University of Alaska Southeast
Annual Security and Fire Safety Report

2019 Statistics for Calendar Years 2016-2018

September 30, 2019

Printed copies available upon request.
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The University of Alaska Southeast (UAS) Annual Fire, Safety and Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and Violence Against Women Act (VAWA). This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by UAS and on public property within, or immediately adjacent to and accessible from university property. The report also includes institutional policies on campus security policies concerning alcohol and drug use, crime prevention, the reporting of crimes and other matters.

The full text of this report is available online at UAS Annual Security Report (http://www.uas.alaska.edu/policies/crime-fire-stats.html). This report is prepared in cooperation with local law enforcement agencies and various campus departments. These entities provide updated information on their educational efforts and programs to comply with the Clery Act. Campus crime, arrest and referral statistics include those reported to designated campus security officials as defined under the Clery Act and local law enforcement agencies. Each year, notification is sent to all enrolled students, faculty, and staff. The notification provides information on how to access the Annual Security Report online. Copies of this report may also be obtained at the Title IX/Clery Compliance Office located at 11066 Auke Lake Way Suite 202 Juneau, AK 99801.

The policies in the report apply to all locations of UAS, which include Juneau, Ketchikan, and Sitka and are included unless otherwise stated in a particular section of the report. The crime statistics in this report are presented in separate crime statistics charts for each campus, as required by law. Where appropriate, information unique to a particular campus is also included. UA Board of Regents Policies and University Regulations are applicable to all campuses. The information in this report may be updated throughout the year.

This report is published by:

Chancellor’s Office
Title IX/Clery Compliance
University of Alaska Southeast
11066 Auke Lake Way
Juneau, AK 99801
(907) 796-6371 / ctparkey@alaska.edu
CAMPUS SECURITY POLICIES

REPORTING A CRIME
UAS students, faculty, staff, guests and community members are highly encouraged to report all campus crimes and public safety related incidents to local police departments in a timely manner. UAS does not have on-campus police services at any of our campuses, but works closely with local law enforcement agencies. Below is a list of local police department contacts:

- All communities/emergency line: 911
- Juneau Police non-emergency: 907-586-0600
- Ketchikan Police non-emergency: 907-225-6631
- Sitka Police non-emergency: 907-747-3245

Reports involving students may be forwarded to the UAS conduct office for review and potential action through the student disciplinary process. Reports involving faculty and staff may be forwarded to Human Resources.

Crimes should be reported to enable the university to provide assistance to victims, ensure inclusion in the annual crime statistics, and to aid in providing emergency notification and/or timely warning notices to the community when appropriate. Please see the list of Campus Security Authorities you may contact to report a crime.

CAMPUS SECURITY AUTHORITIES
Federal law maintains that all universities establish Campus Security Authorities (CSA) who are required by law to report incidents and/or crimes for inclusion in UAS’ crime statistics. All employees are encouraged to report safety-related incidents and/or alleged crimes to a CSA who will evaluate to determine if it is necessary to issue a timely warning to the campus. Specific contacts are listed below.

Campus Security Authorities – Juneau Campus
Chancellor
Provost
Vice Chancellors
Title IX Coordinator
Public Information Officer
Academic Deans
Registrar
Associate Director Residence Life
Financial Aid Director

Health & Safety Manager
Emergency Management Planner
Dean of Students and Campus Life
Human Resources Business Partner
Facilities Director
Library Director
Development & Alumni Relations Director
Business Services Director
Budget, Grants & Contracts Director
Admissions, Recruitment & Advising Director

Campus Security Authorities – Ketchikan Campus
Campus Director
Business Operations Director
Accounts Receivable Technician

Student Services Manager
Physical Plant Supervisor
CAMPUS SECURITY POLICIES

CAMPUS SECURITY AUTHORITIES, CONTINUED

Campus Security Authorities – Sitka Campus

Campus Director  Administrative Assistant to Campus Director
Administrative Services Manager  Operations Supervisor
Records & Registration Manager  Academic Affairs Faculty Support Office Manager

REPORTING A CRIME CONFIDENTIALLY

UAS has professional counselors on staff, considered confidential employees. The term “professional counselor” is defined as, “an employee whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.” UAS professional counselors are not considered to be Campus Security Authorities and are not required to report crimes for inclusion into the annual crime statistics report, however, are encouraged to share procedures to report on a voluntary basis. UAS counseling staff are based on the Juneau campus and are available to all UAS students. 907-796-6000 / 877-465-4827.

REPORTING A CRIME ANONYMOUSLY

Individuals may file anonymous reports regarding crimes on the UAS campuses. The University of Alaska offers Ethics Point (https://secure.ethicspoint.com/domain/media/en/gui/40174/index.html), an anonymous online reporting system.

Sexual assault, dating and domestic violence may be reported anonymously at Ethics Point or the Title IX (http://www.uas.alaska.edu/titleix/) website.

Juneau Police Department Crime Line (http://juneaucrimeline.com)
Sitka Police Department: 907-747-8980
Ketchikan Police Departments Crime Stoppers (https://www.ktn-ak.us/crime-stoppers)

TIMELY WARNINGS

Timely warnings are issued when: 1) a Clery crime that occurs within our Clery geography is reported to a Campus Security Authority and 2) it is considered to represent a serious or continuing threat to students and employees. A timely warning may also be issued for other non-Clery crimes that occur within or near campus when they have the potential to be serious or a continuing threat to students and employees.

Timely warnings are issued by members of the UAS Incident Management Team (IMT). Members of the IMT are outlined in the Emergency Response and Evacuation section below.

Timely warnings may be communicated through Rave, a versatile system allowing for messages to be sent on phone/voicemail, SMS, and email platforms. Students and employees may sign up to receive timely warnings through the UA Alerts (https://uaalert.alaska.edu/) notification system which allows participants to choose to be contacted via text message, phone, or email.
CAMPUS SECURITY POLICIES

TIMELY WARNINGS, CONTINUED
Sign up to receive alerts or to update your contact information at UA alerts. Anyone with information warranting a timely warning should report the circumstances to a Campus Security Authority.

EMERGENCY RESPONSE AND EVACUATION
UAS students, employees, and members of the community are encouraged to report campus emergencies as quickly as possible to the local police departments or to any university employee. 911 is the emergency number in all campus communities.

UAS uses an Incident Management Team (IMT) to manage emergency response and communication activities. When an emergency or dangerous situation occurs, the IMT is tasked with assessing the situation, setting immediate objectives to manage the emergency, and communicating relevant information with the appropriate stakeholders: students, staff, faculty, and/or community. Membership on the IMT includes but is not limited to:

- UAS Chancellor and Chancellor’s Office staff, including the Public Information Officer
- Vice Chancellors for Administration and Student Affairs
- Director of Facilities and designated Facilities Staff on each campus
- Campus Directors in Sitka and Ketchikan
- Campus Life Staff

The UAS IMT may also elect to establish an Incident Command System (ICS), which is a common strategy under the National Incident Management System (NIMS). The ICS is staffed by personnel appropriate to the needs of the emergency, so may include some if not all of the IMT and/or other personnel who support the work of designated IMT members. In the event emergency notification is required, or in the event the IMT decides to send out an informational notice, UAS has several options for notification.

1) InformaCast enables anyone on campus to use a campus phone to record a brief emergency message that will be immediately broadcasted to every phone on our phone system on campus. Instructions are posted on phones in public areas and classrooms, and distributed broadly throughout the year.

2) Rave is a versatile system, allowing for messages to be sent on phone/voicemail, SMS, and email platforms. It allows the IMT to communicate with each other as well as other internal and external stakeholders. Rave can support short, timely messages as well as longer, more detailed messages.

While any member of the IMT is trained to use systems to deliver emergency notification, external and campus-wide communications are primarily handled by the Chancellor or Public Information Officer (PIO). UAS does not have campus security or police services, but does partner with the local police departments in each community.
EMERGENCY RESPONSE AND EVACUATION, CONTINUED

UAS will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of the IMT, compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency.

In the event that a building needs to be evacuated, occupants will be directed to an emergency assembly area. In the event that the entire campus needs to be evacuated, the IMT may close that campus. The IMT will assist with finding alternative housing for on-campus residents of the Juneau campus. Shelter-in-place may also be a viable solution for response, depending on the type of emergency. Instructions for evacuation or shelter-in-place, including periodic updates, would be communicated to the campus community through the IMT. When it is safe to leave the shelter, University officials will either send out a notification or clear the building.

UAS conducts one major scheduled test of the emergency response system at each campus annually, with the possibility of several smaller drills and exercises through the year to test the efficacy of specific training efforts or equipment. After-action and debrief activities are conducted for emergencies, tests, drills, and exercises. Each test is documented.

BUILDING ACCESS, SAFETY & MAINTENANCE

Most non-residential campus buildings on all three campuses are open to the public Monday through Friday for normal business hours and in the evenings during scheduled classes or events. All non-residential campus buildings are closed and locked during holiday breaks and access is greatly reduced during semester breaks.


Only the Juneau campus provides on-campus housing. Traditional residence halls are secured 24 hours a day and are accessible only by swiping an authorized key card. Apartments also remain locked at all times; only current residents are provided keys or key cards to access their rooms or apartments. Access to residential community living spaces is restricted to residents and their escorted guests. Residents must escort guests at all times.

The Juneau campus Housing and Residence Life staff are available to address student, faculty, or staff concerns during normal business hours. Outside of normal business hours, at least one Resident Advisor (RA) and one Administrator is on duty every night. Outside of normal business hours, Residence Life staff can be reached at 907-209-6539.
CAMPU S SECURITY POLICIES

CRIMINAL ACTIVITY OFF CAMPUS
The University of Alaska Southeast operates no off-campus housing or off-campus student organization facilities. However, students may live in neighborhoods nearby their campus. Local law enforcement has primary jurisdiction in all areas off-campus. Students living off-campus who experience an emergency/crisis should call 911.

SECURITY AWARENESS PROGRAMS
All new students at each campus receive campus safety awareness information at new student orientation each semester. New employees receive safety information during the hiring process. Safety information is also located on the UAS website, available year-round to all students and employees. The Juneau campus residential facilities offers safety awareness programs through the year, including but not limited to programing on emergency response, bear safety, healthy relationships, sexual assault prevention, and safe and healthy substance use. All of our campuses partner with local law enforcement agencies and other organizations (local family/women’s shelters) to raise student and employee awareness about safety.

CRIME PREVENTION PROGRAMMING
Crime prevention strategies are shared with the university community (students and employees) through the UAS website and through periodic programs, including but not limited to ALICE active shooter training, emergency alert notification processes and bystander intervention. All students, faculty, and staff receive the updated security report annually.

MISSING STUDENTS POLICY
Every student who lives in on-campus student housing, regardless of age, may register one or more individuals to be a contact strictly for missing persons purposes. A students contact information will be registered confidentially and this information will be accessible only to authorized campus officials. It may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

It is the policy of UAS to investigate any report of a missing student who lives in residential facilities. If campus officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours they must:

- Notify the individual (in case of an emergency, please contact) to be contacted in case of an emergency.
- If the student is under 18 years old, notify a parent or guardian; and
- (in cases where the student is over 18 and has not identified a person to be contacted), notify appropriate law enforcement officials.
- UAS officials may act sooner than the 24 hour mark if they determine they should do so.
MISSING STUDENTS POLICY, CONTINUED
University officials will gather information about the missing student to aid in the search (description, photos, class schedule, etc.). Residence Life staff may also take additional action such as visiting the resident’s room, roommates or friends, checking the resident’s vehicle, and attempting to contact the resident.

Juneau Campus Important Housing Numbers:
- Housing Office: 907-796-6445
- Housing Lodge: 907-796-6443
- Apartment/Banfield After Hours: 907-209-6539
- John R. Pugh Hall After Hours: 907-209-6534

ALCOHOL & ILLEGAL DRUG POLICY, INCLUDING STUDENT CODE OF CONDUCT
Use, possession, manufacture, distribution, or being under the influence of alcoholic beverages, illegal drugs or other controlled substances on property owned or controlled by the University is against University policy; except as expressly permitted by law, Regents’ Policy, University Regulation or UAS rules and procedures. UAS considers itself “Drug-Free,” with the exception of legal use of prescription medications, as recommended by the individual who prescribed the medication. The alcohol policy for the UAS residential community permits some residents 21 years old or older to possess and consume limited quantities of alcohol in certain apartments in accordance with Housing/Residence Life policies.

Disciplinary action may be initiated by the University and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any category of conduct prohibited by the Student Code of Conduct, including misuse of alcohol and drugs.

ALCOHOL & DRUG EDUCATION AND RESOURCES
Students are encouraged to participate in health education seminars, workshops, and events offered annually by the University. Additionally, personal counseling is available for all students, and referrals can be made to local resources.

Students found in violation of alcohol and/or drug policies may be required to participate in educational alcohol and/or other drug sanctions. UAS requires ALCOHOLEDU, an online sanction for students found responsible for low-level alcohol or drug violations. In addition, students may be subject to local, state, and federal legal sanctions.

UAS employees experiencing substance abuse-related issues are encouraged to seek counseling services. The University of Alaska’s employee health insurance program contains benefits for some in-patient and out-patient treatment. Employees should contact their local Human Resource office for details. In addition, the University of Alaska contracts Deer Oaks
CAMPUS SECURITY POLICIES

ALCOHOL & DRUG EDUCATION AND RESOURCES, CONTINUED
(http://www.uas.alaska.edu/hr/docs/eap-services.pdf) to provide an Employee Assistance Program. The program can be accessed by contacting the Human Resources office or Deer Oaks directly at (888) 993-7650.

Resource Summary
- UAS Counseling Services (students): 907-796-6000 or 977-465-4827
- Juneau Alcoholics Anonymous: 907-586-1161
- Ketchikan Alcoholics Anonymous: 907-225-5154
- Sitka Alcoholics Anonymous: 907-747-8866
- Juneau Narcotics Anonymous: 907-790-4567
- Ketchikan Narcotics Anonymous: 907-220-6967
- Sitka Narcotics Anonymous: 907-747-3977
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

INTRODUCTION

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

FEDERAL CLERY ACT DEFINITIONS

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

- **Domestic Violence:**
  i. A felony or misdemeanor crime of violence committed—
     a. by a current or former spouse or intimate partner of the victim;
     b. by a person with whom the victim shares a child in common;
     c. by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
     d. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
     e. by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  i. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  ii. For the purposes of this definition—
     a. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

FEDERAL CLERY ACT DEFINITIONS, CONTINUED

b. Dating violence does not include acts covered under the definition of domestic violence.

iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

  o **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

  o **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

  o **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

  o **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

- **Stalking:**
  
  i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
     
     a. Fear for the person’s safety or the safety of others; or
     
     b. Suffer substantial emotional distress.

  ii. For the purposes of this definition—
     
     a. *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

     b. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

FEDERAL CLERY ACT DEFINITIONS, CONTINUED

c.  *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

STATE OF ALASKA LEGAL DEFINITIONS

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

- **Domestic Violence:**
  Alaska State law defines domestic violence and a crime involving domestic violence to mean one or more of the following offenses, or an attempt to commit one of these offenses, by a household member against another household member: murder, manslaughter, criminally negligent homicide, assault, reckless endangerment, stalking, kidnapping, custodial interference, human trafficking, sexual offenses including assault and sexual abuse of a minor, among others, robbery, extortion, coercion, burglary, criminal trespass, arson or criminally negligent burning, criminal mischief, terrorist threatening, violating a protective order, harassment, and cruelty to animals.

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

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

- **Dating Violence:**
  Alaska State law does not currently include a definition for dating violence. However, Alaska’s definition of domestic violence includes individuals who are in current and former dating relationships.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

STATE OF ALASKA LEGAL DEFINITIONS, CONTINUED

- Sexual Assault
  Under Alaska state law, sexual penetration and sexual contact of another person without consent is sexual assault and can occur under a variety of circumstances, including:
  - Engaging in sexual penetration or contact with someone without consent of the person;
  - Attempting to engage in sexual penetration with someone without consent of the person, causing serious physical injury as a result;
  - Engaging in sexual penetration or contact with someone known to be mentally incapable or unaware, or while in certain legal or professional relationships with the person;
  - Engaging or attempting to engage in sexual penetration or sexual contact with someone who is incapacitated, or temporarily incapable of appraising the nature of one’s own conduct or physically unable to express unwillingness to act.

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

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

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

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

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

  The complete definitions of the above terms are found in Alaska Statute 11.41.470.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

STATE OF ALASKA LEGAL DEFINITIONS, CONTINUED

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

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

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

- Stalking
Under Alaska law, it is illegal for another person to knowingly engage in a course of conduct that recklessly places you or someone else in fear of death or physical injury to either yourself or a member of your family. A course of conduct is repeated acts of “non-consensual contact” that is initiated or continued without that person’s consent, or after someone has expressed a desire to cease contact, or is outside of the scope of consent given by that person. Some examples include:
  - following or appearing within the sight of that person;
  - approaching or confronting that person in a public place or on private property;
  - appearing at the workplace or residence of that person;
  - entering onto or remaining on property owned, leased, or occupied by that person;
  - contacting that person by telephone;
  - sending mail or electronic communications to that person;
  - placing an object on, or delivering an object to, property owned, leased, or occupied by that person;
  - following or monitoring that person with a global positioning device or similar technological means; or
  - using, installing or attempting to use or install a device for observing, recording, or photographing events occurring in the residence, vehicle, or workplace used by that person, or on the personal telephone or computer used by that person.

The complete definition of stalking is found in Alaska Statutes 11.41.260 – .270.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

UNIVERSITY OF ALASKA DEFINITIONS

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

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

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

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

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

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

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

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

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

Relationship violence is violence or abuse by a person on another person with whom they are engaged in an intimate relationship, including domestic violence and dating violence.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

UNIVERSITY OF ALASKA DEFINITIONS, CONTINUED

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

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

HOW TO BE AN ACTIVE BYSTANDER

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

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”¹

We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Following is a list² of some ways to be an active bystander.

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

The University of Alaska Southeast has implemented Green Dot, a research informed and culturally responsive primary prevention program aimed at changing cultural norms around interpersonal violence and teaching participants how to safely and actively engage and interrupt violence. Green Dot trainings for students are offered annually and information sessions for employees are offered on-demand.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. Sex roles, 60, 779-792
² Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

RISK REDUCTION

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

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don’t know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
11. Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
12. Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
13. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
   a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
   b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

RISK REDUCTION, CONTINUED

c. **Have a code word with your friends or family** so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

d. **Lie.** If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

15. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

16. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

PREVENTION PROGRAMS

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

A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

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

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

B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;

C. What behavior and actions constitute consent, in reference to sexual activity, in the State of Alaska and the University of Alaska.

D. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and
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PREVENTION PROGRAMS, CONTINUED

E. cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
F. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
G. An overview of information contained in the annual security report in compliance with the Clery Act.

Primary Prevention and Awareness Programs
UAS offers a number of primary prevention programs. New students are introduced to concepts, policy and procedures and training during new student orientation each semester. Green Dot Active Bystander is offered during the year, and students from all three campuses participate. All students and employees are required to take UA Safe Title IX training annually. Training is offered both online and in-person and focuses on how to recognize signs of dating and domestic violence, sexual assault and stalking as well as how to prevent incidences from occurring.

Ongoing Prevention and Awareness Campaigns
In addition to annual sexual assault prevention training, UAS offers a wide variety of active and passive programming on the Juneau, Ketchikan, and Sitka campuses throughout the academic year. Active programming includes movie screenings, discussions, and guest speakers. Passive programming includes: posters, flyers and slides that rotate periodically on screens, and bulletin boards on campus. Programming generally takes place around themes as listed in the table below:

<table>
<thead>
<tr>
<th>Month</th>
<th>Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Introduction to Title IX and nondiscrimination at Faculty Convocation and New Student Orientation</td>
</tr>
<tr>
<td>September</td>
<td>National Campus Safety Awareness Month: programming on topics such as civil and respectful behavior, consent, inclusivity, safety in navigating campus environments, bystander engagement training.</td>
</tr>
<tr>
<td>October</td>
<td>Domestic Violence Awareness: to include themes around dating, domestic violence and stalking as well as LGBTQIA+ issues.</td>
</tr>
<tr>
<td>November</td>
<td>Power and Privilege Symposium: themes around gender and sex stereotypes; Men’s Health Awareness.</td>
</tr>
<tr>
<td>January</td>
<td>Consent programming in conjunction with National Hug Day.</td>
</tr>
<tr>
<td>February</td>
<td>Healthy Relationship programming: including active events like the Vagina Monologues and tips for engaging in safe and healthy relationships.</td>
</tr>
<tr>
<td>March/April</td>
<td>Sexual assault awareness: including active events like Take Back the Night, The Clothesline Project, film screenings, etc.</td>
</tr>
</tbody>
</table>
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES COMPLAINANTS SHOULD FOLLOW IF AN INCIDENT OCCURS

After an incident of sexual assault, dating violence, or domestic violence; the complainant should consider seeking medical attention (https://www.alaska.edu/files/stopthesilence/Local-Hospitals-and-Police.pdf).

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

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

Involvement of Law Enforcement and Campus Authorities

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement (including local police), it is the complainant’s choice whether or not to make such a report. However, the UAS Title IX Office (http://www.uas.alaska.edu/titleix/index.html) will assist any complainant with notifying law enforcement if the complainant so desires. A list of police departments in Alaska can be found at the UA Disclosure Options (https://www.alaska.edu/titleIXcompliance/disclosure-options/) website.

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

PROCEDURES COMPLAINANTS SHOULD FOLLOW IF AN INCIDENT OCCURS, CONTINUED

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking
If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator or local law enforcement (if the victim so desires). The following is the contact information for the UAS Title IX Coordinator: Chase Parkey, Acting Title IX Coordinator / Hendrickson Building, Rm. 202, Juneau Campus 907-796-6371 / uas.titleix@alaska.edu

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED

The University has procedures in place that serve to be sensitive to complainants who report sexual assault, domestic violence, dating violence, and stalking; including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and a respondent, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to local law enforcement. Students and employees should contact the UAS Title IX Office (http://www.uas.alaska.edu/titleix/index.html) at 907-796-6371 for more information about these accommodations.

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

1. The University will assess immediate safety needs of the complainant and broader university community.
2. Depending on when reported (immediate vs delayed report), the University will provide the complainant with access to medical care.
3. The University will provide the complainant with contact information for local law enforcement AND assist the complainant with contacting local police, if the complainant requests.
4. The University will provide written information to the complainant on how to preserve evidence.
5. The University will provide the complainant and the respondent with referrals to on and off campus mental health providers.
6. The University will provide the complainant and the respondent with a written explanation of their rights, information about services within the institution and the community, and the availability and procedures for requesting accommodations.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES COMPLAINANTS SHOULD FOLLOW IF AN INCIDENT OCCURS, CONTINUED

7. The University will assess need to implement interim or long-term protective measures, if appropriate.
8. The University will provide an interim restriction or “No trespass” directive to the respondent if deemed appropriate.
9. The University will provide referral to advocate services that can assist with how to apply for a protective order.
10. The University will provide a copy of the policy applicable to the complainant and the respondent and inform them of timeframes for inquiry, investigation, and resolution.
11. The University will inform the complainant and the respondent of the outcome of the investigation, appeal rights and processes, any change to the result, and when such results become final.
12. The University will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Assistance for Victims: Rights & Options

Regardless of whether an individual elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist the individual and provide them with a written explanation of their rights and options. Such written information will include:

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

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

The University of Alaska Southeast recognizes protective orders entered by the Alaska Court System or out-of-state protective orders that have been filed through the Alaska Court System. Any person who obtains a protective order should provide a copy to UAS officials. The individual with the protective order can meet with Health & Safety Office (http://www.uas.alaska.edu/facilities_services/health-safety.html) to discuss any safety concerns.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

and work with the Title IX Office (http://www.uas.alaska.edu/titleix/index.html) to provide interim measures and accommodations in an attempt to reduce risk of harm while on campus or coming and going from campus.

Interim measures and accommodations may include, but are not limited to: considerations for parking arrangements, changing classroom location, or allowing a student to complete assignments from home, etc. The University cannot apply for a legal protective order for an individual. The University of Alaska Southeast can issue a “no contact” or “no trespass” order against a respondent who is affiliated with UAS.

<table>
<thead>
<tr>
<th>Type Of Order</th>
<th>Rights of a Petitioner</th>
<th>Institution’s Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence Protective Order (20-day ex parte orders and long-term protective orders, which can last up to 6 months)</td>
<td>Protection from contact by the respondent in cases of domestic violence; respondent is a “household member,” including relatives and dating partners</td>
<td>Honor and enforce</td>
</tr>
<tr>
<td>Stalking Protective Order (20-day ex parte orders and long-term protective orders, which can last up to 6 months)</td>
<td>Protection from contact by the respondent in cases involving stalking, which consists of repeated acts of non-consensual contact involving the complainant or a family member of the complainant</td>
<td>Honor and enforce</td>
</tr>
<tr>
<td>Sexual Assault Protective Order (20-day ex parte orders and long-term protective orders, which can last up to 6 months)</td>
<td>Protection from contact by the respondent who has committed a crime of sexual assault, including illegal sexual contact or penetration</td>
<td>Honor and enforce</td>
</tr>
<tr>
<td>Similar lawful orders issued by a criminal, civil, or tribal court</td>
<td>Protection from contact by a respondent, who can be anyone covered by the order</td>
<td>Honor and enforce</td>
</tr>
<tr>
<td>University “no contact” orders or “no trespass” orders by the University</td>
<td>Protection from contact by a respondent who can be anyone affiliated with the University of Alaska.</td>
<td>Impose on respondent; enforce against respondent</td>
</tr>
</tbody>
</table>
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

The complainant must apply for a court protective order directly from the Alaska Court System for these services. The complainant may request a “no contact order” through UAS.

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

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

At the complainant’s request, and to the extent of the complainant’s cooperation and consent, university offices will work cooperatively to assist the complainant in obtaining accommodations. If reasonably available, a complainant may be offered changes to academic, on-campus living, working or transportation situations regardless of whether the complainant chooses to report the crime to local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to on-campus living situations may include moving to a different room, floor, or residence hall on campus. Possible changes to work situations may include changing working hours. Possible changes in transportation may include, for example, having the student or employee park in a different location.

To request changes to academic, on campus living, transportation and/or working situations or other protective measures, a complainant should contact either the Title IX Office (http://www.uas.alaska.edu/titleix/index.html) or the Dean of Students Office (http://www.uas.alaska.edu/dean-of-students/) on the Juneau campus, or the Student Services Offices (http://www.uas.alaska.edu/life/student-services.html) in Ketchikan or Sitka. Coordination and approval of requests need to go through the Title IX Coordinator, who can be reached at 907-796-6371 or at ctparkey@alaska.edu.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

On and Off Campus Services for Assistance

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

<table>
<thead>
<tr>
<th>ON CAMPUS</th>
<th>Resources and Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling, Health, and Mental Health</td>
<td>Students in Juneau, Ketchikan, and Sitka are eligible for free counseling services through the UAS Counseling Center (<a href="http://www.uas.alaska.edu/juneau/counseling/">http://www.uas.alaska.edu/juneau/counseling/</a>) at the Juneau campus. Counseling sessions are offered in-person, by phone or by Skype. UAS Health &amp; Counseling Center 1st Floor Mourant Building, Juneau Campus 907-796-6000 (for appointments)</td>
</tr>
<tr>
<td>Victim Advocacy</td>
<td>UAS campuses do not have on-campus victim advocacy services, although Victim Advocates in Juneau, Ketchikan, and Sitka can make arrangements to visit campus as needed.</td>
</tr>
<tr>
<td>Legal Assistance</td>
<td>UAS campuses do not offer on-campus legal assistance.</td>
</tr>
<tr>
<td>Visa and Immigration Assistance</td>
<td>Admissions (<a href="http://www.uas.alaska.edu/apply/">http://www.uas.alaska.edu/apply/</a>) (907) 796-6460</td>
</tr>
</tbody>
</table>
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

<table>
<thead>
<tr>
<th>OFF CAMPUS</th>
<th>Resources and Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling, Health, Mental Health, and Victim Advocacy</td>
<td>The University of Alaska has compiled a list of off-campus locations (<a href="https://www.alaska.edu/titleIXcompliance/disclosure-options/">https://www.alaska.edu/titleIXcompliance/disclosure-options/</a>) where students may seek counseling, health, mental health and victim advocacy services.</td>
</tr>
<tr>
<td>Legal Assistance</td>
<td>The <a href="https://www.alsc-law.org/contact-us/">Alaska Legal Services Corporation’s</a> mission is to provide high quality civil legal services to low income and disadvantaged people and communities to protect their safety, their health and promote family stability. The ALSC has 12 locations, including offices in Juneau, Ketchikan and Sitka.</td>
</tr>
<tr>
<td>Visa and Immigration Assistance</td>
<td>The <a href="http://www.akijp.org/who-we-are/">Alaska Institute for Justice’s</a> mission is to promote and protect the human rights of all Alaskans including immigrants, refugees, and Alaska Native communities by providing critical services to these underserved populations, including legal representation, language interpretations services, training and educational programs. The AIJ provides services to immigrant victims of domestic violence and sexual assault and serves Juneau, Ketchikan and Sitka.</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>The <a href="https://acpesecure.alaska.gov/">Alaska Commission on Postsecondary Education</a> &amp; Alaska Student Loan Corporation provides financial aid for college and career planning.</td>
</tr>
</tbody>
</table>

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:
- [Alaska Network on Domestic Violence and Sexual Assault](http://www.andvsa.org/)
- [National Domestic Violence Hotline](https://www.thehotline.org/)
- [Rape, Abuse and Incest National Network](https://www.rainn.org/)
- [Stalking Resource Center](https://victimsofcrime.org/our-programs/past-programs/stalking-resource-center)
- [Department of Justice: Sexual Assault](https://www.justice.gov/ovw/sexual-assault)
- [Department of Education, Office of Civil Rights](https://www2.ed.gov/about/offices/list/ocr/index.html)

**Confidentiality**

Complainants may request that directory information on file with the University be withheld by request at the [Registrar’s Office](http://www.uas.alaska.edu/registrar/contact.html).

Regardless of whether a complainant has opted-out of allowing the University to share “directory information,” personally identifiable information about the complainant and other necessary parties will be treated as private and only shared with persons who have a specific need-to-know,
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

i.e., those who are investigating/adjudicating the report or those involved in providing support services to the complainant, including accommodations and protective measures. Absolute confidentiality may not be maintained in all circumstances, especially in cases where the University must take action to protect the safety of others.

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

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

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present;
2. The complainant, the respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent;
4. The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The complainant and the
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

respondent each have the opportunity to be advised by an advisor of their choice, including an advisor they choose at their own expense, at any stage of the process, and to be accompanied by that advisor to any related meeting or proceeding. An advisor is any individual who provides the complainant or the respondent support, guidance, or advice and whom is not also a complainant, respondent, or witness in the matter. The University will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to consulting and advising the advisee, as well as providing moral support; the advisor may not speak for the advisee at any meeting or hearing, but may consult with the advisee outside of the meeting or hearing area during established breaks in the proceedings.

5. The complainant and the respondent will be notified simultaneously, in writing, of any initial, interim, and final decision of any disciplinary proceeding; and

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

Whether or not criminal charges are brought, the University or a person may file a complaint under the following policies:

How to File a Complaint

1. Notify the UAS Title IX Coordinator by phone 907-796-6371, by email: uas.titleix@alaska.edu, or in person in Room 202A in the Hendrickson Building on the Juneau campus. If you would prefer to report the incident by phone or in person to someone on your campus, see the list of Title IX representatives (https://www.alaska.edu/titleIXcompliance/title-ix-contacts/) for each UA campus.

2. Report online at UAS Title IX (http://www.uas.alaska.edu/titleix/index.html) office – Make a Report Tab.

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Federal guidance states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against a respondent. If an investigation determines that it is more likely than not that the institution’s sexual misconduct policy was violated, then the “University” may assume the role of the complainant.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

3. Tell UAS about the incident by using the UA Confidential Hotline. You may phone 855-251-5719 or you may file a report online at University of Alaska Title IX Compliance (https://www.alaska.edu/title IXcompliance/disclosure-options/). When you use the UA Confidential Hotline, you have the choice of disclosing who you are, remaining semi-anonymous, or completely anonymous.

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

Range of Interim Measures Available When There is an Allegation of Misconduct

The University may offer interim measures, including but not limited to:

- Rescheduling of exams and assignments;
- Changing class schedules;
- Changing university work schedule or job assignments;
- Changing campus housing;
- Making transportation arrangements;
- Imposing an on-campus “no contact order,” an administrative remedy designed to stop contact and communications between two or more individuals; and
- Fully or partially restricting the respondent’s access to the university or university services or functions.

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

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

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

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

The following sections describe each policy.

Regents’ Policy and University Regulation 01.04 (https://alaska.edu/bor/policy/01-04.pdf): Applicable to Students and Employees Accused of Sexual Assault and Other Forms of Sexual and Gender-based Discrimination

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

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

Steps in the Process

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

Regents’ Policy and University Regulation 01.04 Continued:

b. A complainant or respondent may appeal a finding of no responsibility within five calendar days of receiving notice of the outcome of the investigation.

c. A finding of responsibility will be forwarded to the findings along with the investigative report and relevant documentation to the appropriate discipline authority. The discipline authority will impose an appropriate sanction within ten days of receiving the findings and supporting documentation.

d. A complainant or respondent may appeal a finding of responsibility and/or sanctions.

e. If the complainant or respondent appeals a decision, the other individual is allowed to submit comments before the appeal is decided. A written decision by the appeal authority will be issued within approximately seven days of receiving the appeal and all supporting documentation.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

f. Any timeline associated with the formal resolution process, including appeals, may be extended for good cause.

2. Decision-Making Process
   a. Investigation
      Investigations are conducted by a Title IX investigator who makes findings of responsibility or no responsibility. Both the complainant and respondent will have an opportunity to identify witnesses and present their accounts of the events. The complainant and respondent will also have an opportunity to provide any evidence or other information relevant to the investigation. The investigator will determine the relevance of any information.
      
      Neither the complainant nor the respondent is required to participate in the investigation, though the Title IX investigator will complete the investigation in light of the information available. Both parties will have an opportunity to review and respond to evidence considered, and will receive an equal opportunity to provide feedback to the investigator prior to the report being completed.
      
      In general, the investigator will not consider statements of personal opinion or statements as to any party’s general reputation. The university does not permit questioning or consider evidence of other sexual behavior of the respondent or complainant if the danger of unfair prejudice, confusion of the issues, or unwarranted invasion of the privacy of any party outweighs its probative value.

   b. Discipline
      For student respondents, the Dean of Students Office imposes or recommends discipline as defined in University Regulation 09.02.040. For employee respondents, the regional human resources office imposes discipline according to Regents’ Policy 04.07 and 04.08 and applicable collective bargaining agreements. For respondents that are both students and university employees, all applicable discipline procedures may be used. For third-party respondents, discipline is imposed by the Title IX coordinator in conjunction with campus leadership.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

Regents’ Policy and University Regulation 01.04 Continued:

To determine the appropriate sanction, the discipline authority offers both parties an opportunity to meet with the discipline authority; consider the respondent’s present and past disciplinary record; the nature of the offense; the severity of any damage, injury, or harm resulting from the prohibited behavior; and any other relevant factors.

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

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

3. Standard of Evidence
Findings are made using the preponderance of the evidence standard.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED


How the University Determines Whether This Policy will be used

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

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

Steps in the Disciplinary Process

1. Anticipated Timelines
   a. The student conduct administrator schedules an administrative review with the respondent to review the allegations. Administrative reviews will ordinarily be scheduled between three and fifteen days after the student conduct administrator sends written notice of the allegations to the student.
   b. Barring extenuating circumstances, the student conduct administrator prepares written findings and conclusions and sends the decision to the complainant and respondent within ten days after the conclusion of the administrative review.
   c. If the case results in a finding of responsibility and the respondent is assigned minor sanctions, then:
      i. The respondent may submit an appeal in writing within seven days of the day the decision is issued.
      ii. Barring extenuating circumstances, the designated appeal reviewer will issue its written decision within seven days of receiving the notice of appeal.
   d. If the case results in a finding of responsibility and the student conduct administrator recommends the imposition of major sanctions on the respondent, then the student has seven days to submit written comments on the findings, conclusions, and recommendations of the administrative review.
      i. The MAU senior student services professional or designee will review the record and render a decision within fourteen days of receipt of the recommendation, barring extenuating circumstances.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

Regents’ Policy and University Regulation 09.02 Continued:

ii. If the MAU senior student services professional has recommended a major sanction, the chancellor will review the record, and barring extenuating circumstances, render a decision within seven days of receipt of the recommendation.

2. Decision-Making Process
   a. Investigation
      Investigations are conducted by a student conduct administrator who makes findings of responsibility or no responsibility and assigns or recommends sanctions. At the administrative review, the student conduct administrator reviews the allegations and available information regarding the matter. The student is given the opportunity to present relevant information, names of witnesses, relevant explanations, and/or mitigating factors for the alleged violation.

      The university student conduct system is an administrative process and is not a court of law and is not held to standards applied in criminal proceedings. Formal rules of evidence do not apply. Testimony containing hearsay may be heard, and will be weighed appropriately, taking into account the reliability of the information. Findings and conclusions are based upon information obtained during the review.

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

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

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

Regents’ Policy and University Regulation 09.02 Continued:

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

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

   General Personnel Policies (https://www.alaska.edu/bor/policy/04-02.pdf)
   Employee Relations (https://www.alaska.edu/bor/policy/04-07.pdf)
   Dispute and Grievance Resolution (https://www.alaska.edu/bor/policy/04-08.pdf)
   Ethics & Conduct (https://www.alaska.edu/bor/policy/04-10.pdf)
   Employment of Students (https://www.alaska.edu/bor/policy/09-05.pdf)

How the University Determines Whether This Policy will be used

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

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

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

Regents’ Policy and University Regulation 04.02, 04.07, 04.08, 04.10, 04.11 & 09.05 Continued:

Steps in the Disciplinary Process

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

2. Decision-Making Process
   a. Investigation and Discipline
      When the respondent is an employee of the university, the human resources office will investigate a complaint or allegation, or review investigative findings conducted by either the student conduct administrator or the Title IX investigator. Human resources, working with the employee’s supervisor, will determine the appropriate employment action based on the findings and in accordance with appropriate UAA policy and regulations, collective bargaining agreement, if applicable, and other regulatory laws.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN AN INCIDENT IS REPORTED, CONTINUED

Regents’ Policy and University Regulation 04.02, 04.07, 04.08, 04.10, 04.11 & 09.05 Continued:

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

   A full description of the appeal policy can be found at [Dispute and Grievance Resolution](https://www.alaska.edu/bor/policy/04-08.pdf) webpage.

3. **Standard of Evidence**
   
   Findings are made using the preponderance of the evidence standard.

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

<table>
<thead>
<tr>
<th>Behavior (per BOR 01.04, 09.02 and HR policies)</th>
<th>For Students</th>
<th>For Employees</th>
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</thead>
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<tr>
<td><strong>Sexual Assault</strong></td>
<td>Warning</td>
<td>Letter of Expectation/Counseling/Warning</td>
</tr>
<tr>
<td>Non-Consensual Sexual Contact</td>
<td>Discretionary Sanctions</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>Stalking</td>
<td>Disciplinary Probation</td>
<td>Disciplinary Probation</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>Restricted Access</td>
<td>Suspension</td>
</tr>
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<td>Expulsion</td>
<td>Terminatio for Cause</td>
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<table>
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<tr>
<th><strong>Behavior</strong></th>
<th>For Students</th>
<th>For Employees</th>
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</thead>
<tbody>
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<td>not applicable</td>
</tr>
<tr>
<td>Non-Consensual Sexual Contact</td>
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<tr>
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<td>X</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

The above chart reflects UAS sanctioning guidelines absent extenuating circumstances.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

DEFINITION OF DISCIPLINE RANGE TERMS FOR STUDENTS

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

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

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

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

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

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

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

Definition of Discipline Range Terms for Employees

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

Written Reprimand: Written reprimand will describe the nature of the offense or deficiency, the method or methods of correction, and the probable action to be taken if the offense is repeated or the deficiency persists.
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

DEFINITION OF DISCIPLINE RANGE TERMS FOR STUDENTS, CONTINUED

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

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

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

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

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

Sex Offender Registration
The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. In Alaska, convicted sex offenders must register with the Department of Public Safety (DPS). You can link to this information, which appears on the DPS website (https://dps.alaska.gov/SORWeb/).

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

CLERY DEFINITION OF TERMS

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

On Campus:
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 other retail vendor).

On Campus Student Housing Facilities:
Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

Public 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 Southeast crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Non-Campus
1. Any building or property owned or controlled by 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 institutions educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

CLERY ACT CRIME DEFINITIONS

Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sexual Assault (Sex Offenses) – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
CAMPUS SECURITY INFORMATION

CLERY ACT CRIME DEFINITIONS, CONTINUED

Sex Offenses – Rape: 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 offense includes the rape of both males and females.

Sex Offenses – Fondling: the touching of the private body parts of another person for 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.

Sex Offenses – Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Sex Offenses – Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Robbery: 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.

Aggravated Assault: 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 likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

ARRESTS AND DISCIPLINARY REFERRALS

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
ARRESTS AND DISCIPLINARY REFERRALS, CONTINUED

Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

VIOLENCE AGAINST WOMEN ACT (VAWA) CRIMES

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence:
1. A felony or misdemeanor crime of violence committed:
   a. By a current or former spouse or intimate partner of a victim;
   b. By a person with whom the victim shares a child in common;
   c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
   d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
   e. By any other person against an adult or youth victim who is protected from the person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
2. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
1. Fear for the person’s safety or the safety of others; or
2. Suffer substantial emotional distress.

HATE CRIMES
A crime that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. The applicable categories of bias include the victim’s actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and disability.
UAS CRIME STATISTICS

Juneau campus crime statistics were compiled in conjunction with Juneau campus officials and the Juneau Police Department.

KEY: C* = On Campus / R = Residence Facilities / N = Non Campus Buildings / P = Public Property

*On-campus is the sum of Residence Facilities plus any other crimes reported on main campus.

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSE</th>
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Hate Crimes

A hate crime is a crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim’s race, gender, religion, sexual orientation, ethnicity/national origin, or disability. Hate crime statistics include the crimes listed in the table above and includes additional categories: simple assault; intimidation; destruction, damage, or vandalism of property; or any other crime that involves bodily injury to any person.

2016  Zero (0) hate crimes reported
2017  Juneau Campus, non-residential. One (1) incident of destruction/damage/vandalism of property characterized by a race bias.
2018  Zero (0) hate crimes reported
Ketchikan campus crime statistics were compiled in conjunction with Juneau and Ketchikan campus officials as well as the Ketchikan Police Department.

KEY: C = On Campus / R*= Residence Facilities / N=Non Campus Buildings / P=Public Property
* The Ketchikan Campus does not have Residential Facilities (na=not applicable)

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<tr>
<th>CRIMINAL OFFENSE</th>
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<td>Sex Offenses - Incest</td>
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<td>Drug Abuse Violations</td>
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<td>Weapons: Carrying, Possessing, etc.</td>
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<td>Stalking</td>
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UAS CRIME STATISTICS


Hate Crimes

A hate crime is a crime that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim’s race, gender, religion, sexual orientation, ethnicity/national origin, or disability. Hate crime statistics include the crimes listed in the table above and includes additional categories: simple assault; intimidation; destruction, damage, or vandalism of property; or any other crime that involves bodily injury to any person.

2016  Zero (0) hate crimes reported
2017  Zero (0) hate crimes reported
2018  Zero (0) hate crimes reported
Sitka campus crime statistics were compiled in conjunction with Juneau and Sitka campus officials as well as the Sitka Police Department.

KEY: C = On Campus / R* = Residence Facilities / N = Non Campus Buildings / P = Public Property
* The Sitka Campus does not have Residential Facilities (na = not applicable)

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2016  Zero (0) hate crimes reported
2017  Zero (0) hate crimes reported
2018  Zero (0) hate crimes reported
The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

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

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

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

**University of Alaska Anchorage**  
Director, Office of Equity and Compliance  
3890 University Lake Drive, Suite 106  
Anchorage, AK 99508  
Phone: 907-786-0818  
Email: uaa_titleix@alaska.edu  
Website: [https://www.uaa.alaska.edu/about/equity-and-compliance/](https://www.uaa.alaska.edu/about/equity-and-compliance/)
UNIVERSITY OF ALASKA NOTICE OF NONDISCRIMINATION

University of Alaska Fairbanks
Director, Department of Equity and Compliance
355 Duckering Building, 1760 Tanana Loop
Fairbanks, AK 99775-6910
Phone: 907-474-7300
E-mail: uaf-tix@alaska.edu/
Website: http://www.uaf.edu/equity

University of Alaska Southeast
Senior Human Resource Business Partner
11066 Auke Lake Way
Juneau, Alaska 99801
Phone: 907-796-6263
E-mail: sjbelmont@alaska.edu
Website: http://uas.alaska.edu/hr

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

**UAA Title IX Coordinator**
3890 University Lake Drive, Suite 106, Anchorage, AK 99508
Phone: 907-786-0818
E-Mail: uaa_titleix@uaa.alaska.edu
Website: www.uaa.alaska.edu/about/equity-and-compliance/

**UAF Title IX Coordinator**
355 Duckering Building, 1760 Tanana Loop Fairbanks, AK 99775
Phone: 907-474-7300
E-Mail: uaf-tix@alaska.edu
Website: http://www.uaf.edu/titleix/

**UAS Title IX Coordinator**
11066 Auke Lake Way, Juneau, AK 99801
Phone: 907-796-6371
E-Mail: uas.titleix@alaska.edu
Website: http://www.uas.alaska.edu/titleix
UNIVERSITY OF ALASKA NOTICE OF NONDISCRIMINATION

Office for Civil Rights, Seattle Office
U.S. Department of Education
915 Second Ave., Room 3310
Seattle, WA 98174-1099
Phone: 206-607-1600
TDD: 800-877-8339
E-mail: OCR.Seattle@ed.gov
Website: http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

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

Office for Civil Rights, Seattle Office
U.S. Department of Education
915 Second Ave., Room 3310
Seattle, WA 98174-1099
Phone: 206-607-1600
TDD: 800-877-8339
E-mail: OCR.Seattle@ed.gov
Website: http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

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

Equal Employment Opportunity Commission
Federal Office Building
909 First Avenue, Suite 400
Seattle, WA 98104-1061
Phone: 800-669-4000
Fax: 206-220-6911
TTY: 800-669-6820
Website: http://www.eeoc.gov/employees/charge.cfm
UNIVERSITY OF ALASKA NOTICE OF NONDISCRIMINATION

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

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

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

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

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

**U.S. Department of Labor**
ATTENTION: Office of External Enforcement
Director, Civil Rights Center
200 Constitution Avenue, NW
Room N-4123
Washington, DC 20210
Fax: 202-693-6505, ATTENTION: Office of External Enforcement (limit of 15 pages)
E-mail: CRCExternalComplaints@dol.gov
Website: [http://www.dol.gov/oasam/programs/crc/index.htm](http://www.dol.gov/oasam/programs/crc/index.htm)
UNIVERSITY OF ALASKA NOTICE OF NONDISCRIMINATION

For discrimination related to a National Science Foundation funded grant, individuals may file a complaint with the National Science Foundation within 90 calendar days of the alleged discriminatory act on the basis of race, sex (including sexual harassment), color, national origin and disability. Age discrimination complaints may be filed within 180 calendar days of the alleged discriminatory act.

National Science Foundation
NSF Awardee Compliance Manager
Office of Diversity & Inclusion (ODI)
2415 Eisenhower Ave.
Alexandria, VA 22314
Phone: 703-292-8020
Email: ProgramComplaints@nsf.gov
Website: https://www.nsf.gov/od/odi/
2019 FIRE SAFETY REPORT

CAMPUS FIRE SAFETY-RIGHT TO KNOW ACT

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

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

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

On campus, housing is available only at the Juneau campus. The Ketchikan and Sitka campuses do not have campus housing options therefore this content does not apply.

FIRE SAFETY REPORT DEFINITIONS6

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

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

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

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

6 Definitions from The Center For Campus Fire Safety
FIRE SAFETY REPORT

FIRE SAFETY REPORT DEFINITIONS, CONTINUED

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

**Value of Property Damage**: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:
- Contents damaged by Fire;
- Related damages caused by smoke, water, and overhaul;
- Does not include indirect loss.

**UAS' FIRE SAFETY POLICY**

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

**Prevention**

Prevention is always the best and most effective cure. UAS 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 UAS.

**Engineering**

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

**Exits**

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

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

UAS’ FIRE SAFETY POLICY, CONTINUED

Responsibility
Each person has an individual responsibility to maintain a fire safe environment throughout campus. Faculty, staff, employees, and students are responsible for keeping their classrooms, labs, offices, residence hall rooms, or operating areas orderly and free of potential sources of ignition. Supervisors must ensure that employees understand and follow the guidance provided in the UAS safety manual. They should also notify the university Health and Safety Manager (http://www.uas.alaska.edu/facilities_services/health-safety.html) of any operational changes that alter the fire risk in their area so that protection can be adjusted accordingly. All UAS 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 Health and Safety Manager at 907-796-6077.

ON CAMPUS STUDENT HOUSING FACILITY FIRE SAFETY SYSTEM

Smoke Detectors
All university housing facilities have hardwired smoke detectors. Do not try to service or tamper with these detectors. Tampering with any piece of fire safety equipment is a violation of the UAS code of Student conduct.

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

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

ON CAMPUS STUDENT HOUSING FACILITY FIRE SAFETY SYSTEM, CONTINUED

- Excessive storage is not permitted inside the rooms. The sprinkler systems in the residence halls are designed to handle fires in rooms with standard furnishings, not in rooms with excessive storage.
- The use of candles or any open flame appliance is prohibited in residence halls.
- Additional lighting is permitted as long as the lights are UL or FM listed.
- Lights must be plugged directly into a wall outlet. No torch-style halogen lamps are allowed unless they are equipped with the protective device on the top of the lamp.
- Hot plates and cooking are not permitted in the residence hall rooms. Some low wattage microwaves may be allowed for heating up food. These must be approved by Residence Life prior to use in the individual rooms.

AUTOMATIC FIXED FIRE PROTECTION SYSTEMS

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

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

**Design and maintain for proper hazard and fuel loading**
Light-hazard systems such as those in offices cannot protect higher-hazard used such as storage or laboratories.

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

**Storage and building use must not block sprinkler heads**
Storage and or obstructions must not come within 18” below the sprinkler head.

**Protect from freezing**
Do not leave doors or windows open during the winter.
**FIRE SAFETY REPORT**

**AUTOMATIC FIXED FIRE PROTECTION SYSTEMS, CONTINUED**

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

**Fixed chemical systems and hoods**
Some special hazard areas on campus are protected by fixed chemical systems. Most commonly found on cooking grilles exhaust hoods, chemical process areas, and special electronic areas. The systems use one the following: water, foam, dry chemical, 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. They are maintained by the Facilities Services.

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

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

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

**Fire Hydrants**
Fire hydrants are located throughout the campus for the primary purpose of fire protection and are to be used by the fire department. Placement and flow rates are based on building design and the Uniform Fire Code requirements for fire flow and hydrant location.

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

**Maintain Clear Access**
No parking, storage, or piling of snow within 15’ of any fire hydrant.
FIRE SAFETY REPORT

AUTOMATIC FIXED FIRE PROTECTION SYSTEMS, CONTINUED

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

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

Fire Doors

Responsibility
All university staff, faculty, students and campus users are responsible for ensuring that all fire doors are kept closed at all times. Any problems with these doors are to be reported to Facilities Services at 907-796-6496 during business hours or 866-999-1822 after hours.

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

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

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

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

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

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

AUTOMATIC FIXED FIRE PROTECTION SYSTEMS, CONTINUED

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

All building occupants should evacuate any campus building upon activation of the building’s fire alarm system.

Responsibility
All university staff, faculty, students and campus users are responsible for ensuring that they are familiar with evacuation procedures in case of a fire alarm in any university building.

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

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

<table>
<thead>
<tr>
<th>Fire Drills 2018</th>
<th>Supervised Fire Drills</th>
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<tr>
<td>Juneau Campus</td>
<td>2</td>
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Two fire drills were conducted in 2018, one per semester, for Banfield and John R. Pugh Halls and all apartment units (A-G). All fire safety systems worked well.

Evacuation Procedures
Prompt and complete evacuation of residential campus buildings and facilities is mandatory when a fire alarm sounds. Residents, employees and guests are directed to depart the building, using the nearest door and stairwell, avoid elevators, stand back a minimum of 100 feet from the structure, and to make way for responding emergency personnel. For the purpose of including statistics in the annual fire safety report, fires should be reported to the UAS Housing and Residence Life Administrator on Duty (AOD) (http://www.uas.alaska.edu/juneau/housing/contact.html) or the UAS Health and Safety Office (http://www.uas.alaska.edu/facilities_services/health-safety.html).

Residents may not re-enter the building unless instructed to do so by a professional staff member. During extreme weather or extended periods of time, temporary shelter will be offered.
FIRE SAFETY REPORT

FIRE SAFETY AND FIRE DRILLS, CONTINUED

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

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

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

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

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

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

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

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

FIRE SAFETY AND FIRE DRILLS, CONTINUED

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

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

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

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

1. Report hazards directly to the supervisor.
2. Immediately discontinue the use of hazardous electrical tools or appliances.
3. Wait until the equipment item has been declared safe to use by a supervisor or qualified electrician.
4. Do not use electrical equipment that has been determined to be unsafe.

FIRE SAFETY IN CAMPUS LABS

Fire Prevention

- Be aware of ignition sources in lab area (open flames, heat, electrical equipment).
- Purchase and store flammable reagents in the smallest quantities available.
- Store flammable liquids that require refrigeration in explosion-proof refrigerators.
- Store flammable liquids in appropriate safety cabinets and/or safety cans.
- Do not store incompatible reagents together (e.g., acids with flammables). Lists of incompatible reagents can be found in several source books (e.g., Handbook of Reactive Chemical Hazards).
- Do not store ethers or conjugated dienes for extended periods of time as explosive peroxides could form. Date ethers when received and opened.
- Make sure that all electrical cords are in good condition. All electrical outlets should be grounded and should accommodate a 3-pronged plug. Never remove the grounding prong or use an adapter to bypass the grounding on an electrical cord. Extension cords are for short-term use only. Permanent installation of extension cords is not permitted.
- Remain out of the area of a fire or personal injury unless it is your responsibility to meet the emergency responders. Meet responders at a safe location.
- Be aware of the condition of fire extinguishers. Report any broken seals, damage, low gauge pressure or improper mounting to Facilities Services at 907-796-6511. If the seal
FIRE SAFETY REPORT

FIRE SAFETY AND FIRE DRILLS, CONTINUED

has been broken, assume that the fire extinguisher has been used and must be recharged.
(NOTE: Do not use fire extinguishers unless you are trained and feel confident to do so.)
Report ALL fires by calling 911.

• Automatic fire sprinklers must remain clear and unblocked to function properly. Do not store materials within 18” below the sprinkler head.

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

• Maintain at least two clear passages to laboratory exits.
• Always keep tables, fume hoods, floors, aisles and desks clear of material. Fume hoods are not chemical storage cabinets.
• Wipe down bench tops and other laboratory surfaces after each use with an appropriate cleaning or disinfecting agent.
• All equipment should be inspected before use.
• Use borosilicate glassware for laboratory work. If dichromate/sulfuric acid glass cleaner is used in your laboratory, make sure that cleaning is confined to the fume hood, as toxic chromyl chlorides are released from the dichromate/sulfuric acid solution. Better yet, switch to a non-chromate cleaning solution, which will also minimize hazardous waste generation.
• If experiments must be left unattended, place a note next to the experimental apparatus indicating the chemicals involved, your name and a number where you can be reached in case of an emergency.
• Keep the laboratory floor dry at all times. Immediately attend to spills of chemicals or water, and notify other lab workers of potential slipping hazards.
• All machinery under repair or adjustment should be properly tagged prior to servicing.
• All service work should be done by authorized personnel.
• Sink traps and floor drains should be flushed and filled with water on a regular basis to prevent the escape of sewer gases or the release of chemical odors in the event of an emergency. Drains that will not be routinely used may be "topped" with 20 - 30 ml of mineral oil to prevent evaporation of water in the trap.
• All compressed gas cylinders should be securely chained or clamped to a rack or fixed stationary piece of lab furniture. Mark empty cylinders, but use all safety precautions as if the cylinder were full.

FIRE SAFETY POLICIES FOR STUDENTS

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

FIRE SAFETY AND FIRE DRILLS, CONTINUED

-containing products is prohibited in all residential facilities. For full details of what’s allowed and not allowed please visit the UAS Student Guide (http://www.uas.alaska.edu/dean-of-students/guide/index.html?utm_campaign=redirect_deprecate&utm_source=apache&utm_medium=web).

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

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

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

FIRE SAFETY POLICIES FOR EMPLOYEES

The Juneau campus conducts training for Resident Advisors and Residence Life staff. This training is conducted annually and covers many roles you play in an emergency situation. The types of emergencies covered in the training are threats of violence, fire emergencies, persons of harm, weather related issues, power outages, hazardous materials and natural disasters.

PROCEDURES FOR STUDENT HOUSING EVACUATION IN CASE OF FIRE

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

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

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

Requirements
- Any obstruction of the exit route is a serious violation of the International Fire Code (Section 1028, Maintenance of Exit Ways).
- No one may place items within the exit route that restrict or obstruct corridors, stairways, or other exit ways. The objective is to prevent accidents, to provide unobstructed exit routes and to comply with fire and safety regulations. For example, movers may not block exits with vehicles or dollies.
- Any material that may cause combustion, explosion, or the generation of toxic smoke and gases may not be placed in exit routes.
- Items placed, installed, or maintained any place within space assigned to an administrative unit must be consistent with the fire-resistant 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 UAS Health and Safety Manager (http://www.uas.alaska.edu/facilities_services/health-safety.html) should be notified.

REPORTING THAT A FIRE HAS OCCURRED AND 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 an emergency dispatch center, it is still important to call 911 and report the incident. This follow-up phone call allows dispatchers to obtain additional information about the emergency and ensures that the proper resources are responding to the incident.
FIRE SAFETY REPORT

REPORTING THAT A FIRE HAS OCCURRED AND REPORTING AN EMERGENCY, CONTINUED

In an Emergency

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

The emergency dispatcher may need the 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.

FUTURE IMPROVEMENTS IN FIRE SAFETY
UAS continuously seeks to improve its fire safety and fire prevention efforts to continue to evaluate current practices and look to implement new education opportunities to help ensure the safety of all students, faculty, and staff.

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

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

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 of 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. Contact the UAS Facilities Maintenance & Operations Manager (http://www.uas.alaska.edu/dir/azenger.html) if you have any questions in regards to parking or working on fueled equipment.
- Storage inside a building cannot be more than 12 feet (to top of storage — not top shelf). Storage in excess of 12 feet has additional code requirements.
- A clear space of at least 30” shall be maintained in front of each electrical or breaker panel.
- Excessive storage is not permitted inside offices. The sprinkler systems in office buildings are designed to handle fires in rooms with standard furnishings.

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

ADDITIONAL FIRE SAFETY RESOURCES (FIRE DEPARTMENT ACCESS AND FIRE EXTINGUISHERS)

Fire Department Access
Proper access to all UAS facilities is important to ensure a timely response to all emergencies.
FIRE SAFETY REPORT

ADDITIONAL FIRE SAFETY RESOURCES, CONTINUED

Fire Lanes
Fire lanes have been established throughout the campus to allow the fire department to gain access to buildings when responding to emergencies. These fire lanes are posted and must be kept clear at all times. No nonemergency vehicles are allowed to park on the fire lanes under any circumstances. UAS Facilities Services 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 (907-796-6496) 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 UAS.

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

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

This facility has automatic fire detection, warning, and suppression systems for your safety. Manual systems have been removed.
Extinguisher Placement in Unprotected Buildings
One extinguisher (minimum rating of 2A10BC) within 75 feet travel distance from any point in the building, with additional extinguishers in areas of higher hazard (i.e. kitchens, shops, flammable liquid storage) per the Health and Safety Managers determination. Desired locations include kitchens and near exits or exit pathways.

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

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

A. Ordinary combustibles — Fires in paper, wood, drapes, and upholstery  
B. Flammable liquids — Fires in fuel oil, gasoline, paint, grease, solvents  
C. Electrical equipment — Fires in wiring, overheated fuse boxes, conductors and other energized electrical equipment  
D. Metals — Fires in certain metals, such as magnesium and sodium

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

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

To operate most fire extinguishers:

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

Although the above instructions apply to most extinguishers, there are exceptions, e.g., foam and water extinguishers require slightly different actions.
READ THE INSTRUCTIONS on all extinguishers in or near the work area. Before attempting to fight an electrical fire, turn off the power to the involved electrical device. Turn off the circuit breaker or switch, or unplug the device.

Fire Extinguisher Training
Fire extinguisher training is available for those employees and individuals that may be required to use them in the course of duty. Department heads and/or facility managers are to contact UAS Facilities and Services (http://www.uas.alaska.edu/facilities_services/index.html) 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 UAS Facilities Maintenance & Operations Manager (http://www.uas.alaska.edu/dir/azenger.html) at 907-796-6511. After approval, a work order is to be submitted by the department head and/or facility manager to UAS Facilities and Services (http://www.uas.alaska.edu/facilities_services/index.html) (907-796-6496) to install the new fire extinguisher and to list it on the maintenance schedule.

This report is published by:

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