

University of Alaska Southeast

Clery Act Compliance and Reporting Guide



**UNIVERSITY
of ALASKA
SOUTHEAST**

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I. INTRODUCTION

The University of Alaska Southeast (UAS) is committed to promoting the safety and security of the campus community and providing an open, accessible environment conducive for living, learning and working for our students, faculty, staff and guests. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) is a federal law applicable to all universities in the country that sets forth certain expectations and requirements for promoting safety on campuses; collecting and reporting data about certain crimes that occur on or within certain defined areas on or nearby University of Alaska Southeast’s campus or at locations off-campus used for certain educational activities; and about fires reported in our residential buildings. The purpose of our policy is to provide guidance to the University community about certain duties, rights, and responsibilities they may have in connection with the Clery Act.

The University of Alaska Southeast will comply with the requirements of the Clery Act. The Clery Act Compliance and Reporting Guide will inform and guide members of the UAS community concerning duties, rights, and responsibilities they or the University may have with regard to this law.

UAS will review, and revise if necessary, this guide no less than annually to take into account changes in applicable law and developments in best practices. This guide addresses the following items:

- Definitions
- Collecting, classifying, and counting Clery crime and fire statistics
- Identifying the geographic locations Relevant to Clery reporting
- Issuing campus alerts (Emergency Notifications / Timely Warnings)
- Maintaining the Daily Crime and Fire Logs
- Publishing an Annual Campus Security and Fire Safety Report
- Describing protocols in the case of missing residential students
- Setting forth certain fire safety information
- Sexual Misconduct Policy
- Appendices

II. DEFINITIONS

The purpose of this Guide is to standardize the efforts of the University of Alaska Southeast to higher education, or other locations that requires statistical disclosure. Definitions of Clery-related terms are in Appendix A of this Guide (p.9-10).

III. COLLECTING, CLASSIFYING, AND COUNTING CLERY CRIME AND FIRE STATISTICS

What crimes must be reported?

All Clery-reportable crimes must be disclosed in the Annual Security Report and reported to the U.S. Department of Education. See Appendix B (p.10-13) of this Guide for Clery crime definitions.

In what circumstances should a crime be reported?

Crimes must be reported as described below and included in the Annual Security Report if the individual receiving the report believes it was provided in good faith, meaning there is a reasonable basis for believing that the information is not simply rumor or hearsay.

A report may be made by a victim, a witness, or any third party, even if they did not witness the reported crime. For example, a student reports to another student that he was the victim of a Clery crime, even if only that second student (the non-victim) reports to a CSA, there is a responsibility to have that crime reported in the Annual Security Report.

If there is doubt about whether to report to the incident, it should be reported, and the Clery Compliance Coordinator will determine whether to include it in the Annual Security Report.

Crimes in the Annual Security Report are categorized as of the date the report was made, which in some instances will be after the date the crime occurred. The crimes included in the Annual Security Report must have occurred within the geographic boundaries of locations described in Section IV below.

UAS is required to include a reported crime in the Annual Security Report even if the victim wants the incident or report to remain confidential and/or requests that no police investigation take place. [Note: The Annual Security Report does not identify any parties, and reports aggregated data only, so confidentiality can be substantially preserved.]

What should be included in a report?

Those who report crimes should provide as much detail as possible and the Clery Compliance Coordinator will determine what is included in the Annual Security Report. The Clery Act requires only that the year, location, and type of crime be reported in the Annual Security Report. The names of the alleged perpetrator and the victim/survivor are not included in the Annual Security Report.

Who is required to collect and report crimes?

The Clery Act requires that all individuals and offices with “significant responsibility for student and campus activities” may be classified as Campus Security Authorities (a “CSA”) and have specific crime reporting obligations under the law. Appendix C of this Guide (p.13-16) contains the Campus Security Authorities Policy. The policy discusses identifying, notifying and training CSAs, and procedures for CSAs to report crimes to the Clery Compliance Coordinator.

Who receives reports and classifies and counts crimes?

Collecting reports, classifying crimes, and counting crimes is the responsibility of the Clery Compliance Coordinator. CSAs must forward any reports to the Clery Compliance Coordinator immediately after receiving the reportable information by phone at (907) 796-6371, by email at ctparkey@alaska.edu, or by online Google form at <https://uas.alaska.edu/pub/cleryreport>. CSAs are required to immediately report crimes to the Clery Compliance Coordinator so the report can be assessed for issuing a Timely Warning notice if officials determine there is a potential serious or ongoing threat posed against the UAS community.

Who will obtain crime information from internal departments?

All CSA's are required to report Clery Crimes when notice has been received. The Clery Compliance Coordinator will check with all CSA's on a quarterly basis to ensure this is being done. A statement of policy concerning the collection of crime information is in Appendix E of this Guide (p.17-18).

Who will obtain crime information from outside law enforcement?

The Clery Compliance Coordinator manages the law enforcement requests for the UAS campus. In July of each year, a written request is sent to the appropriate local law enforcement agencies requesting crime statistics for all locations described in Section IV below for the previous year.

What Fires must be reported?

With regard to fires, the Clery Act only applies to fires that occur on UAS campus student housing. Reported fires should include those already extinguished as well as those discovered while still burning. Residence Life makes an informational report of all Fires to the Clery Compliance Coordinator and Health and Safety Manager.

Office of Residence Life will maintain the Fire Log.

Residence Life maintains a written and easily understood Fire Log that records by date any fire that occurs in an on-campus student housing facility. The Health and Safety Manager maintains the Fire Statistics for inclusion in the Annual Security Report.

IV. IDENTIFYING GEOGRAPHIC LOCATIONS RELEVANT TO CLERY REPORTING

Geography Defined

The Clery Act reporting requirements are triggered based on where the reported crime occurred. Crimes are only reported if the crime occurred on Buildings and Property that are part of UAS' On-campus and Non-campus Buildings and Property, On-campus Student Housing, and the Public Property within or immediately adjacent to and accessible from the UAS main campus. See Appendix F

See Clery-related definitions in Appendix A. Geography definitions include:

1. **On-Campus Property:** All UAS campus locations including Juneau, Ketchikan, and Sitka.
2. **On-campus Student Housing Facility:** Any student housing facility that is owned or controlled by UAS or is located on property that is owned or controlled by UAS and is within the reasonably contiguous geographic area that makes up the campus.
3. **Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by UAS ; or any building or property owned or controlled by UAS that is used in direct support of, or in relation to, UAS' educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University.
4. **Public Property:** All public Property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, immediately adjacent to and accessible from the campus.

V. ISSUING CAMPUS ALERTS

The Clery Act provides specific requirements designed to keep members of the campus community informed about immediate threats to their safety and health so they may take efforts to protect themselves. Immediate notifications only apply to “On-campus” and “Public Property” locations described in Section IV above. Timely Warnings apply to all locations in Section IV above. Timely Warnings are required to be distributed in a manner that is likely to reach the entire campus community. The policy for Emergency Notifications (Timely Warnings) is in Appendix G of this Guide (p.24-26).

VI. MAINTAINING THE DAILY CRIME AND FIRE LOGS

UAS does not have an on-site police department and thus is not required to have a crime log. Residence Life maintains a written and easily understood Fire Log that records by date any fire that occurs in an on-campus student housing facility. The Health and Safety Manager maintains the Fire Statistics for inclusion in the Annual Security Report.

VII. PUBLISHING AN ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

The UAS statement concerning the preparation of the Annual Security Report and required disclosures is located in Appendix H to this Guide (p.26).

VIII. DESCRIBING PROTOCOLS IN THE CASE OF MISSING RESIDENTIAL STUDENTS

Federal law requires all higher educational institutions to have a statement of policy regarding missing student notification procedures for students who reside in On-Campus residential housing facilities. This policy and accompanying procedures establish a framework for cooperation among members of the UAS community, including students, employees and other individuals, to locate and assist currently enrolled students residing in on-campus housing who are reported missing.

Statement of Policy for Missing Residential Students

When a member of the UAS community has reason to believe that a student who resides in On-campus Housing may be missing, he or she should immediately alert the UAS Residence Life Office at (907) 209-6539. The UAS Residence Life Office will immediately refer the missing student report to the Juneau Police Department for investigation. The UAS Residence Life Office will notify emergency contacts of the missing student in accordance with the Missing Student procedures.

Students residing in UAS on-campus housing have the option to provide the Residence Life Office with Missing Person Contact information. This information may be, but is not required to be, identical to Emergency Contact information the student provided to the University at the time of registration. Missing Person Contact information will be registered confidentially and will be accessible only to appropriate UAS personnel or law enforcement for the purpose of a missing person investigation. Students may change or update their Missing Person Contact information at any time by contacting the Residence Life Office at (907) 796-6443. Missing Student Procedures are included in Appendix I of this Guide (p.26-27).

IX. FIRE SAFETY POLICY AND PROCEDURES

Statement of Policy for Fire Safety

The Higher Education Opportunity Act enacted on August 14, 2008, requires 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.

There are only housing facilities located at the Juneau campus. The Residence Life Office is responsible for the overall management and administration of residence halls and apartments on campus.

Details on the UAS' fire safety procedures for residential housing is in Appendix J of this Guide (p.27-39).

X. SEXUAL MISCONDUCT POLICY

All members of the university community, guests and visitors have a right to be free from sexual misconduct. Sexual misconduct includes but is not limited to sexual harassment, sexual assault and other forms of sexual violence. UAS engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end Dating Violence, Domestic Violence, Sexual Assault and Stalking. To find more information about sexual misconduct, visit the UAS Title IX website at: <http://www.uas.alaska.edu/titleix/index.html>

University policies and procedures when Sexual Assault, Domestic Violence, Dating Violence, and Stalking is reported

The University of Alaska system has comprehensive policies and procedures in place to handle reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. The full policies can be found on the University of Alaska Policy and Regulation website at: <https://www.alaska.edu/bor/policy/01-04.pdf>

XI. DOCUMENT RETENTION

All records and reports, including but not limited to Incident Reports, the Fire Log, and reports from CSAs will be retained by the Clery Compliance Coordinator for seven (7) calendar years. Each year the Clery Compliance Coordinator will develop an annual compliance file that contains that year's relevant Clery Act compliance documents.

XII. DOCUMENT DESTRUCTION

All Clery documentation is retained electronically by the Clery Compliance Coordinator and will be maintained in an annual compliance file. There is no document destruction due to all files being maintained electronically.

XIII. APPENDICES

APPENDIX A: Clery Policy Definitions

The following definitions are informed by legislation and the Handbook for Campus Safety and Security Reporting, and established for the purposes of facilitating the reader's understanding of federal law, and their role and responsibilities as delineated by the Clery Act, its regulations, and 34 C.F.R. § 668.49:

1. **Annual Fire Safety Report (AFSR):** An annual report required for institutions that maintain any on-campus student housing facilities. The report, which must be published and distributed to students and employees by October 1 each year, shall disclose current fire safety policies and fire statistics related to on-campus student housing facilities. Notice of the report's availability must also be provided to prospective students and prospective employees.
2. **Annual Security Report (ASR):** An annual report required for institutions that participate in any Title IV federal student financial assistance program. The report, which must be published and distributed to students and employees by October 1 each year, shall disclose the procedures, practices, and programs UAS uses to keep students and employees safe and its facilities secure. The report shall also include Clery Crime statistics, by Clery Geography, for the three most recent calendar years. Notice of the report's availability must also be provided to prospective students and prospective employees.
3. **Campus Security Authority (CSA):** A campus police department of an institution; any individual or individuals who have responsibility for campus security but who do not constitute a campus police department such as an individual who is responsible for monitoring entrance into institutional property; any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; or any official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.
4. **Clery-reportable Crimes:** Crimes that must be disclosed by UAS in the Annual Security Report and reported to the U.S. Department of Education (ED) via the Campus Safety and Security Survey. These crimes are identified and defined in Appendix B. They are also referred to as "Clery Crimes."
5. **Clery Geography:** Buildings and property that are part of UAS' On-Campus and Non-campus buildings and property, On-Campus Student Housing, and the Public Property within or immediately adjacent to and accessible from the UAS main campus.
6. **Daily Crime Log:** UAS does not maintain a daily crime log due to not having an on-campus police department.
7. **Emergency Notification:** A notification provided to the campus community (or to an appropriate segment or segments thereof), upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus.
8. **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
9. **Fire Log:** A written, easily understood record of any fire that occurs in an on-campus student housing facility by the date on which it was reported to any University official to include fires that were already

extinguished as well as those discovered while still burning. The log shall include the nature, date, time, and general location of each fire.

10. **Non-campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by UAS ; or any building or property owned or controlled by UAS that is used in direct support of, or in relation to, UAS' educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University.

11. **Official:** Any person who has authority and the duty to take action or respond to particular issues on behalf of UAS.

12. **On-campus Property:** Any building or property owned or controlled by UAS within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the campus that is owned by UAS but controlled by another person, is frequently used by students, and supports institutional purposes.

13. **On-campus Student Housing Facility:** Any student housing facility that is owned or controlled by UAS or is located on property that is owned or controlled by UAS and is within the reasonably contiguous geographic area that makes up the campus.

14. **Public Property:** All public Property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, immediately adjacent to and accessible from the campus.

15. **Test:** Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

16. **Timely Warning:** A message sent to all current students and employees when a Clery Crime occurs on or within UAS' Clery Geography, is reported to a Campus Security Authority or local law enforcement agency and is determined by UAS to pose a serious or continuing threat to students and employees. The intent of a Timely Warning is to aid in the prevention of similar crimes.

APPENDIX B: Definitions of Clery-Reportable Crimes

The following definitions will be used for reporting Clery crimes, which are derived from the Federal Bureau of Investigation's Uniform Crime Reporting (FBI's UCR) program and Department of Education regulations, as follows:

1. The definitions for Murder/Non-negligent Manslaughter, Manslaughter by Negligence, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Weapons: Carrying, Possessing, Etc., Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program.

2. The definitions of Fondling, Incest, and Statutory Rape are excerpted from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program.

3. The definitions of Larceny-Theft (except Motor Vehicle Theft), Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program.

4. The definitions of Domestic Violence, Dating Violence and Stalking are from the Department of Education's Clery Act implementing regulations at 34 CFR §668.46.

Criminal Offenses/Primary Crimes

1. **Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: attempts to kill, suicides, accidental deaths, and justifiable homicides are excluded.
2. **Negligent Manslaughter:** the killing of another person through gross negligence.
3. **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.
4. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.
5. **Incest:** Sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
6. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
7. **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.
8. **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury results from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
9. **Burglary:** the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a felony; breaking and entering with intent to commit a larceny; safecracking; and all attempts to commit any of the aforementioned.
10. **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding.)
11. **Arson:** the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Arrest and Referrals for Disciplinary Action

The Clery Compliance Coordinator is also required to report statistics for the following categories of arrests and referrals for campus disciplinary action (if arrest was not made):

1. **Weapon Law Violation:** the violation of laws or ordinances prohibiting the manufacture, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
2. **Drug Abuse Violations:** the violation of law prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The 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 relating to the unlawful possession, sale, use, growing, manufacturing, and making of certain controlled substances and the equipment or devices used in their preparation or use.

3. **Liquor Law Violations:** the violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transporting, furnishing, possession, or use of alcoholic beverages.

Hate Crimes

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate crimes include all of the above- mentioned offenses (with the exception of Manslaughter by Negligence and Weapons, Drug Abuse, and Liquor Law Violations). In addition to those offenses, larceny-theft destruction/damage/vandalism of property, are included in your Clery Act statistics only if they are Hate Crimes.

1. **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another including attempted larcenies. Motor vehicle theft, attempted motor vehicle theft, embezzlement, confidence games, forgery, and worthless checks are excluded.
2. **Destruction/Damage/Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
3. **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
4. **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Hate crimes must be reported by category of bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, national origin, gender, or gender identity.

1. **Race:** A preformed negative opinion attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent or heredity, which distinguish them as distinct division of humankind (e.g., Asians, African Americans, Whites)
2. **Religion:** A preformed negative opinion attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g. Catholics, Jews, Protestants, atheists.
3. **Sexual Orientation:** A preformed negative opinion attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same/opposite sex, including lesbian, gay, bisexual, or heterosexual (straight) individuals.
4. **Gender:** A preformed negative opinion attitude toward a group of persons based on their actual or perceived gender, e.g. male or female.
5. **Gender Identity:** A preformed negative opinion attitude toward a group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non- conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g. a woman dressed in traditionally male property are not Clery-reportable crimes unless the crime was motivated by bias. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person by may be perceived as such.

6. **Ethnicity:** A preformed negative opinion attitude toward a group of persons whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or an ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
7. **National Origin:** A preformed negative opinion attitude toward a group of persons based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because that are married to or associate with people of a certain national origin.
8. **Disability:** A preformed negative opinion attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Intimate Partner Violence

1. **Dating Violence:** violence committed by a person (a) is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship.
2. **Domestic Violence:** includes felony or misdemeanor crimes of violence committed by a current or former spouse or partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse or partner of the victim.
3. **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

APPENDIX C: Campus Security Authorities Policy

These procedures outline the process under which the University of Alaska Southeast Campus Security Authorities (CSAs) are identified and notified of their responsibility. It also delineates the UAS stances under which CSAs are responsible for reporting to the Clery Compliance Coordinator as part of the mandated reporting requirements of the Clery Act and outlines the procedures for reporting incidents.

Definitions

The following definitions are mandated by 34 C.F.R. § 668.46 and The Handbook for Campus Safety and Security Reporting, established for the purposes of facilitating the reader’s understanding of federal law, and their role and responsibilities as delineated by the Clery Act:

1. **Clery Compliance Coordinator:** The Clery Compliance Coordinator ensures the institution’s compliance with the Clery Act and associated regulations. He/she works collaboratively with various offices at the University to ensure the institution’s compliance with the Clery Act and associated regulations.
2. **Campus Security Authority (CSA):** All individuals and offices with “significant responsibility for student and campus activities” may be classified as CSAs and have specific crime reporting obligations under the law.

If an individual has a question about whether he or she is a CSA in a particular situation, he or she should contact the Clery Compliance Officer to inquire.

Procedures for Identifying, Notifying, and Training CSAs

Identifying CSAs. The Clery Compliance Coordinator shall assess the personnel duties in various campus departments before the beginning of each academic year and all applicable personnel shall be defined as a CSA. The Clery Compliance Coordinator is charged with creating and maintaining the list of all CSAs for purposes of tracking required annual training.

Notifying CSAs. No later than September 1 of every year, the Clery Compliance Coordinator shall notify CSAs via email of their responsibilities under the Clery Act. The notification letter will explain the CSA's responsibilities under the Clery Act, includes definitions of Clery-reportable crimes, and offers resources for the CSA's recommended training. Appendix B to these procedures includes sample CSA notification letters. All CSAs will be notified and trained in person upon initial employment and annually as part of professional development and program review.

Training CSAs. Training for CSAs is mandatory. UAS provides CSA training annually in the following ways:

- a. The Clery Compliance Coordinator schedules annual CSA training for all CSAs through the Chancellor's cabinet meeting,
- b. The Clery Compliance Coordinator provides CSA training to CSAs in Residence Life annually at the beginning of the fall Semester.

Any CSA with questions about their responsibilities under federal mandates should contact their Clery Compliance Coordinator for clarification.

Training Matter Content. The CSA training may include, but is not limited to:

- a. Identification of and the role of a CSA;
- b. Provide reporting materials; identify information CSAs should gather on crimes reported to them;
- c. Discuss when and how a CSA should report crimes and crime statistics;
- d. Discuss the importance of documentation;
- e. Emphasize the need for timely report submission;
- f. Offering services/resources to victims .

Procedures for Reporting Clery Crimes

A. What to Report. CSAs shall submit to the Clery Compliance Coordinator reports made of all crimes listed in the Policy on the Disclosure of Campus Safety Policies and Campus Statistics, Appendix B that occurred in or on the campus regardless as to whether the reporting property is a student, faculty or staff member, former campus affiliate, visitor or non-affiliate. If someone reports a Clery-reportable crime that occurred in UAS' Clery Geography, submit the online Google form that has been shared to all UAS CSA's.

B. CSAs– Reporting Crimes. If there is an immediate threat or a crime in progress, the CSA will notify local law enforcement immediately. If there is no immediate threat or crime in progress, the CSA will notify the Clery Compliance Coordinator as soon as possible. Report the crime by following these steps:

1. Ensure the safety of yourself and the reporting party/victim. If there is an emergency or imminent danger, call your local law enforcement agency 911 for emergencies or:

Juneau Police Department non-emergency: 907-586-0600

Ketchikan Police Department non-emergency: 907-225-6631

Sitka Police Department non-emergency: 907-747-3245

2. Inform the victim that you are required to report the incident to CSA to be included in crime statistics, even if the victim chooses not to press charges or file a report with a local law enforcement agency. If the victim prefers, you can report without disclosing the victim's identity.

3. Listen to the reporting party. Collect information needed for reporting. The more complete the description, the better. Include the following information in your report:

Type of crime

Location of crime

Date and time the crime occurred

Date and time the person reported the crime to you

Name of victim

Identities of known suspects or witnesses

Description of the incident or crime

4. Submit the Clery crime online at <https://uas.alaska.edu/pub/cleryreport>

5. If you are in doubt as to whether or not the incident needs to be reported, report it.

For definitions of On-campus Property, On-campus Student Housing Property, Non-campus property and Public Property, see Section IV.

CSAs are required to report Clery Crimes of which they are aware to the Clery Compliance Coordinator in a timely manner. Reports should be made "in good faith", meaning that there is reasonable grounds to believe the crime was possible and not simply a rumor or hearsay. CSAs who witness a crime, become aware of a crime, or receive the report of a crime from someone else, must report the incident to the Clery Compliance Coordinator.

CSAs may also have Title IX reporting obligations as responsible employees of the University of Alaska Southeast. As of the current revision of this guide, the Clery Compliance Coordinator is also the Title IX Coordinator.

General Provisions

a. Pastoral counselors and professional counselors (which at University of Alaska Southeast include licensed mental health counselors) operating within the scope of their duties are not considered CSAs.

b. Members of the faculty, clerical, and cafeteria staff are not considered CSAs; however, if one of these individuals would, for example, organize or help lead a student trip or outing, he/she may become a CSA for such purpose.

c. If an individual with dual roles, one as a professional or pastoral counselor and the other as an official who qualifies as a CSA, and the roles cannot be separated, that individual is considered a CSA and is obligated to report Clery Crimes of which they are aware.

d. While CSAs are obligated to report Clery Crimes that are reported to them that occurred on Clery Geography, CSAs are encouraged to report all crimes reported to them to the Clery Compliance Coordinator.

e. CSAs should refrain from investigating a reported crime or to attempt to apprehend accused parties.

f. It should be stated to the reporting party that confidentiality cannot be ensured, as it is the UAS' responsibility to weigh any request for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the campus community.

APPENDIX D: List of Current Campus Security Authorities

At the University of Alaska Southeast, the following persons are the officials and individual employees who are identified as CSAs:

Campus Security Authorities – Juneau Campus

Chancellor	Health & Safety Manager
Provost	Emergency Management Planner
Vice Chancellors	Dean of Students and Campus Life
Title IX Coordinator	Human Resources Business Partner
Public Information Officer	Facilities Director
Academic Deans & Asst. Deans	Library Director
Registrar & Assoc. Registrar	Development & Alumni Relations Director
Associate Director Residence Life	Business Services Director
Financial Aid Director	Budget, Grants & Contracts Director
Admissions, Recruitment & Advising Director	All Residence Life Staff
Faculty Senate President	Creative Manager
Arts & Sciences Admin. Manager	Alaska College of Education Admin. Manager
Planning & Construction Project Manager	Institutional Effectiveness Director

Campus Security Authorities – Ketchikan Campus

Campus Director	Student Services Manager
Assistant Director	Accounts Receivable Technician
Business Operations Director	Physical Plant Supervisor

Campus Security Authorities – Sitka Campus

Campus Director	Administrative Assistant to Campus Director
Assistant Director	Human Resources
Student Services Manager	Operations Supervisor
Personal Education Planner	Evening Coordinator

APPENDIX E: Collection of Crime Information Policy

The purpose of this Standard Operating Procedure (SOP) is to identify the departments responsible for compliance with federal regulations and explicitly detail the compliance requirements that are not subject to flexibility as provided by the U.S. Department of Education.

Standard Procedures for Collecting Statistics in Preparation for Annual Disclosure

UAS is required to collect and annually publish crime statistics concerning the occurrence of selected crimes on-campus to include student housing facilities, in or on non-campus buildings or property, or public property within or immediately adjacent to the core campus reported or known to the University of Alaska Southeast either directly or from local law enforcement or any individuals identified by UAS as Campus Security Authorities.

1. Clery Compliance Coordinator
 1. Person responsible for collecting all relevant Clery information to publish in Annual Security and Fire Reports as well as submitting to the Department of Education.
2. Local Law Enforcement Agencies. Annually, and more frequently as needed, UAS must correspond with the appropriate law enforcement agencies that have jurisdiction over the institution's Clery Geography. The department must correspond in order to:
 1. Request the appropriate Clery statistics on a documented good-faith effort. The Clery Compliance Coordinator will request statistics every year and is responsible for documenting any follow-ups in the event the original request does not result in a response.
 2. Update other law enforcement agencies on changes to the status of On-campus and Non-campus property
 3. Inform local agencies of missing residential student reports
3. Campus Security Authorities
 1. CSAs are required to report incidents of Clery Crimes as outlined in the Procedures for Campus Security Authorities.
 2. The Clery Compliance Coordinator is responsible for reminding CSAs of their responsibility annually. They shall also make a written request to all CSAs for any reports not previously submitted at least once a year.

Special Reporting Offices

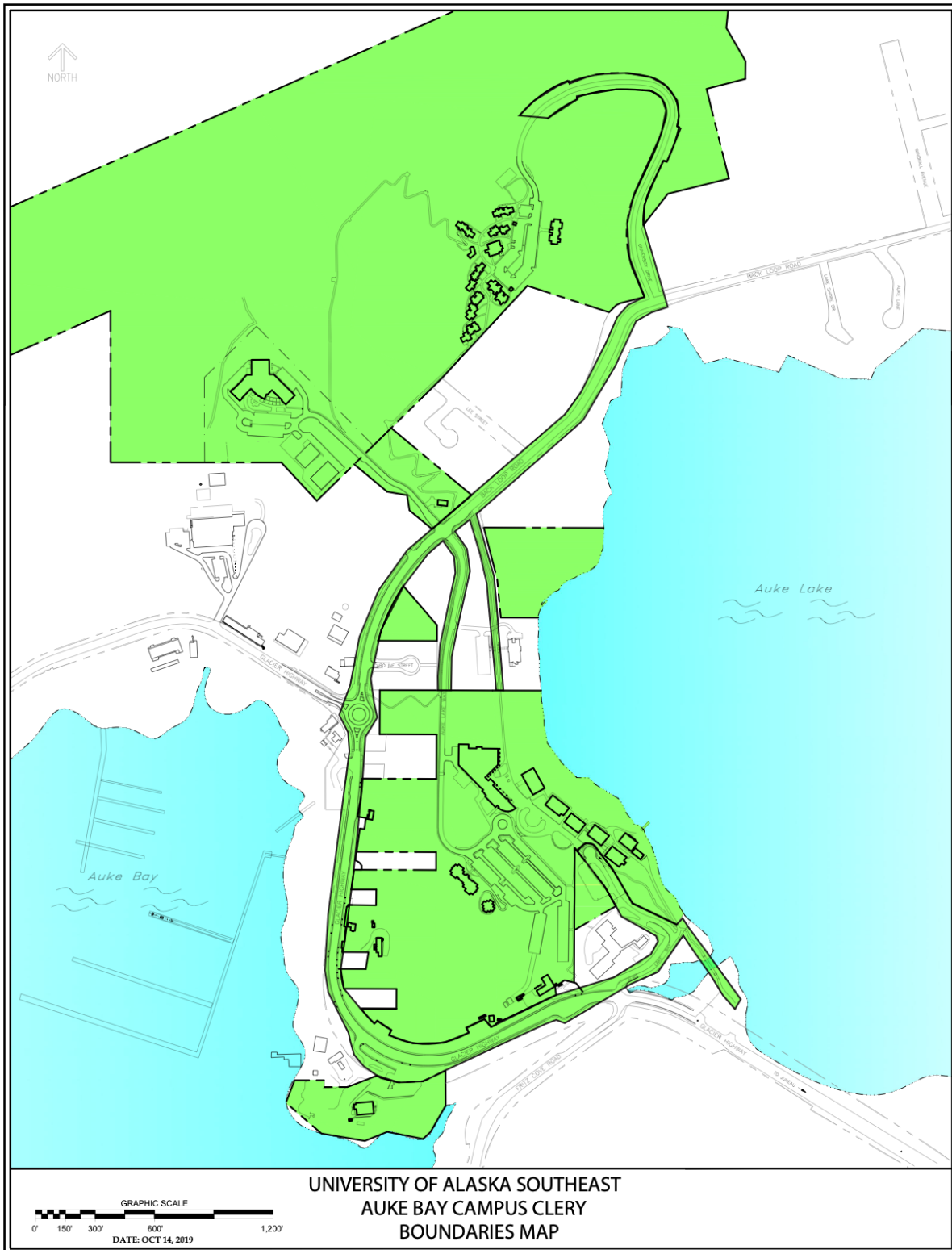
The Clery Compliance Coordinator may confer and if necessary meet with special offices including but not limited to Residence Life, Dean of Students, Title IX Coordinator, Business Services, Human Resources, Facilities, and others throughout the calendar year to assess timely warnings and to meet other Clery requirements (e.g. missing persons and Non-campus Building or property determinations) as needed.

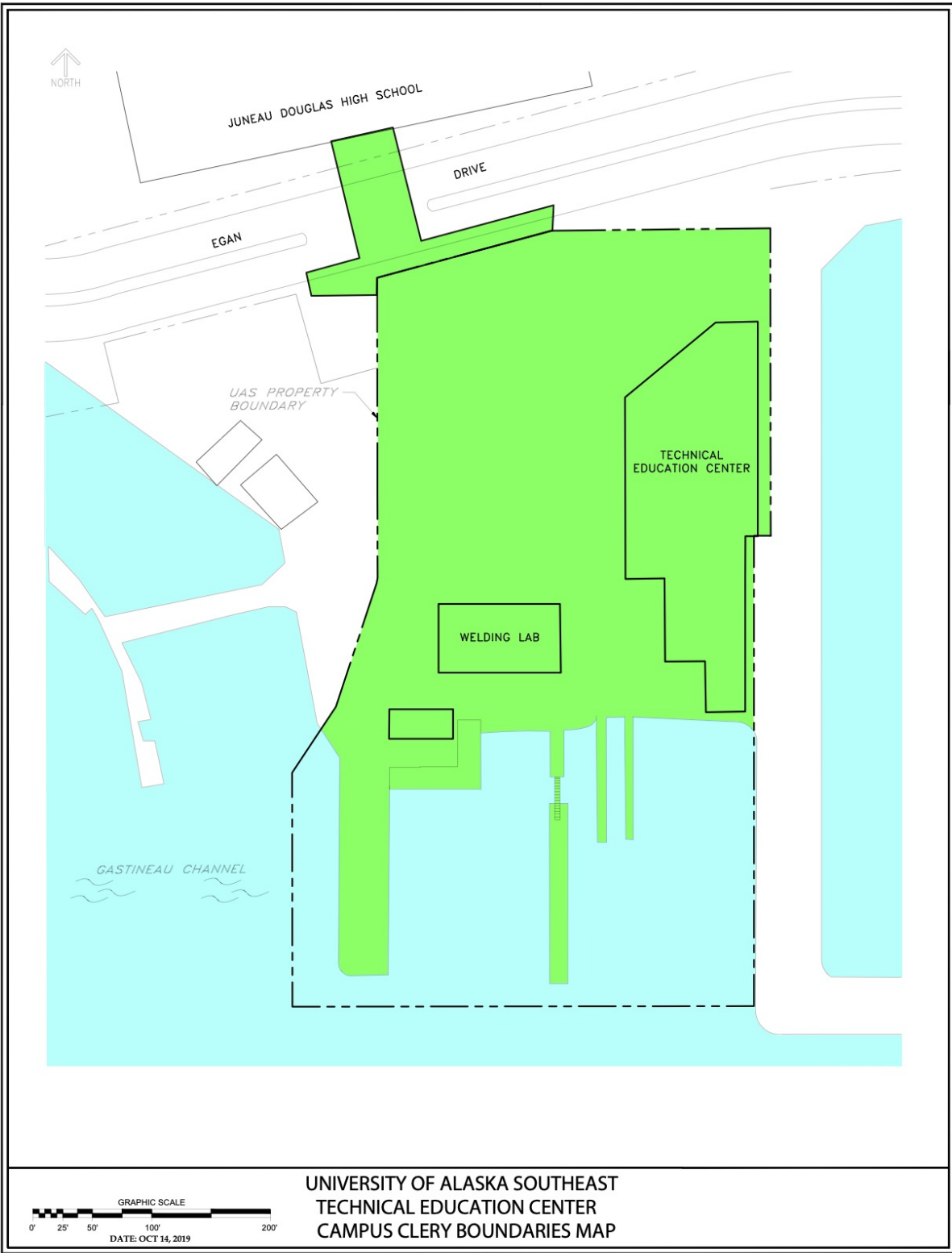
The Clery Compliance Coordinator will reconcile statistics on a case-by-case basis with the Dean of Students, Residence Life, and any other campus division or department that has a separate adjudication process regarding referrals for disciplinary action for drug abuse, liquor law, and weapons law violations for students and employees to ensure statistical accuracy.

Classification of Clery-Reportable Crimes

1. CSAs will report incidents posing a possible immediate community threat to the Clery Compliance Coordinator for potential Timely Warning or Emergency Notification. The report of a threat to the community will be made to UAS administration without delay, regardless of time of day.
2. The Clery Compliance Coordinator and Residence Life staff will classify potential Clery-reportable crimes and incidents with the corresponding Clery crime code.
3. If needed, the Clery Compliance Coordinator will correct or update any cases determined to be Clery-reportable with the correlating Clery crime code in Maxient.
4. The Clery Compliance Coordinator and the Health and Safety Manager will meet annually for compilation of crime statistics and review of the ASR.

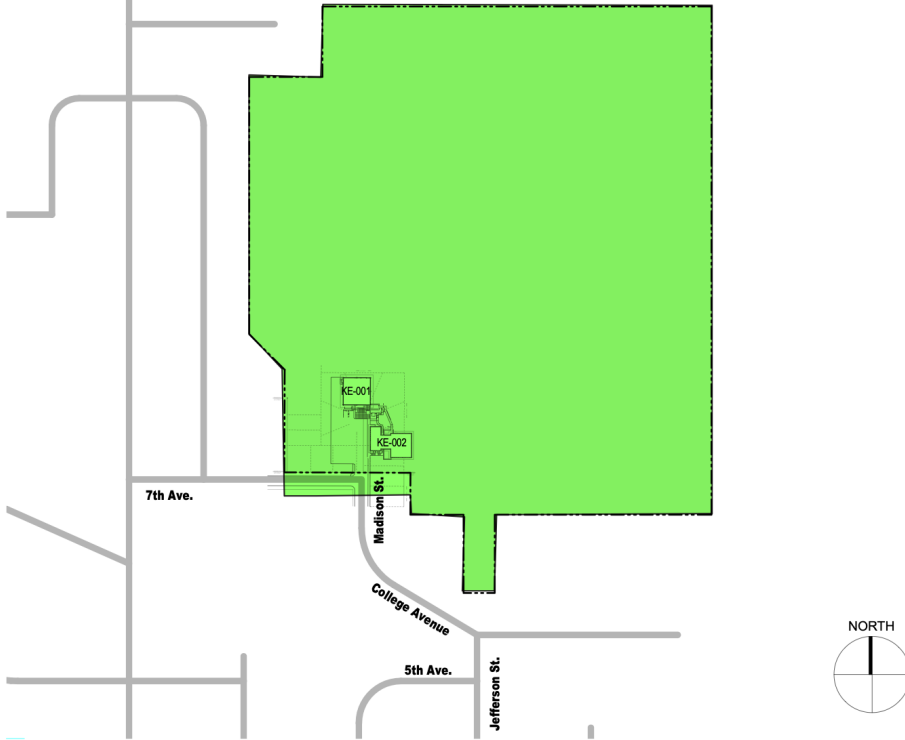
APPENDIX F: Clery Campus Boundary Maps



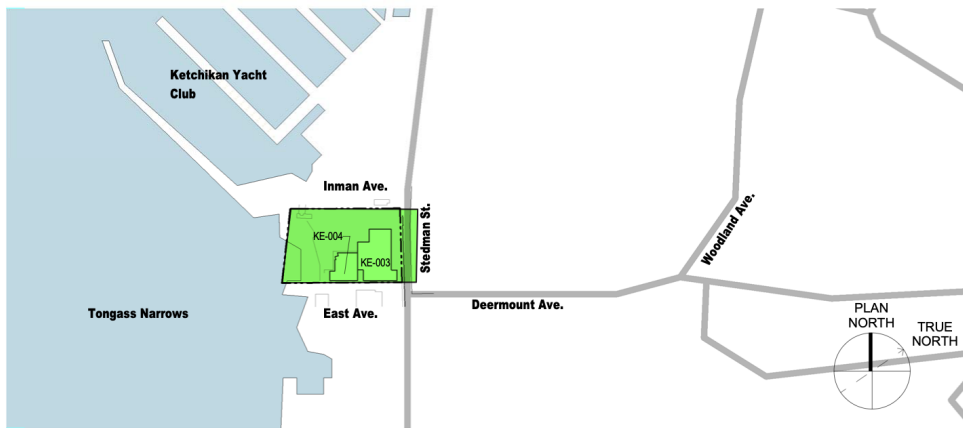




Ketchikan Campus- Building Key	
Building Code	Building Name
KE-004	HAMILTON BUILDING
KE-002	PAUL BUILDING
KE-003	ROBERTSON BUILDING
KE-001	ZIEGLER BUILDING

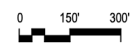


1 Upper Campus
1" = 300'-0"



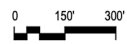
2 Lower Campus
1" = 300'-0"

UNIVERSITY OF ALASKA SOUTHEAST
KETCHIKAN CAMPUS CLERY
BOUNDARIES MAP





UNIVERSITY OF ALASKA SOUTHEAST
 SITKA CAMPUS CLERY
 BOUNDARIES MAP



APPENDIX G: Policy for Emergency Notifications (Timely Warnings)

This policy statement maintains UAS' response and notification procedures for issuing alerts in response to specified situations. This policy statement complies with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations. 34 C.F.R § 668.46(e) and (g).

UAS leadership will continuously and diligently work and coordinate with local law enforcement agencies to address public safety concerns affecting the campus community. In any given situation, UAS may issue an Emergency Notification (Timely Warning) which is a notification sent by UAS when a significant emergency or a situation, including Clery crimes, poses an imminent, immediate, or continuing threat/danger to students or employees.

All emergencies should be immediately reported to your local law enforcement agency by dialing 911:

Juneau Police Department non-emergency: 907-586-0600
Ketchikan Police Department non-emergency: 907-225-6631
Sitka Police Department non-emergency: 907-747-3245

Emergency Notifications / Timely Warnings

In addition to timely warnings for severe weather threats, UAS will issue emergency notifications in response to certain criminal activity that poses a serious or continuing threat to students or employees. The University must, in a manner that is timely and that withholds as confidential the names and other identifying information of victims and that will aid in the prevention of similar crimes, report to the campus community all Clery-reportable crimes reported to Campus Security Authorities or local law enforcement agencies and considered by UAS to represent a serious or on-going threat to students and employees. These warnings provide prevention and safety tips, enable campus community members to protect themselves, and aid in the prevention of similar crimes.

A. Persons Responsible for Emergency Notifications

UAS' emergency response and evacuation procedures include protocols for emergency notifications for any significant emergency or dangerous situation involving an immediate threat to the health and/or safety of students and employees occurring on the campus, which may include Clery crimes.

UAS has a detailed plan to promote public safety during emergencies. UAS' Incident Management Team (IMT) contains staff and employees from Title IX, Risk Management, Facilities, Student Affairs, the Chancellor's Office, the Provost's Office, and other departments. The IMT maintains a flexible emergency response plan to enable UAS to respond to potential crisis situations. The IMT is responsible for the overall direction and planning for emergency situations on campus or those that occur in the local or regional area affecting the campus. Under the direction of this committee, UAS has developed a comprehensive, all-hazards Emergency Operations Plan that outlines steps UAS will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards UAS may face.

B. Confirming the Existence of a Significant Emergency or Dangerous Situation and Determining the Content of the Notification.

An emergency is an event that poses an immediate threat to the health and safety of students and employees. Confirmation of an emergency is determined when the IMT in conjunction with other first responders, have assessed the situation to confirm that there is an emergency. The confirmation will be communicated to the Chancellor or his/her designee.

The Chancellor or his/her designee and the Public Information Officer will jointly write the language of the emergency notification and issue the notification in a manner that gets the word out quickly and effectively. This process will begin unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The entire campus community will be notified when there is at least the potential that a very large segment of the campus community will be affected by a situation; or when a situation threatens operations of the campus as a whole. There will be a continuing assessment of the situation.

C. Disseminating Emergency Information to the Campus

The University of Alaska system has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation. This system is known as UA Alert. UA Alert has allowed the university to develop a comprehensive emergency notification system that allows for the use of text messaging, emails, social media, web pages, and/or local media to immediately notify the campus community. More information about these services can be located at: <https://www.alaska.edu/news/emergency.php>

This communication strategy provides: (1) information about an emergency, (2) a location where more information can be obtained, and (3) a method to update or send an “All Clear” message.

Some or all of these methods of communication may be activated in the event for emergency notification to all or a segment of campus.

- Email and text message notification. UA Alert uses the RAVE Emergency system to send an email with emergency information to all “alaska.edu” email addresses or to send a text message to those students and employees who have opted in to receive text messages.
- Web page banner. UAS can place a UAS Emergency notification on the University’s home page. Information can be changed and updated as needed.
- Social media posts. UAS has a Facebook, Twitter, and Instagram account which can be used as needed during an emergency.

D. Exceptions

UAS will not issue an emergency notification when doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or mitigate the emergency.

E. Emergency and Evacuation Procedures

UAS publicizes general emergency response and evacuation procedures to the broad campus community through an Emergency Preparedness website. This website includes a general emergency overview, a get prepared section, UAS Emergency Plans, emergency preparedness resources, and FEMA resources.

Additionally, evacuation maps are posted in every on-campus residence hall building and other buildings as required by fire code. This website is located at:

http://www.uas.alaska.edu/facilities_services/emergency-management.html

F. System Testing

UAS' notification systems are tested on a quarterly basis. The test is an opportunity to remind the campus community about established evacuation procedures. Each test is documented and includes the date, time, and whether the test was announced or unannounced.

UAS tests its emergency response and evacuation procedures at least annually through scheduled drills, exercises, and appropriate follow-up activities designed to assess and evaluate University emergency plans and capabilities. UAS tests evacuation procedures in academic/office buildings, residence halls, and family housing facilities. The tests may be announced or unannounced. The tests are documented, including the date and time and whether it was announced or unannounced.

UAS conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, UAS will notify the community of the exercise and remind the community of the information included in the University's publicly available information regarding emergency response procedures.

APPENDIX H: Preparation of the Annual Security Report and Required Disclosures

Disclosure of Crime Statistics in the Annual Security Report

UAS shall disclose statistical data by publishing the Annual Campus Security and Fire Safety Report ("ASR") for public review and by submitting those data to the Campus Safety and Security Survey through its designated Clery Compliance Coordinator. The Clery Compliance Coordinator shall work with the Vice Chancellor of Enrollment Management and Student Affairs to disseminate the annual notices of availability for current students and employees. The Annual Campus Security and Fire Safety Report is located at: <https://uas.alaska.edu/policies/crime-fire-stats.html>

Interdepartmental Standard Operating Procedures

Campus departments may develop interdepartmental SOPs that outline their procedures as they relate to collecting, classifying, counting and disclosing statistical data and/or policies for inclusion in either the Annual Security or Fire Safety Reports.

APPENDIX I: Procedure for Missing Students

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 student's 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.

UAS 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 Lodge: 907-796-6443
- Apartment/Banfield After Hours: 907-209-6539
- John R. Pugh Hall After Hours: 907-209-6534

APPENDIX J: UAS Fire Safety Procedures

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 Definitions¹

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

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

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

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

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

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

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

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

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.

¹ Definitions from The Center for Campus Fire Safety

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.

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) (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 required to meet UL certification. Extension cords must also remain exposed, i.e., not run under furniture or rugs, etc.
- No flammable or combustible liquids such as gasoline, propane, or similar substances may be stored in any unit. Turpentine, kerosene, paint thinner, and similar flammable substances used for camping or art classes may be stored in storage rooms or bathrooms in small quantities, no more than one half-gallon. These should not be stored near heaters or any heat-producing appliances, nor should they be kept in a fashion where they might tip or spill. Additionally, such substances can only be stored in the approved containers in which they were sold. Any flammable substances found in student housing that violate this policy will be confiscated and conduct action will be taken against those responsible for storing such substances.
- 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 or placed over lamps.
- 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 are not permitted in the residence hall rooms. Heat-producing appliances without exposed heating elements are permitted. These include irons, electric blankets, hair curlers, hair dryers, coffeemakers, hot pots, popcorn poppers, George Foreman grills, toasters, electric kettles, electric woks, and griddles. These items may only be used on approved flat surfaces in kitchens and bathroom counters, or on other stable, flat, non-flammable surfaces such as tables, countertops, or similar structures. When in doubt, please consult with Student Housing staff.

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

Maintain adequate water flow

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

Storage and building use must not block sprinkler heads

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

Protect from freezing

Do not leave doors or windows open during the winter.

Regular service and testing

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

Fixed chemical systems and hoods

Some special hazard areas on campus are protected by fixed chemical systems. Most commonly found on cooking grilles exhaust hoods, chemical process areas, and special electronic areas. The systems use one of 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.

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 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.

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. Fires should be reported to 911 and the Resident Advisor Emergency Phone 907-209-6539. For the purpose of including statistics in the annual fire safety report, after fires are under control they must be reported to the [UAS Health and Safety Office](http://www.uas.alaska.edu/facilities_services/health-safety.html) (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.

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 appliances 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 UAS 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).

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 has been broken, assume that the fire extinguisher has been used and must be recharged. (NOTE: Do not use fire extinguishers unless you are trained and feel confident to do so.) Report ALL fires by calling 911.
- Automatic fire sprinklers must remain clear and unblocked to function properly. Do not store materials within 18" below the sprinkler head.

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

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

Fire Safety Policies for Students

Prohibited Items: The following items are prohibited in residential halls: Hookahs, shishas, or similar pipes are prohibited within the residence halls and apartments. Marijuana may not be consumed/stored in a resident's room/apartment. Residents may not be knowingly present in a room/suite/apartment where someone is smoking. Smoking or carrying any lit smoking device, including but not limited to cigarettes, cigars, pipes, bidis, incense, and other inhalable burning substances, is prohibited in all residential facilities. Using smokeless tobacco or tobacco-containing products is prohibited in all residential facilities. For full details of what's allowed and not allowed please visit the [UAS Student Guide \(http://www.uas.alaska.edu/dean-of-students/guide/index.html?utm_campaign=redirect_deprecate&utm_source=apache&utm_medium=web\)](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 UAS building is subject to immediate suspension from 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 workstation to a location at least 75 yards from the structure. The work group should have a designated meeting place outside the structure.

In the event of a fire alarm or fire drill, all residents must evacuate the building, completely and immediately. Residents must remain outside, 100 yards away from the building in a designated area.

Residents may not re-enter until the "all clear" signal has been given by authorized personnel. Interference with or noncompliance with emergency evacuation procedures in a residential community is prohibited. Residents must exit the building within three (3) minutes of the alarm sounding. **DO NOT USE ELEVATORS.** Please remember to dress quickly and appropriately for Alaskan weather.

Responsibility

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

Requirements

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

Anyone who identifies a hazard should report the hazard to the appropriate dean or director of the area containing the hazard. If the hazard is not corrected, the [UAS Health and Safety Manager](http://www.uas.alaska.edu/facilities_services/health-safety.html) (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.

Storage on Campus

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

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

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

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 \(http://www.uas.alaska.edu/dir/azenger.html\)](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 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

UAS 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.

Revised 10/11/2019

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) (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) (<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) (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.