Overview:
The University of Advancing Technology (UAT) is committed to providing information and statistics concerning campus safety and security, as well as general security policies to students, parents of students, and employees of the University.

In accordance with Title IX requirements, the University has updated policies to reflect the Title IX recommendations. In furtherance of this commitment, the University provides students and employees an Annual Security/Fire Report which provides the following information:

Annual Security Report

- Where to find the Annual Campus Crime Statistics
- Jeanne Clery Discloser
- Statements on general security policies
- Procedures for reporting crimes and other emergencies
- Title IX Non Discrimination
- Student Grievance Policy
- Sexual Harassment
- Policy on use or possession of alcohol and/or drugs and Alcohol and Drug Abuse Education
- Missing Person Policy
- Mass Communication Procedures
- University Emergency Notification System (ENS)
- Evacuation Policy
- Campus Safety and Weapons Policy
- Arrest Procedure
- Campus Access Procedures
- Annual Fire Report
- General Statement of University Owned/Controlled Student Housing
- On-Campus Student Housing Facility Cooking Policy
- Training and Education
- Fire Safety Log
- Flammable Material Policy
- Smoking Procedures

A link to the current Campus Safety page and Security Report link is listed below, as well as additional resources and websites that will give students and employees access to information and policies that will assist them in the subject areas discussed in this document.

http://www.uat.edu/campus-security

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:
In compliance with federal law Title 34 CFR part 668.46, the University makes campus crime statistics available to students, employees and prospective students as required by the Department of Education regulations. Crime Statistics are available at the link below and also posted at the end of this document.

http://www.uat.edu/campus-security

University Safety Philosophy:
The University of Advancing Technology is a uniquely safe and secure community in a larger urban setting. The University is committed to maintaining this safe and secure learning and working environment for all students, employees and guests. All University students, employees and guests are ultimately responsible for their own personal safety and the security of their belongings. The following safety and
security principles are in place to aid the University community in maintaining the safe and secure campus that we enjoy today.

The University sees itself as a unique community of technological sophisticated students and staff that have learned to collaborate and team together to address a myriad of challenges educationally and professionally. The commitment to safety at the University is based upon a philosophy that the institutional capacity to team and use technology produces results that are superior to simple individualistic approaches. Consequently the safety philosophy is based upon three key elements:

1. Everyone is responsible to be on alert to identify safety issues
2. Timely warning and communication must be accomplished by well designed solutions and may include the Emergency Notification System and/or the UAT Intranet page depending on the circumstances.
3. Each member of the University community needs to feel empowered to take those steps appropriate to maximize safety for themselves and other members of the community.

These principles are set forth to create a foundation of safety systems that will be designed and employed by the Office of Campus Safety as well as all of the institutional departments of the University. These principles will find expression in the interactions with students, faculty and staff, and ultimately strengthened by the coordination of the Office of Campus Safety.

**Personal Safety and Community Awareness**

Campus safety requires that students and employees assume reasonable responsibility for their own personal safety. In this regard all students and employees must take common sense precautions to assure the safety of themselves and other members of the University community. Students and employees are encouraged to attend safety and security related events to learn more about personal responsibility and protection.

**Office of Campus Safety**

In addition to the express role of each member of the University community, the University has established an Office of Campus Safety which has as its primary Key Responsibility Area the coordination and promotion of the safest environment possible for all students, faculty and staff. Campus safety is promoted and maintained through diligent observation by the entire community supported by trained safety personnel and deployed safety technology. Access to campus is controlled through a personal identification system applicable to all students and staff. The campus is monitored 24 hours a day by safety officers and a network of security monitors providing additional visual coverage and information for safety personnel.

In the event of a non-emergency, any student or staff may e-mail safety@uat.edu to report a safety concern. UAT campus Safety Officers are unarmed and are not affiliated with the Tempe Police Department, Maricopa County Sheriff’s Department or Arizona State Police. Campus Safety Officers have no authority to arrest individuals beyond citizen’s arrest. (See Arrest procedures)

The University maintains enforcement of all laws and University policies that prohibit underage drinking, use of controlled substances and weapons. Illegal drugs are
prohibited on campus at all times. The use of alcohol is prohibited except for a University event that has been given express approval of the corporate Officers of the university. This applies to the main campus as well as to the Students Resident Hall (Founder’s Hall).

• The Office of Campus Safety is dedicated to maintaining a working relation with state and local law enforcement agencies. The OCS will assist any student in notifying appropriate law enforcement authorities, including local police, and will assist the student in notifying these authorities if the student requests the assistance of these personnel
• The Office of Campus Safety will monitor and record, through local police agencies, criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution. The office of Campus Safety does not provide services to off campus activities.

Campus Facilities:
The Facilities Department maintains the college buildings and grounds with a concern for safety and security. The Facilities Department makes regular inspection of all facilities to ensure prompt repairs affecting safety or security. The Facilities Department also maintains a systematic inspection of lighting, both in the campus buildings and the parking lot, to make certain there is a well-lit environment for students and employees. Any student or employee who notices a condition that could create a safety or security risk, such as defective lighting, should notify the Facilities Department immediately at 602-383-8234 or submit a facilities work order in the Prowork system on the UAT Intranet.

Witnessing an Emergency Situation:
• If a student or employee witnesses an emergency or a suspicious activity involving personal safety or property, he/she is directed to call 9-1-1 immediately and then report the incident to a “Campus Security Authority” (CSA), whose primary responsibility is to report allegations made in good faith to the reporting structure established by the institution.

A CSA may include:
• President
• Provost
• Campus Safety Manager
  • (602-390-9054)
• Campus Safety Desk/Officers
  • (602-383-8242)
• Manager of Student Services
  • (602-390-1270)
    o Student Services Advisors
• Director of Employee and Organizational Development
  • (602-390-9048)
  o HR Coordinator
• Director of Residence
  • (480-351-7932)
    o Living Learning Coordinator
  • (480-351-7932)
    o Resident Assistant (RA)
  • (480-351-7932)
• Manager of Faculty

In certain circumstances, it is advisable to contact the Tempe Police by calling 480-966-6211 (non-emergency telephone number).

Voluntary Confidential Reporting:
The OCS does not have any policies or procedures regarding confidential crime reporting (for inclusion in statistics).

**Annual Disclosure of Crime Statistics:**
The University uses various ways to collect and prepare the Annual Crime Statistics. Statistics are collected daily for all UAT properties and are posted. Crimes are reported to the CSAs and then relied to the Office of Campus Safety to be processed in house or through the local Police Department. The Annual Security/Fire Report will be prepared by the Campus Safety Manager and Organizational Development Manager.

**TITLE IX POLICY**
The University of Advancing Technology is committed to providing equal opportunity to its students and employees, and to eliminating discrimination when it occurs. In furtherance of this commitment, the University of Advancing Technology strictly prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetic information, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran status, or disability status.

The University of Advancing Technology Title IX Grievance policy articulates how the University will respond to reported allegations of sexual harassment involving students, including sexual assault, and provides a consolidated statement of the rights and responsibilities under University policies and Title IX, as amended by the Violence Against Women Reauthorization Act of 2013. The policy describes how areas within the University will coordinate the provision of interim remedies and the prompt and effective investigation of allegations of Prohibited Offenses.

This policy applies to all members of the University community, including students, employees, faculty, staff and groups using the University facilities. It further applies to on- or off-campus behavior involving students.

**STUDENT GRIEVANCE and TITLE IX GRIEVANCE POLICY**

Students who have concerns dispute or complaints about an experience at UAT must follow the UAT grievance procedure.

There are two grievance processes dependent upon the situation that a student has encountered. Students who have experienced sexual harassment, sexual assault, stalking or discrimination will follow the Sexual Assault Grievance process and will have their grievance expedited. All other grievances will follow the general grievance process.

**Title IX Grievances – Sexual Assault, Harassment, Violence, Intimidation and Stalking Grievances**

Students who have experienced a sexual assault, sexual harassment, violence, intimidation or stalking need to contact the University’s Title IX Administrators via email at TitleIX@uat.edu or in person. The University’s Title IX administrators are UAT’s Manager of Student Services and Organizational Development’s Talent Acquisition Specialist.

If a student tells any employee of UAT about a sexual assault, sexual harassment, incident of violence, intimidation or stalking, that employee must immediately contact one of the Title IX administrators via email (TitleIX@uat.edu) or in person.

At the time of notification of a Title IX grievance, the Title IX administrators will work with victims for options on housing, academic, living, transportation and working situations if requested and reasonably available, regardless of
whether the victim chooses to report the crime to campus police or local law enforcement.

The Title IX Grievance process is:
1. The first stage of this grievance process is for the student to bring his/her concerns to the Title IX administrator.
2. The Title IX administrator(s) will meet with the student making the claim to gain all necessary details. The authorities may be notified immediately in matters of sexual assault, stalking or sexual harassment.
3. The Title IX administrator(s) will then conduct an immediate investigation into the claims.
4. The Title IX administrator(s) will make every effort to keep the parties involved separated during the investigation.
5. The Title IX administrator(s) will make a determination based on interviews with all parties involved and based on police recommendations (if applicable).
6. If the student is dissatisfied with the resolution provided by the Title IX administrator provided in Step #5 and wishes to seek further resolution of his/her concerns, he/she must then submit a formal grievance to a Student Affairs coordinator who will record the date of the submitted document and deliver it to the Student Grievance Committee. Any additional documentation can be submitted at this time and must be submitted in writing. The Student Grievance Committee will meet as needed to review submitted concerns. A result of the committee’s review may include a period of investigation, but in any case, the Student Grievance Committee will notify a student who has submitted a complaint of its decision within three (3) business weeks of the meeting when the formal complaint was officially submitted.

General Grievances

Students who have concerns, disputes or complaints about an experience at UAT must follow this procedure:

Informal resolution process
1. The first stage of the University’s grievance process is for the student to bring his/her concerns to the attention of the individual most directly associated with the concern. Through email and face-to-face discussions, most matters can be resolved.
2. If discussions fail to resolve or answer the concern to the student’s satisfaction, the student shall then contact Student Affairs. Student Affairs will seek to answer and/or resolve the student’s concerns.

If informal discussions with Student Affairs are not sufficient, the formal process will be applied as follows:
3. The student must document and provide specific evidence supporting his/her grievance in writing to Student Affairs. Using this information, Student Affairs will work to resolve concerns through investigation, advocacy and any other methods he/she may deem appropriate.
4. If the student is dissatisfied with the resolution provided by Student Affairs in Step #3 and wishes to seek further resolution of his/her concerns, he/she must then submit a formal grievance to a Student Affairs coordinator who will record the date of the submitted document and deliver it to the Student Grievance Committee. Any additional documentation can be submitted at this time and must be submitted in writing. The Student Grievance Committee will meet as needed to review submitted concerns. A result of the committee’s review may include a period of investigation, but in any case, the Student Grievance Committee will notify a student who has submitted a complaint of its decision within three (3)
business weeks of the meeting when the formal complaint was officially submitted. Formal complaints to be considered must contain all of the following elements:

a. Be addressed to the Student Grievance Committee, UAT, c/o Student Services.

b. A statement that the document is a formal complaint or grievance.

c. The specific concerns to be addressed.

d. Description of all the actions already taken.

e. Specific evidence supporting the listed concerns.

f. The student’s name, signature, address, phone number and actual date submitted to the committee.

g. Be submitted in a timely fashion, normally within forty-five (45) days of the occurrence.

5. A student may request a rehearing of the decision of the Student Grievance Committee and appear in person to present his or her grievance. A student desiring a rehearing must file the request for rehearing within thirty (30) days of the committee’s original decision.

6. If the student complaint cannot be resolved after exhausting the Institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details.

The State Board address is:
1400 W. Washington, Room 260
Phoenix, AZ 85007

Phone: 602-542-5709
Website: http://azppse.state.az.us

7. If, after exhausting this procedure, a controversy still exists, it shall be settled by arbitration of the Better Business Bureau in Phoenix, Arizona, or under the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Sexual Harassment Policy

The University of Advancing Technology is proud of its tradition of having an environment in which all individuals are treated with courtesy, dignity, and respect. Every student, instructor and employee has the right to experience a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment as defined and otherwise prohibited by state and federal law. Sexual harassment in any form by and between employees, employees and students, and campus visitors and students or employees is prohibited at the University of Advancing Technology. Violations of the Sexual Harassment policy may result in disciplinary action up to and including termination of employees, and in sanctions up to and including suspension or expulsion of students.

Definition of Sexual Harassment

Sexual harassment is unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature that occurs under any of these circumstances:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education;

2. Submission to or rejection of such
conduct by an employee or student is used as a basis for employment or academic decisions affecting the employee or student;

3. The conduct has the purpose or effect of unreasonably interfering with a person's work performance or otherwise creates an intimidating, hostile, or offensive work or academic performance.

See 29 C.F.R. 1604.11.

Examples of Conduct That May Constitute Sexual Harassment

It shall be a violation of University of Advancing Technology's Sexual Harassment policy for any employee, student or campus visitor to

- Make unwelcome sexual advances to another employee, student, or campus visitor, including direct or indirect pressure for dates or sexual activity.
- Make requests for sexual favors, whether or not accompanied by promises or threats regarding the employment or academic relationship, including salary, promotion, benefits, duties, grades, assignments, recommendations, or any other personnel or academic decisions.
- Engage in verbal or physical conduct of an implicit or explicit sexual nature that either has the purpose or effect of substantially interfering with an employee's ability to do his or her job or a student's ability to learn or participate in a class; or creates an intimidating, hostile, or offensive work or academic environment.
- Commit any act of sexual assault or public sexual indecency against any employee or student whether on campus or in connection with any University of Advancing Technology-sponsored activity.
- Continue to express sexual interest in another employee, student, or campus visitor after being informed that the interest is unwelcome. (This includes relationships that began as reciprocal attractions, but later ceased to be reciprocal.)
- Engage in other sexually harassing conduct in the workplace or academic environment, whether physical, verbal, or visual, included but not limited to
  - Commentary about a person's body or body parts
  - Sexually degrading words to describe a person
  - Sexually offensive comments, suggestive language, jokes, innuendoes, sexually suggestive books, magazines, photographs, cartoons, or pictures
  - Pinching, patting, or touching
  - Leering or gawking
  - Reprisals or threats after negative response to sexual advances;
  - Harassment consistently targeted at only one gender, even if the context of the abusive conduct is not sexual.

Who is Responsible?

This policy covers all employees and students at the University of Advancing Technology. All persons covered by this policy must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work and in the academic environment. Each employee and student is responsible for ensuring that the workplace and academic environment is free from sexual harassment.

Employees and students are encouraged to inform perceived offenders of this policy that their conduct is perceived as offensive
and unwelcome. All persons covered by this policy are encouraged to report incidents of sexual harassment in a timely manner. Any form of retaliation against an individual for reporting sexual harassment truthfully to the best of their knowledge or for cooperating in an investigation of a complaint is prohibited and shall be grounds for disciplinary action. Any person covered by this policy who knowingly or recklessly makes a false accusation of sexual harassment is likewise subject to disciplinary action.

Amorous Relationships; Consensual Dating
An amorous relationship that might otherwise be appropriate in other circumstances may be inappropriate in the workplace or academic environment if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to the other, such as in the context of instruction, counseling, advisement, or supervision. An element of power is often used in such a context and it is incumbent upon those with authority not to abuse that power. In any event, even consensual dating relationships among peers should not be allowed to affect the atmosphere of the workplace and academic environment, including the perceptions of others, in any way that violates this policy.

Sexual Abuse
Faculty and staff of the University are in a unique position to gain the trust and confidence of students of the University. As a result, you may have information that leads you to suspect a student has been sexually abused. If you have concerns regarding a student based on information they have told you, information another student has told you or obvious signs of sexual trauma, you should report these concerns to the Manager of Student Services immediately.

Procedure

Students
Students who experience sexual harassment in the academic environment by an employee, campus visitor or other student are urged to report such conduct to the Dean or Assisting Dean. If the student for any reason is uncomfortable in dealing directly with a Dean, he or she should report the incident to Student Services.

Employees
Any University of Advancing Technology employee who experiences sexual harassment at work by a co-employee, student, or visitor is urged to report such conduct to their immediate supervisor. If the employee for any reason is uncomfortable in dealing with the supervisor, he or she should report the incident to any corporate officer.

General Procedures
Persons who believe they are being sexually harassed should first notify the harasser that such behavior is unwelcome. A person who continues to be harassed should maintain a record of objectionable conduct in order to help them effectively report their allegations. Verbal reports of sexual harassment must be reduced to writing by either the victim or the persons designated to receive complaints. All reports of sexual harassment shall be promptly communicated by the recipient of the complaint to the appropriate level of management and ultimately to the corporate officers. Employees and students are encouraged to report complaints of sexual harassment promptly so that a rapid response and appropriate action may be taken.

Investigating the Complaint
The University of Advancing Technology
will endeavor to investigate all complaints as professionally and expeditiously as possible. Where investigation confirms the allegations, appropriate action will be taken. Any allegation of sexual harassment will be confidentially investigated so as to protect the privacy of the persons involved. Confidentiality will be maintained throughout the investigatory process to the extent practical, appropriate under the circumstances, and permitted, or required, by law.

The person designated to receive complaints may appoint an investigator or may elect to conduct an investigation personally. The investigation shall include as many of the following steps as are appropriate to the situation:

- Confirm the name and title of the victim
- Identify the alleged harasser
- Ascertian all facts that explain what happened
- Determine the frequency and type of alleged harassment and, if possible, the dates and locations where alleged harassment occurred
- Identify any witnesses who observed the alleged harassment
- Ask the victim how he or she responded to the alleged harassment
- Determine whether the victim reported the incident to any level of management, and determine that person's response to the report
- Determine whether the victim or other witnesses know of or suspect that other individuals have been harassed by the alleged harasser
- Determine what action the victim would like management to take as a consequence of the harassment
- Interview the alleged harasser about the incident, reminding him or her of the prohibition against retaliation for making a complaint of sexual harassment
- Prepare a thorough factual report in writing to be used by management in resolving the complaint
- Management shall designate a designee or designees, who shall be disinterested persons, to review the results of the investigation and to determine appropriate action to resolve the complaint
- Management shall communicate its findings and intended actions to the victim and the alleged harasser.

There shall be a written record of the resolution of all written complaints. A copy of the report must be forwarded to the corporate officer.

Protection Against Retaliation
Retaliation against an employee or student for filing a sexual harassment complaint or participating in the investigation of a complaint is strictly prohibited. The University of Advancing Technology will take appropriate disciplinary action, up to and including employment termination or academic dismissal, if evidence of retaliation exists. Likewise, if the University of Advancing Technology learns that the complaint is not bona fide or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

Violations of Law
An employee or student may otherwise be accountable for sexual harassment under applicable local, state, or federal law. Disciplinary action by the University of Advancing Technology may proceed while civil or criminal proceedings are pending, and will not be subject to challenge on grounds that court charges involving the same incident have been dismissed or
Sexual Assault, Sexual Harassment, Violence, Intimidation and Stalking

Students who have experienced a sexual assault, sexual harassment, Violence, Intimidation or stalking need to contact the University’s Title IX Administrators via email at TitleIX@uat.edu or in person. The University’s Title IX administrators are UAT’s Manager of Student Services and Organizational Development’s Talent Acquisition Specialist.

If a student tells any employee of UAT about a sexual assault, sexual harassment, incident of violence, intimidation or stalking, that employee must immediately contact one of the Title IX administrators via email (TitleIX@uat.edu) or in person.

At the time of notification of a Title IX grievance, the Title IX administrators will work with victims for options on housing, academic, living, transportation and working situations if requested and reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

To view student grievance processes please see the student grievance policy.

Revised 09_14

Campus Sex Crimes Prevention Act:

Consistent with the Campus Sex Crimes Prevention Act, the University informs UAT students and employees where they may find sex offender information. That information is available by calling the City of Tempe Police Department at 480-858-2144 or by visiting the DPS Arizona State Police website: http://www.azdps.gov/Services/Sex_Offender/

24-Hour Crisis Hotlines: RAINN Sexual Assault Hotline (National)
Telephone: 800-656-HOPE
URL: http://www.rainn.org/

Sexual Assault Hotline (Maricopa County)
Telephone: 480-736-4949

Policy on Use or Possession of Alcohol and/or Drugs.

UAT has established a Drug and Alcohol Policy. This policy is intended to ensure a safe environment for students and employees and to comply with state laws and federal statutes and regulations. Students and employees must review the Policy on Drugs and Alcohol, which may be viewed by visiting www.uat.edu/catalog.

Alcohol and drug abuse education:

In furtherance of the policies adopted by UAT to ensure a safe environment that is free of alcohol and illegal substances, the University has researched programs that offer assistance, information and counseling. Throughout the academic year, UAT will provide educational materials relating to alcohol and drug abuse education. Students and employees will be provided information on this topic and be told about events periodically via the Intranet. Any student or employee who would like assistance with drug and alcohol prevention or would like to obtain counseling or assistance in connection with an issue of misconduct or crime prevention may request information from the Office of Student Services. Additionally, students and employees may
get help from the following providers of information and assistance:

**HopeLine Suicide Hotline (National)**
Telephone: 800-SUICIDE
URL: [http://www.hopeline.com/](http://www.hopeline.com/)

**Suicide/Crisis Hotline (Maricopa County)**
Telephone: 480-784-1500

**Toll-Free Crisis Hotline (Arizona)**
Telephone: 866-205-5229

**Other Resources:**

**Office of National Drug Control Policy**
Drug Policy Information Clearinghouse
PO Box 6000
Rockville, MD  20849-6000
Telephone: 800-666-3332
URL: [www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov)

**The Partnership for a Drug-Free America**
(local office)
3030 N. Central Avenue
Suite 509
Phoenix, AZ  85012
Telephone: 602-264-5700
URL: [www.drugfreeaz.org](http://www.drugfreeaz.org)

**US Drug Enforcement Agency, Phoenix Division**
Telephone: 602-664-5600

**East Valley Addiction Council (EVAC)**
560 S. Bellevue Bldg. 2
Mesa, AZ  85204
Detox Unit telephone: 480-962-7711
Administration telephone: 480-962-7922

**Recovery Innovations**
2701 N. 16th St. Suite 316
Phoenix, AZ  85006
24-hour help: 866-481-5361

**East Valley Substance Abuse Center**
1550 E. University Dr. Suite F1
Mesa, AZ  85203
Telephone: 480-833-8122

**New Directions Counseling Service**
1430 N. 2nd St.
Phoenix, AZ  85004
Telephone: 602-252-0610

**TERROS Behavioral Health Services**
4909 E. McDowell Rd.
Phoenix, AZ  85008
Telephone: 602-685-6000

**Alcoholics Anonymous**
Salt River Intergroup
3215 E. Thunderbird Rd.
Phoenix, AZ  85032
Telephone: 602-264-1341

**EMPACT (suicide prevention center)**
618 S. Madison Dr. Tempe, AZ 85281
Telephone: 480-784-1514
URL: [http://www.lafronteraarizona.org](http://www.lafronteraarizona.org)

**Saint Luke's Behavioral Health Center**
1800 E. Van Buren St.
Phoenix, AZ  85006
Telephone: 602-251-8535 or 800-821-4193
(if calling from out of Arizona)

**Missing Person Policy:**
All reports of students missing from UAT housing, including both on and off-campus UAT housing (hereinafter “housing students”), shall be directed to the Office of Campus Safety. Upon an official report of a missing housing student, the Office of Campus Safety will conduct an investigation to determine whether the housing student is a missing person in accordance with this policy. A housing student will be deemed **and is therefore determined to be** a missing...
person if he or she has been missing for more than 24 hours, after the official report, without any known reason and contrary to known patterns of behavior.

**Notification Procedures:**
The Office of Campus Safety must notify Tempe Police within 24 hours of a determination that a housing student is a “missing person.” Also, within 24 hours of the “missing person” determination the university must initiate emergency contact procedures in accordance with the housing student’s designation, this policy, and legal obligations.

All housing students shall have the opportunity to designate an individual and/or to provide confidential contact information to be used for notification if the student is determined to be a missing person. If a housing student is under 18 years of age and not emancipated, however, the university will notify the student’s parent or guardian as soon as practicable, but in no case later than 24 hours from the time the student is determined by the Office of Campus Safety to be a missing person.

**Mass Communication Procedures:**
The Office of Campus Safety shall make timely warnings under the heading “Crime Alert” whenever any of the following offenses have been reported on campus, on public property adjacent to campus, or off campus properties owned or controlled by the University, and when it has been determined by UAT President, Director of HR, Director of IT or the Campus Safety Manager, or their designees; that the offense presents a threat to the University community. These offenses are not limited to, and include: murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes. The warning by the Office of Campus Safety will contain the information crucial to employ all appropriate steps necessary for each member of the community to maximize his or her safety. All incidents must be recorded immediately in the CampusVue system or documented in the incidents archive Campus Safety P drive to allow easy access of pertinent information regarding a reported incident.

In the event of an imminent threat to the safety of students or employees, all members of the UAT community are expected to utilize the emergency@uat.edu email group to communicate the nature and extent of the threat throughout the University email system. The University will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The purpose of these alerts is to provide information in a timely manner that will aid in the prevention of similar occurrences. Crime Alerts are circulated via the global email and University of Advancing Technology portal systems, e2 Campus Emergency Notification System, the UAT email, local media, and posting of crime alerts in visible campus locations as may be deemed appropriate.

In the event that the Office of Campus Safety receive information from any various offices/departments/students on campus or an outside entity that an emergency exists, OCS will take action to confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the UAT community. If it is determined there is an emergency, the OCS will collaborate to determine the content of the message and will use some or all of the systems described
below to communicate the threat to the UAT community, or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. OCS will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Tempe/Phoenix Police and Fire Departments and Emergency Medical Services, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Mass Mailing:
Mass mailing email consisting of the entire university, all students, all staff or large groups will be reserved for emergencies and regulatory purposes only. Mass mailing is sending out anything that one wouldn’t print out and give to people in person, or mailing to the entire University, all students and all staff. The UAT President, Provost or their designee will have permission to send mass mail to these groups in these cases.

Text Messaging:
University wide text messaging is reserved for marketing purposes and safety concerns only. Marketing is the only department that may send out non emergency text messages. Emergency text messages may only be sent out by the UAT President, Provost or their designee, in regards to any emergency concerns.

Emergency Communications:
In an emergency, any student or staff member may email emergency@uat.edu to deliver information.

Notification to Parents:
Parents will be allowed to take part in any or all of the communicational procedures that are presented to the UAT community.

University Emergency Notification System (ENS)
What is the Emergency Notification System? (ENS)
The University of Advancing Technology has implemented a system to deliver time-sensitive emergency notifications (descriptive information about news or events) via voice mail, email and text-messaging to the entire UAT student, faculty and staff population soon after an emergency affecting the University campus.

How does it work?
In the event of a major emergency affecting the UAT campus, faculty, staff, and students will automatically receive an emergency communication on the phone numbers they registered in the UAT directory and an email notification will be sent to the UAT email account and any alternative account they may have listed. The message will include instructions on where to go to get further information. The need to activate the mass notification system will be evaluated on a case-by-case basis and will be used in conjunction with other emergency resources already in place, such as the emergency web site (https://emergency@uat.edu).

How will UAT use the emergency notification system?
In the event of a major emergency affecting the UAT campus, you will automatically receive an emergency communication on your phone numbers registered in the UAT directory and an email notification sent to your UAT email account.

What should you do when you get a message?
In the event of a major emergency, follow the directions you receive on the text message. If the message asks you to evacuate, evacuate immediately. If it asks you to “shelter-in-place”, stay inside your dorm, office, lab, room, or building until you get the “all-clear” message. Check with others nearby to ensure that they also received the message or inform them of the alert and instructions. DO NOT respond to the location of the emergency. In addition to the possibility of injuring yourself, your presence could interfere with the deputies, fire fighters, and other first responders working to save lives.

Emergency Communications:
After an emergency such as a power outage, local phone lines may have reduced capacity. Do not make calls immediately after an emergency unless it is a life safety situation -- leave the lines available for emergency services. One way to keep in touch with your relatives after an emergency is to call an out-of-area phone contact. Ask the out-of-area contact to call all of your other relatives for you to tell them that you are safe. (1-800 658-5744)

Testing the ENS:
The University will test the emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year and document a description of the exercise as well as the date and time of the exercise, and whether it was announced or unannounced.

Evacuation Policy:
The University of Advancing Technology does everything it can to create the safest working and learning environment possible for UAT students, employees and guests. There can be circumstances, at times; however that are beyond our control. The Office of Campus Safety and Campus Facilities managers have emergency plans and procedures for all UAT employees and students to follow in case the building is evacuated. The Office of Campus Safety or a UAT Officer/Manager will have the responsibility of determining the need for an evacuation as the incident requires. Evacuation may be needed to protect employees and students who are in the building. Some of the common reasons for an evacuation are:

- Fire
- Natural disaster
- Power outage (other than designated IT personnel)
- Threat to health and safety
- Terrorist attack
- Incidents adjudged by the Manager of Office Safety or an Officer as requiring evacuation

In any situation, there may be key individuals that are required to stay within the building. In order to prepare the University’s employees and students, to respond promptly in emergency situations the Office of Campus Safety and Campus Facilities will maintain and test evacuation procedures and the University’s emergency notification system. Additionally, the Office of Campus Safety will perform quarterly evacuation drills and will test and inspect the University alarm and other emergency systems. All educational activities, system tests, drills and all other information pertaining to emergency procedures will be documented by Campus Safety. The VP of Talent and Operations and the Office of Campus Safety will provide annual training to all employees to update them on procedures and ensure that all employees are aware of what to do in case of emergencies. UAT employees and students are
responsible for educating their guests on these procedures and the location of emergency exits in order to ensure their safety. Emergency procedure booklets are posted throughout the University along with an evacuation map in every learning area. Students and employees can learn more about evacuation procedures and emergency situations by contacting the Office of Campus Safety.

Procedure:

Education:

- A floor plan of the building with nearest emergency exits will be displayed in all labs and classrooms throughout the building. Department managers are responsible for disseminating that information to employees and students. Human Resources will inform newly hired employees of emergency exits and emergency and evacuation procedures. The Office of Campus Safety will provide a minimum of one training annually to UAT employees to review this information.

Emergency Notification System:

- In the event of an emergency the Emergency Notification System (ENS) will be activated and information concerning the emergency will be sent to all UAT employees and students, who have registered their telephone numbers with The Office of Campus Safety or Human Resources, via text message and email. In case of a fire or fire drill, an alarm may also sound. To learn more about the ENS please review the Mass Communications policy, on the Intranet.

What to do if there is an emergency:

- Upon hearing an alarm or being notified of an event that requires evacuation of the building, employees should immediately and calmly proceed to their nearest emergency exit. Emergency exits are located on the first floor; individuals on the second floor must take the nearest evacuation route to the first floor to proceed to the first floor exits. Instructors should communicate the nearest exit to students, stay until the last student has left the room, and then exit closing the door behind them.
- Managers should make sure everyone has left his/her office, and then secure the office as they leave, making sure those employees and students are evacuating the building. In situations where the alarm may not be heard or in case an alarm cannot be sounded, if the manager sees an office or classroom with occupants, he/she should enter the area to inform the occupants of the emergency evacuation and then secure the area.
- If possible, safety officers and other designated individuals will ensure everyone has left the buildings, and they will monitor the exits to make sure no one returns into the buildings until they are notified it is safe to do so.
- After exiting the building all persons involved will be advised as to their next actions.
Responsibility of the Office of Campus Safety:

- The Office of Campus Safety or designate will inform managers when it is safe to return to the building, and they, in turn, will inform students and personnel.
- Evacuation drills will be performed quarterly and monitored by the Office of Campus Safety. Evacuation drills will be documented by the Office of Campus Safety in the Facilities Log.

Weapons Policy:

**Weapons, Explosives, and Fireworks:**

Use, possession, display, or storage of any weapon, explosive device, or fireworks is prohibited on all land and buildings owned, leased, or under the control of Arizona State University or its affiliated or related entities, in all UAT residential facilities (whether managed by UAT or another entity), in all UAT vehicles, and at all UAT or UAT affiliate-sponsored events and activities, except as provided in Arizona Revised Statutes § 12–781.

UAT students and employees are required to report violations and suspected violations of this policy to UAT Campus Safety immediately. In addition to any sanctions available under applicable law, violations of this policy by UAT students are subject to sanctions under the Student Code of Conduct, and violations of this policy by UAT employees are subject to sanctions under UAT’s employee code of conduct.

Exceptions to this policy are as follows:

1. peacemakers of the State of Arizona in an official duty and currently employed by an Arizona law enforcement agency
2. any law enforcement officer working under their color of authority
3. weapons used in authorized academic programs for which prior approval has been obtained from UAT’s President, Provost or an authorized representative
4. any firearm that is lawfully stored and locked in a personally owned motor vehicle or compartment of a motorcycle and not visible from outside the motor vehicle or motorcycle pursuant to the provisions of ARS § 12–781 or
5. other activity that has been given prior written approval by the President, Provost or a designated representative.

Definitions

**Explosive**

Any explosive device or substance, including dynamite, nitroglycerin, black powder, or other similar explosive material including plastic explosives; any breakable container that contains a flammable liquid with a flash point of 150° F or less and has a wick or similar device capable of being ignited.

**Fireworks**

Any fireworks, fire crackers, sparklers, rockets, or any propellant-activated device whose intended purpose is illumination.

**Weapon**

Any object or substance designed to (or which would be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated
and real), devices designed to expel a projectile (such as BB guns, air guns, pellet guns, and potato guns), electronic control devices (such as Tasers or stun guns), swords, knives with blades five inches or longer, martial arts weapons, bows and arrows, and chemicals (such as Mace, tear gas, or oleoresin capsicum), but excluding self-defense chemical repellents. The general public may not possess chemical repellents labeled “for police use only” or “for law enforcement use only.”

**Arrest procedure:**

The Office of Campus Safety (OCS) has the obligation to maintain security and safety for all of the UAT community. The University employs one Campus Safety Manager. UAT contracts with an outside company to supply Safety Officers who are on duty 24/7. UAT adheres to AZ state law in matters of arrest.

Arizona law allows for citizen's arrest when the suspect commits a felony that the arresting citizen witnesses or when a citizen knows that a felony has been committed and has reasonable grounds to believe that the suspect committed it. [See A.R.S. section 13-3884.] (The statute also permits an arrest for a breach of the peace, a claim not raised by Thomas).

13-3881. Arrest; how made; force and restraint:

- An arrest is made by an actual restraint of the person to be arrested, or by his submission to the custody of the person making the arrest.
- No unnecessary or unreasonable force shall be used in making an arrest, and the person arrested shall not be subjected to any greater restraint than necessary for his detention.

13-3884. Arrest by private person:

- Private person may make an arrest when the person to be arrested has in his presence committed a misdemeanor amounting to a breach of the peace, or a felony.
- When a felony has been in fact committed and he has reasonable ground to believe that the person to be arrested has committed it.

13-3889. Method of arrest by private person

- Private person when making an arrest shall inform the person to be arrested of the intention to arrest him and the cause of the arrest, unless he is then engaged in the commission of an offense, or is pursued immediately after its commission or after an escape, or flees or forcibly resists before the person making the arrest has opportunity so to inform him, or when the giving of such information will imperil the arrest.

13-3900. Duty of private person after making arrest:

- Private person who has made an arrest shall without unnecessary delay take the person arrested before the nearest or most accessible magistrate in the county in which the arrest was made, or deliver him to a peace officer, who shall without unnecessary delay take him before such magistrate. The private person or officer so taking the person arrested before the magistrate shall make before the magistrate a
complaint, which shall set forth the facts showing the offense for which the person was arrested. If, however, the officer cannot make the complaint, the private person who delivered the person arrested to the officer shall accompany the officer before the magistrate and shall make to the magistrate the complaint against the person arrested.

UAT Campus Access Procedures:

Main Building:
To provide a degree of controlled access to University facilities and services, UAT management has instituted the use of identification badges for employees, students. Campus Safety Officers are highly aware of who enters and exits the campus through use of the security camera system.

ID Badge:

*Employee*:
During orientation on the employee’s first day, an ID badge will be issued by the Office of Organizational Development.
All employees must have their UAT ID badge while on campus.

*Student*:
During the first week of classes, ID badges will be issued to the student. All students must have their UAT ID badge in their possession while on campus.

*Contractor*:

*After normal working hours*:
• Contractors, when on site to perform specific scheduled projects, are required to access the premises at the South-East Safety Station door and check in with the Safety Officer on duty.

*During normal working hours*:
• Contractors are required to access the premises at the at the South-East Safety Station door and check in with the Safety Officer on duty or the Facility Office staff.

Lost ID Badges:
Employees or students who have lost their UAT ID’s badges must acquire a replacement through the main desk at the residents hall (Founders Hall) and may be charged a fee.

Hours of Operation:
UAT campus is open 24/7. During week days (Monday-Friday), most entrances are, open at 8:00 am and locked at 7:00 pm. The North entrance door is open from 8:00am-6:00pm. The South/East Safety entrance should be used for entry and exit, after 7:00pm.
The front receptions desk is open from:
• 8:00am-6:00pm, Monday-Friday
• Closed on the weekends

Weekend/Holiday:
• All employees and students must have their ID badges with them to enter the campus. No other form of ID is acceptable.
• All employees and students must enter/exit at the South-East guard station door.
• If pre-approved by the Student Life Coordinator, Academic Scheduling or Campus Safety Manager, students and clubs may remain on campus to utilize common areas and designated classrooms.
Approved student or club meetings on campus, with food and drinks involved, must clean up their areas.

- Employees and students are allowed to bring guests (friend, family etc.) on campus during the weekend, a holiday, or student break periods and must take full responsibility for their guest’s actions.

After hours 7:00 pm to 7:00 am:
- Employees and students will use the South/East safety doors to enter and exit building.
- Special events and User Groups have to be pre-approved by UAT’s Academic Affairs Coordinator. When on campus they will check in at the Safety desk with the safety officer on duty.

Areas of Access:
- Employees and their guests are allowed throughout the building during the weekend/holiday hours with the exception of behind the café counter or areas that are locked (i.e. bookstore, library, IT or individual offices), unless the staff or faculty member works in that restricted area. The employee who is requesting to enter a restricted area must sign in with the safety officer and provide his/hers name and the area to be accessed. While on Campus, faculty or staff members are responsible for his or her guest’s actions.
- Students are restricted to classrooms, unlocked labs, common areas and café sitting areas during weekend/holiday hours. Under no circumstances are students allowed in office areas unless accompanied by faculty or staff members. The student and faculty/staff member who is requesting to enter a restricted area must sign in with the Safety Officer and provide his/hers name and the area to be accessed. Safety Officers on duty and/or management will enforce the Campus Access Policy. Deviation of the above procedures is at the discretion of the Manager of Campus Safety or his/her designee.

Residents Hall: (Founders Hall)

Approximately 260 students live on the UAT campus, UAT campus residential hall is operated by Campus Living/ Residential Life. Access to all UAT residential facilities is restricted to residents and their guests. Residents are expected to comply with hall visitation policy, to lock doors when leaving rooms, to close and lock outside doors when found open, to use only designated entrances to the facilities, and to deny entrance to non-residents and uninvited guests. Report non-compliance of these guidelines to your residence has (RA) staff immediately.

- The lobby is open 24/7 and the only publicly accessible portion of Founders Hall. All other exterior doors and the elevator are accessible through a hotel style key card system.
- Overnight guests are required to fill out an Overnight Guest Form. Guests are typically only allowed to stay Friday and Saturday nights, but exceptions can be made.
• Quiet hours are Sun – Thursday from 10pm-6am, Friday and Saturday from 2am-6am, and 24/7 courtesy hours are enforced as well.

To provide additional residential building safety, the OCS will provide additional security for students and staff. The coordinated efforts of safety patrols and residential life staff help to promote an increased awareness of safety issues.

Information about security measures at the campus is available through the hall staff or from the appropriate office or officer as identified above.

Annual Fire Report

Overview:
The Higher Education Opportunity Act (Public Law 110-315) became law in August, 2008, requiring all United States academic institutions to produce an Annual Fire Safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to the University of Advancing Technology. The fire log can be found at the link below and also at the end of this document.

http://www.uat.edu/campus-security

General Statement of University Owned/Controlled Student Housing:
At the University of Advancing Technology the main building and On-campus student housing (Founders Hall) are completely covered by an integrated automatic sprinkler and fire alarm system which is monitored 24 hours a day, 7 days a week.

All on-campus student housing residents (including those with special needs) and residence halls’ staff receive fire safety training. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective building. Each resident is given a copy of the Founders Halls Policy which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency.

Basic fire safety instruction is offered to all new and existing employees. Additional training is provided periodically, coordinated by the Office of Campus Safety, and by request from individual departments.

Specific Fire Prevention Related Policies:
It is the objective of the University of Advancing Technology to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the University’s OCS Department is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all University buildings, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting third party fire safety audits. Regarding fire safety inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) as adopted by the State of Arizona and the local Authority Having Jurisdiction (AHJ).

Copies of all completed Fire Inspection Reports will be maintained by OCS. Fire exit drills will be conducted as follows: Main building and on-campus student housing: one each quarter. The fire drills will be monitored by UAT’s designated fire alarm company. OCS will coordinate with the Tempe Fire Department in the investigation of each fire incident.
**Case Categories to Be Used:**

- **Unintentional Fire:**
  - Cooking
  - Smoking materials
  - Open Flames
  - Electrical
  - Heating Equipment
  - Hazardous products
  - Machinery/Industrial
  - Natural
  - Other

- **Intentional Fire**

- **Undetermined Fire**

**On-Campus Student Housing Facility**

**Cooking Policy:**

Cooking in the rooms is not allowed except for using a hot pot with a concealed coil, microwave limited to 15-volt usage and/or a popcorn popper. Hot plates, barbecues, toasters, toaster ovens, rice cookers and non-open coiled sandwich/meat grillers are not permitted within the rooms (only applicable to Founder’s Hall).

**Appliance Policy:**

- The following shall apply to all appliance usage:
  - Halogen lights, combustible lamps and multi-socket plugs are not permitted
  - All extension cords must be approved
  - They must be kept in an open space that allows ventilation

**Kitchen Safety Guidelines:**

- Do not leave a burner or the oven unattended for more than 15 minutes at a time. If you must leave the room temporarily, turn off the burner and remove your pot or ask another resident to supervise your food
- Do not use the burner if it is dirty.
- Turn off oven or stove if found to be in on position but unattended

- In case of a small grease fire, douse the area with baking soda or flour and cover the area with the lid of a pot (if available). **DO NOT USE WATER ON A GREASE FIRE.**

- Follow all posted rules and notices.

**Barbecues grill procedures:**

- Barbecue grills are provided for resident use only on a first come first served basis. Guests are to be accompanied by a current resident. All other grills or hibachis are prohibited. You are responsible for any damage caused by improper use or violation of this rule.

- Provided barbecue grills use an underground natural gas line. Charcoal, wood, lighter fluid or any other materials used for a barbecue is neither to be stored in Founder’s Hall nor to be used in place of the gas provided. Should the gas line not function properly, please alert Founders Hall staff immediately.

- Plastic utensils are prohibited for use on the barbecue surface. **Only metal** tongs, spatulas, forks and other utensils should be used. You are responsible for any damage caused by violation of this rule.

**Barbecue Grill Guidelines**

- Clean up after yourself.
- Wash all utensils used to prepare or eat food/drink.
- Clean up spills quickly on equipment and ground.
- Throw away any food trash, including unwanted leftovers, wrappers, containers, peelings
and other waste in the provided trash cans or dumpsters.

- Dirty dishes, utensils, etc left at the barbecue will be thrown away or donated.
- UAT Drug/Alcohol policy applies to the barbecue/parking lot areas regardless of age.
- Follow all posted rules and procedures.
  - Do not leave barbecue unattended, if you leave the area, turn off the barbecue or ask another resident to supervise your food.
  - Wash your hands and utensils frequently before, during and after cooking, especially when cooking with meat and after touching trash.
  - In case of fire, douse the area with baking soda, flour or the provided extinguisher. DO NOT USE WATER ON A GREASE FIRE.

Fire and Emergency Evacuation Tips:
In the event of a fire or other emergencies, call 911.

Act promptly for the safety of all residents, faculty and students. Do not try to fight a fire, but take action to get yourself and others, (if possible) out of the building.

On-Campus Student Housing (Founders Hall):
Upon hearing an alarm or being notified of an event that requires evacuation of the building, residents should immediately and calmly proceed to the nearest exit, using the stairs and not the elevator. Once outside, do not stand near the stairs or building. Move away from the building. After exiting the building, all persons involved will be advised of the safest place to go. You will be advised when it is safe to return. Anyone who fails to evacuate the building during a fire alarm may be fined $250. All units are equipped with smoke detectors. Dismantling, removal or any attempt to make the detectors inoperable will result in a $150 fine.

Main Building:
Upon hearing an alarm or being notified of an event that requires evacuation of the building, employees should immediately and calmly proceed to the nearest exit or emergency exit. Emergency exits are located on the first floor; individuals on the second floor must take the nearest evacuation route to the first floor and proceed to the first floor exits. Instructors should communicate the nearest exit to students, stay until the last student has left the room, and then exit closing the door behind them. Managers should make sure everyone has left their office, and then secure the office as they leave, making sure that employees and students are evacuating the building. In situations where the alarm may not be heard or in case an alarm cannot be sounded, managers should enter offices and classrooms and inform the occupants of the emergency evacuation. If possible, safety officers and other designated individuals will make sure everyone has left the buildings, and they will monitor the exits to make sure no one returns into the buildings until they are notified it is safe to do so. After exiting the building, all persons involved will be advised of the safest place to go. The Office of Campus Safety or a designee will inform managers when it is safe to
return to the building, and they, in turn, will inform students and personnel.

**Reporting a fire related incident:**
- Emergency 911
- Safety Desk 602-383-8242
- RA on duty 480-351-7932
- On-Campus Student Housing-Manager 480-351-7932

**Training and Education:**
The Office of Campus Safety will be responsible for fire safety education and training programs for students, faculty and staff. The OCS will conduct fire drills Bi-yearly and evaluate each drill with the UAT fire alarm company.

**Training and education may consist of:**
- Fire and evacuation drills
- Working with the Tempe fire department
- Fire tips throughout the year—emails, Face book, UAT Intranet
- In Service presentations

**Flammable Material Policy**
The University intends to maintain a safe environment for both students and employees.

**Flammable Liquids and Gases:**
The hazard of flammable liquids and gases is typically created by the evaporation of fuels or solvents in confined spaces, mixing with air to form a flammable region, and ignition by an open flame pilot lamp, stove, cigarette lighter, or faulty wiring. Gasoline, acetone, camping stove fuel (white gas or butane), lighter fuel, and propane torch canisters are common items that can supply the fuel. These materials must not be used or stored in student living areas. Certain household combustibles such as hair spray and nail polish are exempt from this requirement and may be possessed by students in their living areas. Mopeds, motorcycles and scooters must not be stored inside residences or parked outside next to an exit, since the gas shut-off valves can leak or be improperly used, creating a flammable vapor hazard. UAT provides our community with approved parking on the west side of the campus for mopeds, motorcycles and scooters.

**Explosives and Improvised Explosive Devices:**
Explosives are extremely hazardous, and it is illegal and against University policy to possess either manufactured or improvised explosives on the University campus and University buildings. Use and storage of explosives is strictly controlled by local, state, and federal laws and are not allowed on campus. The Bureau of Alcohol, Tobacco, and Firearms (BATF) regulates types of explosives from fireworks to dynamite (http://www.atf.treas.gov/pub/fire-explo_pub/listofexp.htm) for the latest list of such materials.

**Combustible Hazardous Materials:**
Flammable liquids, gases, solids, and explosives, including fireworks, may not be possessed or used on University property. The Office of Campus Safety and Operations Department will have the authority to approve the use of flammable liquids to be used by employees of UAT. This may include but not limited to; Cafes’ (outside grill), and the Operations Department (welding and the use of gasoline powered tools).

**For information concerning the fire code visit:** [www.iccsafe.org/cs/codes/ifcii.html](http://www.iccsafe.org/cs/codes/ifcii.html).

**Issues that may be of concern are:**
- Permits for open flames and bonfires
• Hot ashes and spontaneous ignition sources
• Deliberate, negligent burning
• Location for open burning
• Recreational fires
• Open flames
• People attending events
• Location of storage outside of building

Please contact the Office of Campus Safety for procedures and permissions.

**Smoking Procedures:**
University of Advancing Technology conforms to the State of Arizona’s Smoke Free Arizona Act, 36-601.01; which establishes a statewide prohibition on smoking in public places and places of employment.

R9-2-102(A)
• Establishes the outside smoke-free "reasonable distance," the distance included in the definition of "enclosed area" in A.R.S. § 36-601.01(A)(3). requires a distance "of at least 20 feet in all directions measured from each outer edge of an entrance, an open window, or a ventilation system" of a public place or non-vehicle place of employment. R9-2-102(B) requires the proprietor of a public place or non-vehicle place of employment to make sure that tobacco smoke does not drift into the reasonable distance area.

R9-2-102(B)
• Requires the proprietor of a public place or non-vehicle place of employment to make sure that tobacco smoke does not drift into the reasonable distance area.

R9-2-103

• Establishes an individual's responsibility not to smoke in an area of a public place or place of employment where smoking is prohibited by A.R.S. § 36-601.01 or R9-2-102(A). An individual also must stop smoking immediately when requested to do so by a proprietor as defined in R9-2-101(22).
## ON CAMPUS CRIME STATISTICS

### Number of Cases Per-Year

<table>
<thead>
<tr>
<th>CRIME</th>
<th>UAT Reported Main Campus</th>
<th>UAT Reported Founders Hall</th>
<th>Hate Crimes</th>
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<td>Murder/Non-Negligent</td>
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* Denotes Hate Crime involved incident

Note: Whatever is reported for FH will also be part of the Main Campus.
## OFF CAMPUS CRIME STATISTICS

**University of Advancing Technology**

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<tr>
<th>CRIME</th>
<th>UAT Reported Non Campus</th>
<th>UAT Reported Public Property</th>
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<tr>
<td>Drug Law Violations</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Illegal Weapons Possessions</td>
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</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
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<td>0</td>
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</table>

* Denotes Hate Crime involved incident
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Building/s</th>
<th>Occurrence</th>
<th>Date</th>
<th>Time</th>
<th>Building/s</th>
<th>Location</th>
<th>Date</th>
<th>#</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-17-2013</td>
<td>11:35pm</td>
<td>Founders</td>
<td>Smoke from Cooking</td>
<td>03/01/2013</td>
<td>1:00pm</td>
<td>FH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05-18-2013</td>
<td>9:45pm</td>
<td>Founders</td>
<td>Smoke from Cooking</td>
<td>05/24/2013</td>
<td>10:00am</td>
<td>Main/FH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>06/21/2013</td>
<td>10:30am</td>
<td>Main/FH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12/31/2013</td>
<td>10:00am</td>
<td>Main/FH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>#</th>
<th>Location</th>
<th>Date:</th>
<th>#</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>0</td>
<td></td>
<td>2013</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Main = Main Campus Building   FH = Founder’s Hall

F/A = False Alarm     UIF = Unintentional Fire     Main = Main Campus Building   FH = Founder’s Hall

I/F = Intentional Fire   UDF = Undetermined Fire
### Fire Alarm Occurrences

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Building/s</th>
<th>Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-09-2012</td>
<td>9:00pm</td>
<td>Main Bldg</td>
<td>Fire Alarm Panel Malfunction</td>
</tr>
<tr>
<td>10-31-2012</td>
<td>6:45pm</td>
<td>Founders</td>
<td>Fog Machine set off alarm</td>
</tr>
</tbody>
</table>

### Fire Drills

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Building/s</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/23/2012</td>
<td>10:30am</td>
<td>Main</td>
<td></td>
</tr>
<tr>
<td>11/16/2012</td>
<td>10:30am</td>
<td>Main/FH</td>
<td></td>
</tr>
</tbody>
</table>

### Fire -Related Property Damage

<table>
<thead>
<tr>
<th>Date</th>
<th>#</th>
<th>Location</th>
</tr>
</thead>
</table>

### Fire Injuries

<table>
<thead>
<tr>
<th>Date:</th>
<th>#</th>
<th>Location</th>
</tr>
</thead>
</table>

### Fire Deaths

<table>
<thead>
<tr>
<th>Date:</th>
<th>#</th>
<th>Location</th>
</tr>
</thead>
</table>

### Full Sprinkler System

<table>
<thead>
<tr>
<th>Date:</th>
<th>Building</th>
</tr>
</thead>
</table>

### Smoke Detection Building

<table>
<thead>
<tr>
<th>Date:</th>
<th>Building</th>
</tr>
</thead>
</table>

### Fire Extinguisher Devices Building

<table>
<thead>
<tr>
<th>Date:</th>
<th>Building</th>
</tr>
</thead>
</table>

### Evacuation Plans Building

<table>
<thead>
<tr>
<th>Date:</th>
<th>Building</th>
</tr>
</thead>
</table>

### Placards Building

<table>
<thead>
<tr>
<th>Date:</th>
<th>Building</th>
</tr>
</thead>
</table>

--

F/A = False Alarm  
UIF = Unintentional Fire  
Main = Main Campus Building  
FH = Founder’s Hall  
I/F = Intentional Fire  
UDF = Undetermined Fire
### Fire Alarm Occurrences

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Building/s</th>
<th>Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/5/2011</td>
<td>8:00pm</td>
<td>FH</td>
<td>F/A - Dust from a Dust Storm</td>
</tr>
<tr>
<td>9/9/2011</td>
<td>2:00pm</td>
<td>Main</td>
<td>F/A - Wire tripped in classroom</td>
</tr>
<tr>
<td>10/17/2011</td>
<td>10:25am</td>
<td>FH</td>
<td>F/A - Alarm in elevator by cleaning chemicals</td>
</tr>
<tr>
<td>11/8/2011</td>
<td></td>
<td>FH</td>
<td>F/A - Student burnt popcorn</td>
</tr>
<tr>
<td>12/8/2011</td>
<td>1:34am</td>
<td>FH</td>
<td>F/A - Student burnt popcorn</td>
</tr>
<tr>
<td>12/9/2011</td>
<td>4:37pm</td>
<td>FH</td>
<td>F/A - Student burnt popcorn</td>
</tr>
</tbody>
</table>

### Fire Drills

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Building/s</th>
<th>Date</th>
<th>Time</th>
<th>Building/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/13/2011</td>
<td>9:30am</td>
<td>Main</td>
<td>12/15/2011</td>
<td>10:00am</td>
<td>Main</td>
</tr>
</tbody>
</table>

### Fire -Related Property Damage

<table>
<thead>
<tr>
<th>Date</th>
<th># Location</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>Main</td>
</tr>
</tbody>
</table>

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**Fire Injuries**

<table>
<thead>
<tr>
<th>Date:</th>
<th># Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>0</td>
</tr>
</tbody>
</table>

**Fire Deaths**

<table>
<thead>
<tr>
<th>Date:</th>
<th># Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>0</td>
</tr>
</tbody>
</table>

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**Full Sprinkler System Building**

<table>
<thead>
<tr>
<th>Date:</th>
<th># Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>0</td>
</tr>
</tbody>
</table>

**Smoke Detection Building**

<table>
<thead>
<tr>
<th>Date:</th>
<th># Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>0</td>
</tr>
</tbody>
</table>

**Fire Extinguisher Devices Building**

<table>
<thead>
<tr>
<th>Date:</th>
<th># Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>0</td>
</tr>
</tbody>
</table>

**Evacuation Plans Building**

<table>
<thead>
<tr>
<th>Date:</th>
<th># Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>0</td>
</tr>
</tbody>
</table>

**Placards Building**

<table>
<thead>
<tr>
<th>Date:</th>
<th># Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Main- All Rooms</td>
</tr>
</tbody>
</table>

---

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