Alleged Crimes

The University of Alaska Fairbanks (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 University of Alaska Fairbanks Police Department provides law enforcement services to fraternities and sororities situated on non-campus locations, as all these recognized student organizations, with residences, are located within the jurisdiction dictated by the memorandum of agreement (MOA) 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.

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 Alaska Commision 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.

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 improves 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 (EAP); 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, etc.) 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, Skarland Hall or Nerland Hall. In the other residential facilities, University residents and their guests who choose to consume alcohol must be twenty-one 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.

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 on line 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.

Students who are concerned about their own alcohol use and/or about that of others are encouraged to contact the Center for Health and Counseling. When appropriate, students may be referred to off-campus medical providers.

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 Board of Regents Policy and University Regulations alcohol and drug policy will face disciplinary actions following the Student Code of Conduct (Code) (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. Attempt at parental notification will be made. 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 who is convicted of unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or other criminal drug statute in the workplace, or receives a conviction that effects 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:

1. Repeated accidents (on- or off-campus);
2. Repeated illness absences;
3. Chronic lateness or early departures;
4. Significantly diminished task performance (with no other explanation); and
5. 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 <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 University Police Department 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 University Police (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 University Police 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 University Police Department (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

The University of Alaska Fairbanks (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 (SHCC), utilizing the prevention model, assists 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: University Counseling Center: <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 has employed a counseling service that has professional counselors on staff available to serve our students when we are closed which is evenings, weekends, and during university holidays. To access the service, the student just needs to call our Center's phone number, 474-7043 and follow the instructions for connecting to the service.

The university offers an Employee Assistance Program (EAP) to all benefit-eligible faculty, staff and their dependents, as well as COBRA participants. The program is a counseling service designed to help 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.

You or your eligible family members may 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

1. 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 University of Alaska Fairbanks 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.

2. 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* for faculty. *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 wish 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 University of Alaska Board of Regents, prohibits the possession, use, delivery or manufacture of those 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 University of Alaska Fairbanks Student Health and Counseling Center is located 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. Included are Adult Children of Alcoholics (ACOA), Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) groups. Information about time and location of

these meetings can be obtained by calling the UAF Student Health and Counseling Center at 474-7043.

The university dedicates staff time at the Student 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. Further information on this program can be obtained by contacting the Student 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 UAF Student Health and Counseling Center at 474-7043 or by calling the 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 out-patient treatment. For further information, contact Human Resources at 474-7700.

Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The University of Alaska Fairbanks (UAF) will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. UAF utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

In these situations, UAF is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The University's process does not preclude adjudication Under state law.

The University of Alaska Fairbanks prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities Under any provision federal or state law, including Title IX and the Violence Against Women Reauthorization Act (VAWA), or this policy.

Prevention Efforts

UAF attempts to foster a safe living, learning, and working environment for all members of the campus community. To accomplish this, UAF considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, the UAF discipline systems, academic schedules, living arrangement, etc.), the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

Bystander Intervention Training-GREEN DOT

UAF offers Green Dot training to faculty, staff and students. The Green Dot strategy is a violence prevention program based on empowering bystanders. When people attend our bystander trainings, they learn to recognize potentially harmful situations and how to safely intervene. A green dot is the single choice to use your words or actions to prevent someone from being harmed.

Campus Lighting Checks

UAF facilities complete campus lighting checks regularly. Facilities Management is notified when there are burned out or damaged street and building lights. This inspection ensures adequate lighting

Resource and Advocacy Center

The Resource and Advocacy Center at UAF provides advocacy and resources referral to students, staff and faculty survivors of power-based personal violence. The office is staff by a confidential Advocacy Services Coordinator and volunteers. The center provides a confidential resource on campus for survivors. The coordinator is a full time staff member of the Interior Alaska Center for Non-Violent Living.

Nanook Diversity and Action Center

The student-led Nanook Diversity & Action Center (NDAC) promotes a community of inclusion, social justice, and cultural pluralism by providing educational activities in collaboration with student organizations, that honor and support areas of age, gender, religion, ability, socioeconomic status, race, ethnicity, culture, and sexual orientation.

NDAC goals include:

- Increasing student awareness and appreciation for other identities/cultures.
- Providing guidance and support to student organizations that want to program cultural events, create diversity initiatives, or provide educational opportunities that encourage cultural pluralism.
- Providing programs that challenge the use of stereotypes.

Haven and AlcoholEdu

Haven and AlcoholEdu are interactive, online training programs that help UAF ensure that all students are free to achieve their personal and academic goals in a safe, welcoming, supportive community.

AlcoholEdu is the most widely used alcohol abuse prevention program in higher education. It delivers a personalized experience to all types of students depending on their current drinking choices, and is proven effective - eight independent studies have verified the efficacy of AlcoholEdu.

Haven is one of a number of preventative strategies UAF employs to educate students about healthy relationships and to empower students to take action to protect their peers from sexual assault, sexual harassment, stalking and domestic and intimate partner violence.

Haven Plus is just like Haven, but developed for students aged 25 and older.

The University continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact UAFFPD at 907-474-7721.

How to be an Active Bystander

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. 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. Below is a list of some ways to be an active bystander.

- If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.
- 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 ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.
- Making a report to a campus security authority (CSA), Title IX coordinator, deputy Title IX coordinator or other responsible employee Under Title IX.
- Making an anonymous report. An anonymous report to the police notifies them that an act of sexual violence has

occurred but gives no names or identification.

Reporting

The University of Alaska Fairbanks considers all reports of sexual misconduct serious. A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, or stalking consider each of the following:

- Getting to a safe place.
- Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages
- Pursuing medical treatment. Post-assault medical care can be performed at Fairbanks Medical Center. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.
- Pursuing counseling services with appropriate agencies (e.g., Student Health and Counseling Center, or Employee Assistance Program (EAP). Calling someone that is known and trusted, such as a friend or counselor, and discussing with this person the assault can help to evaluate the trauma to sort out next steps.
- Making a police report. You can initiate a campus and/or criminal complaint. You may obtain assistance from campus authorities in this notification.

(Bystander intervention strategies adapted from Stanford University)

Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **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.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

- **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.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- **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.
- **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.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 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).

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- **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.
- **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.
- **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.
- **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.
- **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?
- **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.

Consider Filing a Police Report

A report to the police can empower the complainant by exercising her/his legal rights and can aid in the protection of others. UAF staff will encourage the complainant to file a police report and will assist the complainant in notifying the police if requested. The police will then advise the complainant of the legal process.

1. On-campus investigation is typically conducted by UAFPD. UAFPD has both an administrative role and a law enforcement role.
2. Off-campus cases are usually investigated by the Fairbanks Police or other law enforcement agency. When an investigation or legal proceedings occur off-campus, services are still available through the University.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in the preservation of valuable evidence if the complainant decides to pursue charges at a later date.

The State's Attorney makes all decisions regarding the prosecution of alleged crimes reported to law enforcement.

Alternatives to Immediately Filing a Police Report

1. Report the crime at a later date.
2. Make a complaint to a CSA, Title IX coordinator, or deputy Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
3. Make an anonymous report to the police (a report that notifies the police that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification).
4. Contact a referral agency for help: the Department of Residence Life, Title IX coordinator, Human Resources or Dean of Students.
5. Make a complaint to the Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
6. Contact the Title IX coordinator or a deputy Title IX coordinator for more information concerning the administrative process. Students may reference the campus judicial process in the Student Code of Conduct (*Code*). Faculty and staff may consult with Human Resources or the Title IX coordinator.

If the complainant does not choose to file a police report, s/he may still file an administrative complaint. The complainant will be referred to other agencies if appropriate. Specifically, a complainant may be encouraged to seek assistance by the UAF Advocate and/or EAP. Support may also be sought from Student Health and Counseling Center, the Title IX coordinator, and/or various community resources.

The complainant may decline to notify campus police and campus authorities.

Ongoing Care

Students may seek assistance at any time from the UAF Student Health and Counseling Center. Referrals may be made upon request for relatives, partners, and friends of either the complainant or respondent to various support agencies.

Students may seek assistance from UAF's Student Health Services. Post-assault medical care includes testing and treating for sexually transmitted diseases (STDs). Costs for testing may be paid directly by the student or billed through insurance.

Benefited staff and faculty may seek assistance at any time from any medical facility or the Employee Assistance Program (EAP). Additionally, the Title IX coordinator may provide additional information. Any student, faculty, or staff member may seek assistance from the on-campus confidential advisor.

On-Campus Investigation and Adjudication

UAF's response to domestic violence, dating violence, sexual assault, or stalking incidents may involve a number of individuals and agencies (e.g., UAFPD, Title IX, Dean of Students Office Care Team, medical and counseling services personnel, and campus advocate, Human Resources). In addition, for cases involving campus community members, there is a timely, campus-based investigation which is private and protects individual rights and process. The complainant is presented with options about how s/he may pursue the complaint.

Title IX complainants, including those reporting violence or concerned about UAF's compliance with Title IX or Department of Education policies, may be directed to the Title IX coordinator in the Diversity and Equal Opportunity Office, University of Alaska Fairbanks, Nordic House, 739 Columbia Circle, Fairbanks, AK 99775, or the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202. Complaints may also be directed to any other federal agency.

For offenses including domestic violence, dating violence and stalking, sexual harassment, non-consensual sexual contact and sexual exploitation, sanctions range from warnings up to expulsion or termination of employment. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment from the University of Alaska.

For Students

The Student Code of Conduct (**UA Board of Regents Policy and University Regulations 09.02**) describes the procedures followed when a violation of the **Student Code of Conduct** is reported to a student conduct administrator (SCA). Reports of sexual misconduct are investigated by the Title IX office, and if the investigation results in findings that it is more likely than not

that misconduct did occur, the findings are forwarded to the Dean of Students Office. A SCA will then review the findings and proceed with the Administrative Review process for the student said to have violated the Student Code of Conduct.

The Student Code of Conduct outlines the process and protection of rights of both the complainant (the student who brings the grievance or makes the complaint) and the respondent (the student or individual about whom the grievance or complaint is brought). Both complainant and respondent have certain shared or complementary rights in disciplinary hearings. The rights below are identified in the Student Code of Conduct.

1. The complainant and the respondent have the right to be assisted by an advisor, including an advisor they choose at their own expense.
2. The complainant and the respondent have the right to access and review any information that will be used in the Administrative Review.
3. The complainant and the respondent will be advised of the date, time, and location of meetings for the Administrative Review, when scheduled. Both may attend and participate in separate meetings.
4. The SCA may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witness during the meeting, in whatever manner and as determined in the sole judgment of the SCA to be appropriate.
5. The SCA shall render the decision to the respondent and the complainant simultaneously and in writing within ten business days.
6. If the respondent is subject to major sanctions, the decision will include a recommendation to the Vice Chancellor for University and Student Advancement. Both the respondent and complainant can provide written comments to the Vice Chancellor for consideration regarding the recommended sanctions within seven business days. The Vice Chancellor will then forward their recommendation to the Chancellor for final decision within fourteen days. The Chancellor will issue a final decision for the university within seven business days.
7. If the respondent is subject to a minor sanction, the decision from the SCA will include sanctions to be imposed. Both the respondent and complainant can appeal the decision or sanctions by following the appeal process outlined in the Student Code of Conduct.
8. The **Student Code of Conduct** provides for the disclosure to the complainant of the final results of any disciplinary proceeding regarding a complaint of domestic violence, dating violence, sexual assault, or stalking.

The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence, (i.e., more likely than not the event(s) occurred). A student's privacy concerns are weighed against the needs of UAF to respond to certain incidents and crimes. 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.

Faculty and Staff

If a faculty or staff member is involved as the complainant or respondent:

1. All incidents are to be reported to the Title IX coordinator (907) 474-7300, Nordic House, uaf-deo@alaska.edu.
2. Based on the initial report of the incident, the Title IX coordinator, with assistance from UAFFPD, Human Resources and/ or Dean of Students Office, will implement any temporary safety measures immediately.
3. The Title IX coordinator will then assign a Title IX investigator or investigators to investigate the incident.
4. The Title IX investigator(s) will investigate the incident and submit a final written report to the Title IX coordinator.
5. If it is determined that discipline or dismissal of a faculty or staff member is warranted, the policies and procedures outlined in UA Board of Regents Policies and University Regulations will be followed.
6. Both the complainant and respondent will be notified in writing of the final results of the investigation and any resulting actions.
7. Both the complainant and respondent may appeal the final determination pursuant to the UA Board of Regents Policies and University Regulations.

The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence, (i.e., more likely than not the event(s) occurred). If a complainant requests that his or her name not be revealed to the respondent or asks UAF not to investigate or seek action against the respondent, UAF will be limited in its ability to respond fully to the incident.

Interim Arrangements and Post-Hearing Interventions

UAF actively provides services for all parties in domestic violence, dating violence, sexual assault, and stalking cases. UAF continues a coordinated response system that attends to the complainant's and respondent's physical and emotional well-being as well as the safety of the community.

Administrative Services to Assist a Student Complainant or Respondent

The Dean of Students Office (DOS) will assist students, including collaborating with UAFFPD and other departments to provide:

1. Referral to a counselor at the Student Health and Counseling Center.
2. Escort services. (UAFFPD)
3. Assistance in petitioning for a protection order. UAF honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
4. Withdrawal from the University. (DOS)
5. An on-campus investigation and, if appropriate, initiate on-campus disciplinary procedures. (Title IX, UAFFPD, DOS)
6. Other referrals as necessary.

Administrative Services to Assist Faculty or Staff Complainant or Respondent

The Title IX coordinator will assist faculty and staff, including collaborating with UAFFPD and other departments to provide:

1. Referral to the Employee Assistance Program.
2. Escort services. (UAFFPD)
3. Assistance in petitioning for a protection order. UAF honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
4. Conduct an on-campus investigation and, if appropriate, initiate disciplinary/dismissal procedures. (Title IX Coordinator and/or Human Resources)
5. Other referrals as necessary.

Interim Conditions and Post-Hearing Interventions Applying to Complainants and Respondents

1. The complainant and/or respondent may have parking re-assigned.
2. The complainant and/or respondent may have on-campus residence changed.
3. The complainant and/or respondent may have his/her academic schedule altered and/or arrangements with instructors to assist in offsetting potential academic problems will be coordinated.
4. This service is not applicable for a respondent who has been temporarily or immediately removed from campus and/or classes.
5. The respondent may be directed not to have contact, by any means, with a complainant.
6. The complainant may be directed not to have contact, by any means, with a respondent.
7. Any individual who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the campus community, may be banned from campus and campus activities.
8. Other conditions as deemed appropriate.

Defining Acts Involved with Sex Offenses

The following state definitions are informational and are not used to classify crime statistics in the UAF Annual Security Report.

Coercion is the exploitation of fear or anxiety through intimidation, compulsion, domination, or control with the intent to compel conduct or compliance.

A deviate sexual act is any form of sexual contact with an animal, bird, or dead person.

An object is anything used in commission of a sexual act other than the person of the actor.

A sexual act is the sexual contact between human beings consisting of contact between the penis and the vulva, the penis and the anus, the mouth and the penis, the mouth and the vulva, or any other

portion of the human body and the penis, anus, or vulva; or the use of an object which comes in contact with the victim's anus, vulva, or penis. For the purposes of this subsection, sexual contact between the penis and the vulva, the penis and the anus, any other portion of the human body and the anus or vulva, or an object and the anus, vulva, or penis of the victim, occurs upon penetration, however slight. Emission is not required.

Sexual contact is any touching, whether or not through the clothing or other covering, of the sexual or other intimate parts of the person, or the penile ejaculation or ejaculate or emission of urine or feces upon any part of the 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 (Code), 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 DoS 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.

For offenses including domestic violence, dating violence and stalking, sexual harassment, non-consensual sexual contact and sexual exploitation, sanctions range from warnings up to expulsion or termination of employment. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment from the University of Alaska.

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, etc.).

University employees who have 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 (CSCPA) 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 the University of Alaska Fairbanks with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at the University of Alaska Fairbanks.

A list of all registered sex offenders in Alaska is available from the Alaska Department of Public Safety web site at 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.

Annual Fire Safety Report

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary 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-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.

UAF's Fire Safety Policy

This Philosophy follows the University of Alaska Fairbanks overall Safety and Risk Management Philosophy that accidents can be prevented and all levels of the university must be committed to and participates in achieving this ideal. At the University of Alaska Fairbanks, fire and the risks and effects of fire will be addressed by the commitment to the following:

Prevention

It is common knowledge that prevention is always the best and most effective cure. With that in mind, 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 it's most important (and expensive) asset! Evacuation of the immediate area (safe refuge) and/or building may be necessary. Move life risk to area of safe refuge from the danger or exit.

Manual intervention and suppression only as a very last resort to

contain the incident. To be performed by fully equipped and trained resources in sufficient quantity for safety and effectiveness.

This policy, emphasizing prevention, individual responsibility, and combined with the latest hazard reduction technology provides the University of Alaska Fairbanks community with 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 the UAF campus. Each faculty, staff, employee or student is 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 this manual (UAF Safety). 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 474-6303 or 474-6938.

Portable Electrical Appliances, Smoking and Open Flames in Student Housing

Portable Heaters

Responsibility

The University of Alaska Fairbanks 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 1500 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

Storage on Campus

Storage on campus 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 high piled stock.

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.

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 would include 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’ for 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.

Automatic Fixed Fire Protection Systems

Sprinkler Systems:

Most building on campus are equipped with 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 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. It should be noted that sprinkler system heads open individually and most fires over 90% are extinguished with only one head discharging.

In order to insure proper fire sprinkler system operation and effectiveness on the UAF campus the following principles must be

observed:

Design and maintain for proper hazard and fuel loading

Light hazard systems such as those in offices cannot protect higher hazard areas 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 other obstructions must not come within 18" below the sprinkler head.

Protect from freezing

Do not leave doors or windows open during winter months

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 of the following agents: water, foam, dry chemical, CO₂, 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 and are maintained by the Physical Plant.

Building Standpipes

Standpipes are normally located in the fire rated stairwells of most buildings over 4 stories in total height or those with basements or other unusual access areas per the fire code. The systems are placed to 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.

In order to insure proper building standpipe system operation and effectiveness on the UAF campus 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, with 15' of fire department connection usually located on the ground floor on the outside of the building, labeled "fire department standpipe connection"
- Annual checks and service are done through the UAF Physical Plant.

Fire Hydrants

Fire hydrants are located throughout campus for the primary purpose of fire protection and 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.

In order to insure proper fire hydrant operation and effectiveness on the UAF campus 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 both UAF Utilities and Fire Departments. Improper operation will cause damage to the hydrant, cause water fluctuation, causing potential damage in other areas on campus, and or cause additional fire pumps to suddenly come on line.

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 the 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.

No locks or fastening devices that will prevent free escape from the building are permitted. The only exceptions are the magnetic locks which are installed in specific locations and which are tied directly into the fire alarm system. The doors will release at any time the fire alarm system is activated. A pull station is located 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 the inside of the individual offices.

Doors located 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.

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 work station should have at least two routes from the work station to a location at least 75 yards from the structure. The work group should have a designate meeting place outside of the structure.

Responsibility

The department's director is responsible for ensuring that the 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, which 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 in 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 Alarms

Fire statistics indicate that deaths occur because people are apathetic towards 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 the University of Alaska-Fairbanks' 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 would 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 (i.e. Upper Dorms, Fine Arts complex, Patty Complex). 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 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 (for example, 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 from a safe location.
- Be aware of the condition of fire extinguishers. Report any broken seals, damage, low gauge pressure or improper mounting to the Physical Plant 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 phoning 911.
- Automatic fire sprinklers must remain clear and unblocked to function properly. Do not store materials within 18" below the sprinkler head.

Housekeeping

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 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 Evacuation Procedures, Reporting an Emergency, Safe Refuge during an Emergency

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 dial 911 and report the incident. This follow-up phone call allows the dispatchers to obtain additional information about the emergency and ensures that the proper resources are responding to the incident.

In an Emergency

- Dial 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 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?

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.

Fires Safety Systems in On-Campus Housing

Responsibility

It is the responsibility of each student and their visitors to this campus to maintain a fire safe room. The greatest numbers of 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 and 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. Electric appliance should be plugged directly into an outlet or 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 bar-b-ques. 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 non-combustible 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 i.e. pull boxes, exit lights, sprinkler heads etc.
- 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.

Safe Refuge During an Emergency

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

Additional Fire Safety Resources (Fire Department of Access & 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 non-emergency 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 the University of Alaska Fairbanks.

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

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

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

Extinguisher Placement in Non-Protected Buildings

One extinguisher (minimum rating of 2A10BC) within 75' travel distance from any point in the building, with additional extinguishers in areas of higher hazard (i.e. kitchens, shops, flammable liquid storage) per UAF Fire Marshal's determination. 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 attempt to fight a fire. If in doubt, leave the area immediately, closed the door behind you, activate the fire alarm (pull stations are located along exit pathways), and notify the fire department immediately by dialing 911.

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

- A: Ordinary Combustibles - Fires in paper, wood, drapes, and upholstery
- B: Flammable Liquids - Fires in fuel oil, gasoline, paint, grease, 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 the UAF Code & Safety for scheduling a class and details.

Requesting a Fire Extinguisher

Equipment changes or remodeling may result in a need for additional fire extinguishers.

Request approval from the UAF Fire Marshal; telephone 474-6303 or 474-6938. The Fire Marshal will provide recommendations regarding extinguisher type and placement.

After approval, a work order is to be submitted by the department head and or facility manager to the UAF Physical Plant (474-7000) to install the new fire extinguisher and list it on the maintenance schedule.