

***University of Advancing Technology
Annual Security/Fire Security Report
Combined***

Reporting Year - 2019

Annual Campus Security Report:

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 requirements.

In furtherance of this commitment, the University provides students and employees an Annual Security and Fire Report Combined which provides the following information:

Annual Security Report

- Where to find the Annual Campus Crime Statistics
- Jeanne Clery Discloser
- Statements on general safety/security policies
- Procedures for reporting crimes and other emergencies
- Timely Warning
- Voluntary Confidential Reporting
- Title IX Non Discrimination
- Student Grievance Policy and Title IX Grievance Policy
- Title IX Sexual Assault, Harassment and Stalking, VAWA Grievances
- Sexual Harassment/Sexual Violence Policy
- Sexual Crimes Prevention & Awareness Primary and ongoing Prevention programs

- 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
- Weapons Policy
- Arrest Procedure
- Campus Access Procedures
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Annual Fire Report

- Fire Safety Log
- General Statement of University Owned/Controlled Student Housing
- On-Campus Student Housing Facility Cooking Policy
- Training and Education
- 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 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 and Crime Prevention

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. UAT does not have a campus police department. Campus safety is promoted and maintained through diligent observation by the entire community supported by trained safety personnel and deployed safety technology. New employees and students are instructed on campus safety during their initial orientation. Each year, students and employees are given the link to the Annual security and Fire report combined. The University maintains a Campus Safety page on the UAT internet with links to Safety awareness sites. Other activities for safety are addressed later in this report.

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/or 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. 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

Timely Warning

Integral to the University Safety Philosophy is the principle that any imminent or sustained danger to the safety of our community must be communicated as quickly and broadly as feasible to give necessary information that will enable students and employees to take reasonable steps to insure their own individual and collective safety. Warnings may utilize multiple communication paths such as emails, text message, and person to person communication. In addition to the foregoing the University will provide students and employees notice of any sustained or prolonged danger through technological communication channels. The warning will contain that information necessary 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 system of record to allow for easy access for review 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 community are expected to utilize the emergency resources already in place. University staff may communicate the nature and extent of the threat to the University community.

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 campusoperations@uat.edu or submit a facilities work order through the Technical Support 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
 - (480-351-7894)
- Manager of Student and Academic Services
 - (480-349-6340)
 - Student Services Advisors
- Director of Employee and Organizational Development
 - (602-390-9048)
 - HR Coordinator
- Director of Residence
 - (480-351-7930)
 - 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:

In the event that a witness or victim wishes to report a crime on a voluntary or confidential basis, please contact the Manager of Campus Safety at 602-390-9054 or the Title IX Coordinators Brandi Beals and Lindsay Consalvos
TitleIX@uat.edu
480-349-6340

You must clearly state that you wish the report to remain confidential. All allegations of a sexual nature will be confidentially investigated so as to protect the privacy of the persons involved, but any claims must be investigated and reported. The person it was reported to has the obligation to report the claim. The privacy of all involved parties will be protected to the extent possible in compliance with FERPA, Title IX and Law. The Title IX Coordinator must balance confidentiality and the safety of other students, faculty, and staff of the University. In the event that a person has sought out counseling by a professional counselor contracted by the University, if and when the counselor deems it appropriate, will inform the persons they are counseling of any procedures to report a crime on a voluntary confidential basis. If a person chooses to report, the counselor will connect that person with the appropriate CSA or submit the report to the CSA.

Reports of crimes will be included in the University Crime 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. Crimes are reported to the CSAs and then relied to the Office of Campus Safety for reporting purposes. The local Police Department may be requested to investigate crimes not processed in house. The Annual Security/Fire Report will be prepared by the Campus Safety Manager and Title IX Coordinators.

Clarification of Unfounded Crimes

The University will remove reports of crimes that have been “unfounded” only under the circumstance that law enforcement officials have investigated the reported crime and designated the crime as “unfounded”. The University will disclose the number of “unfounded crimes to the Department of Education on the Annual Survey submittal.

TITLE IX POLICY - NONDISCRIMINATION

Questions regarding Title IX may be referred to the Title IX Coordinators.

In alignment with our mission and vision, the University considers students, employees, and applicants for admission or employment on the basis of individual merit. UAT strives to provide all members of our community with a work and educational environment that is collegial and free of illegal discrimination or harassment based on race, sex color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation, or membership in a local commission as defined by law.

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. The University does not discriminate on the basis of sex in its educational programs and activities. (Implementing Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq.)

Questions regarding Title IX may be referred to the Title IX Coordinators.

Title IX Coordinators:

Brandi Beals and Lindsay Consalvos
University of Advancing Technology
2625 West Baseline Rd.
Tempe, AZ 85283
TitleIX@uat.edu
480-349-6340

STUDENT GRIEVANCE AND TITLE IX GRIEVANCE POLICY

Students who have concerns dispute or complaints about an experience sufficient enough to limit or deny a person ability to participate in or benefit from UAT education or employment must follow the UAT grievance procedure. Students have the right to file criminal complaints immediately and anytime during the process.

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 AND STALKING

Students who have experienced a sexual assault, sexual harassment 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 and Academic Services, Brandi Beals (bbeals@uat.edu) and Lindsay Consalvos (lconsalvos@uat.edu) of UAT's Student Services Department. The Title IX Coordinators will connect students to resources such as academic support, counseling, disability services and mental health services.

Title IX Coordinators:

Brandi Beals and Lindsay Consalvos
University of Advancing Technology
2625 West Baseline Rd.
Tempe, AZ 85283
TitleIX@uat.edu
480-349-6340

If a student tells any employee of UAT about a sexual assault, sexual harassment or incident of stalking, the employee must immediately contact one of the Title IX administrators via email (TitleIX@uat.edu), in person or via phone. All UAT staff and Founder's Hall staff can receive reports and will then forward the information to the Title IX administrators.

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 or via a UAT employee who forwards the concerns.

2. The Title IX administrator(s) will meet with the student making the claim to gain all necessary details and provide the person a statement explaining their rights and options. 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. There will be interim steps to protect the complainant while an investigation is pending and as soon there is notice of a sexual violence or harassment allegation.

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. The Title IX administrator will upon verbal or written request provide the accused and the accuser with a written notification of any result of any disciplinary proceedings that arise from an allegation of dating violence, domestic violence, stalking or crime of violence. If the alleged victim is deceased as a result of the crime or offense the next of kin of the victim shall be treated as the alleged victim.

7. 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:

1740 W. Adams, Suite 3008

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 SEXUAL HARASSMENT/SEXUAL VIOLENCE 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. These expectations hold true on campus, in the UAT Residence Life Community and wherever they represent the University in any capacity or when conduct is sufficiently serious to limit or deny a student's ability to participate in or benefit from the UAT's educational program.

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 violence Sexual Violence is physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (i.e., due to age, use of drugs or alcohol, incoherence, intellectual or other disability that prevents the capacity to give consent). Such acts include rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Definition of Consent is informed and freely given words or actions that indicate a willingness to participate in mutually agreed-on sexual activities.

1. Consent may not be inferred from the following:
 - a. Silence
 - b. Passive or lack of resistance
 - c. A current of previous dating or sexual relationship
 - d. The acceptance or provision of a gift, meal, drink or other item.
 - e. Previous consent to sexual activity
2. Consent may be withdrawn during sexual activity
3. Consent to one form of consensual sexual activity does not imply consent to any other form of sexual activity.
4. Consent may not be given by a person who is any of the following:
 - a. Incapacitated by drugs, alcohol or any other substance
 - b. The use of drugs, alcohol or any other substance does not diminish a person's responsibility to obtain consent and does not excuse conduct that violates policy.
 - c. Unconscious
 - d. Asleep
 - e. Physically or mentally unable to make informed, rational judgment
 - f. By virtue of age, circumstances or other factors deemed by law to be incapable of giving consent.

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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education;
- 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;
- 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.
 - Sexual Assault: rape, statutory rape, incest, forcible fondling

- Dating and Domestic Violence: includes, but is not limited to, sexual or physical
- Stalking (including cyber stalking): two or more acts directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

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 shall 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 Title IX coordinators.

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 Title IX coordinators. If the student for any reason is uncomfortable in dealing directly with Title IX coordinators, he or she should report the incident to Student Services.

Title IX Coordinators:

Brandi Beals and Lindsay Consalvos

University of Advancing Technology
2625 West Baseline Rd.
Tempe, AZ 85283
TitleIX@uat.edu
480-349-6340

EMPLOYEES

Any University of Advancing Technology employee who experiences sexual harassment at work by a co-employee, student, or visitor shall 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 must 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
- Inform victim of rights
- Identify the alleged harasser
- Ascertain 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
- In cases of violation of law, UAT will report to appropriate law enforcement
- 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 reduced.

Sexual Crimes Prevention and Awareness Primary Prevention

The University provides prevention awareness training to all new employees (including faculty) and incoming students. The programs, including the initial roll-out of the program and the current training process is described for employees and students.

Employees

The University mandated initial training in June 2015 with a completion date before July 1, 2015 for all UAT employees, Founder's Hall staff and Residence Advisors (RAs). The training was delivered via Power Point. Upon completion of the training every employee signed a training record to acknowledge that the training was completed and that the policies and obligations were understood. Organizational Development retains a record of all signed training forms.

As of July 1, 2015, Organizational Development provides Power Point trainings to all new employees during on boarding process. Upon completion of the training every employee signs a training record to acknowledge that the training was completed and that the policies and obligations were understood. Organizational Development retains a record of all signed training forms. All employees are required to complete an annual refresher training.

Residence Advisors receive training during the first two weeks of their date of hire, throughout the semester as necessary and appropriate, and prior to the start of each term. In addition to the PowerPoint training that is provided to all employees, they complete OSHA training related to discrimination and harassment and are required to complete a test following the

training. In addition, they are trained on issues related to FERPA and confidentiality, and are instructed to immediately communicate any potential Title IX issues to the Founder's Hall General Manager.

Students and Faculty

All students and faculty were informed of updated Title IX policies via an announcement in all course shells on July 1, 2015, September 9, 2016, September 11, 2017, September 4, 2018 and May 16, 2019. The announcement included an invitation to view UAT YouTube channel for access to past awareness events on campus and listed catalog pages where the Nondiscrimination statement, Sexual Harassment Policy and Grievance Procedures can be located. These policies are also posted in full in this "Annual Security/Fire Security Report Combined" document.

The YouTube link referenced in the shell announcements

(<https://www.youtube.com/watch?v=mQvDIz54QyA&feature=youtu.be>)

directs students to the recording of the *Students for Consent Presentation* (Not just the power point but the actual presentation).

New on-campus students and EXL leaders received initial training during the CONNECT orientation process on September 1, 2015 and this continues during each CONNECT Orientation session in Fall, Spring, and Summer. The Title IX Coordinator presented information regarding prevention, awareness, policies and process to all new (on-campus students) during the orientation program. Starting September 2016, two additional activities were added: Title IX and Bystander Intervention Related to Academic Dishonesty from a faculty member and a Bystander Intervention Breakout Session led by EXL Leaders. This training was given during orientation on January 6, 2017, May 4, 2017, September 1, 2017, January 5, 2018, May 3, 2018, August 31, 2018, January 4, 2019, May 2, 2019 and August 30, 2019.

New on-campus students and EXL leaders

participated in an Orientation Program Scavenger Hunt Activity on September 4-5, 2015: teams were able to identify the Title IX Coordinators and take a picture of a coordinator or their contact information.

Student leaders (EXL Leaders, Resident Assistants, Student Ambassadors), the dormitory manager, and Title IX Coordinators received Step Up! Bystander Intervention training in November 2015. Refresher training was held in March 2016, April 2017, November 2017, February 2018, August 2018, February 2019, April 2019 and August 2019.

Resident Assistants and dormitory staff members received implicit bias training in February 2017, February 2018 and February 2019.

A web alert was sent to all students (new/continuing, ground, online, and graduate) in September 2015, September 2016, and September 2017. This alert continues to be sent to new students every fall, spring and summer semester. The web alert provides a link to the presentation made during the orientation program. The web alert reads: "Please check out the following link for important information regarding Title IX and Sexual Harassment Policies. <http://1drv.ms/1iSFgIo>". Students will need to acknowledge the web alert to remove the alert.

Ongoing Sexual Crimes Prevention and Awareness Campaigns

Employees

Existing employees will be required to complete a reminder/refresher training via PowerPoint annually. Upon completion of the training every employee will sign a training record to acknowledge that the training was completed and that the policies and obligations are understood.

Organizational Development retains a record of all signed training forms. In addition, all employees are welcomed to on-campus events noted in student section.

Students

UAT Catalogs (on-campus, online and graduate) were updated prior to July 2015 with the Nondiscrimination Statement, Sexual Harassment Policies and Grievance Procedures. All students must sign an enrollment agreement validating that they have read our catalogs and acknowledge the policies. New resident students attend a Title IX presentation which include policies and procedures. This is given again in an on-line format for students who did not attend orientation or as a refresher for continuing students.

Throughout the year, the University provides multiple prevention and awareness events through Student Life and Residence Life programming. The following events are examples of events that took place during 2015 and 2016.

- **Sex and Hot Wings (January 2015, October 2015, April 2016, October 2016, February 2017, October 2017, January 2018, September 2018, January 2019, April 2019, September 2019)**

The purpose of this event is to inform students about getting consent, safe sex practices, stalking vs courting, and STDs/STIs. The event is to help students learn and understand each of these topics in a comfortable environment for this uncomfortable topic. The hot wings are to draw people to want to join us for the presentation and discussion.

- **Students for Consent (June 2015)**
Student-led group from Arizona State University conducted workshop for UAT student leaders.

- **Skittles and Chill (October 2015, April 2016, December 2016, October 2017, January 2018, September 2018, February 2019, June 2019, September 2019)**

This event addresses GSM vs LGBT Safe ways to come out, do's/don'ts when someone comes out to you, STDS, STD prevention, Resources, Q&A.

- **Girls Night Out (February 2016, September 2016, February 2017, October 2017, January 2018, September 2018, January 2019, May 2019, September 2019)**

The purpose of this event is to have a girls-only discussion on stalking, dating/courting, consent, resources, and problem solving/mediation.

- **Blue Eyes, Brown Eyes (July 2016)**
The purpose of this event is to learn about the effects of discrimination. Participants were separated into two groups, blue eyes and brown eyes. The participants then played a board game with modified rules. One group had advantages and the other group had disadvantages. The group then discussed the effects of the differences.

- **Info Campaign**

Additional ongoing prevention and awareness training will be provided through an ongoing information campaign. This will include regular emails, course shell announcements, web alerts, bulletin boards to draw attention to catalogs, presentations, and videos relevant topics. On-campus students also have access to a bulletin board that provides students information and resources on issues related to safe sex, consensual sex and both on and off campus resources.

- **Dormitory Building Meeting (February 2016, May 2016, December 2016, January 2017, May 2017, August 2017, November 2017, January 2018, May 2018, September 2018, January 2019, May 2019, September 2019)**

An all-resident building meeting was held to review topics such as:

- a. Offensive language/terminology related to race, ethnicity, religious, gender, sexual identity, etc.
 - b. Violating both Founder's Community Living policies and UAT Student Code of Conduct by using disparaging, language/terminology.
 - c. True story and its consequences
 - d. Report any violations immediately.
2. Safety Week (February 2017, November 2017, January 2018, September 2018, September 2019) Founders Hall hosted a safety-themed week of events including:
- 10 Signs You're in the Wrong Relationship with Movie "The Perfect Guy"
 - Coffee House Chat (Personal Safety)
 - Mocktails in the Lobby (Alcohol Awareness)
 - Emergency Contact Phone Numbers Magnet
 - Hot Topics
 - Girls Night Out
3. Alcohol Awareness (September 2017, November 2017 (twice), December 2017, March 2018, September 2018, March 2019, September 2019) The purpose of this event is to inform students about the dangers of underage drinking. The event stresses the dangers of drinking, alcohol poisoning and long-term damage that occurs to the body. The event also helps students identify the potential signs of alcohol poisoning and resources if they need assistance.

Title IX Definition of Terms

- **Awareness Programs:** Education programs to promote the awareness of policies, resources and best practices.

- **Primary prevention and awareness programs** are for incoming students and new employees
- **Ongoing prevention and awareness programs and campaigns** are for all students and faculty/staff. Programs include definitions of reporting geography, avenues in which one may become aware of a reportable offenses, consent and violations/crimes prohibited by UAT policy and law
- **Risk Reduction:** strategy and programs to reduce the likelihood of an incident
- **Proceeding:** a hearing, meeting or conference so a decision can be made about an argument or claim
- **Result:** the outcome, decision or consequence of an action
- **Sexual Harassment:** 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:
 - 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 environment
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education
 - 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
- **Sexual Violence:** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving

consent: A person is incapable of giving consent if: underage, incapacitated, sleeping, under the influence of drugs or alcohol, has a disability that prevents the capacity to give consent

- rape
- sexual assault
- sexual battery
- sexual abuse
- sexual coercion

- **Stalking:**

Engaging in a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.
- This includes Cyber Stalking

- **Dating Violence:**

Violence including but not limited to sexual or physical abuse or threats of such abuse committed by a person

- Who is or has been in a social relationship of a romantic or intimate nature with the victim.

- **Domestic Violence:**

A felony or misdemeanor crime of violence committed by

- a current or former spouse or intimate partner of the victim,
- a person with whom a victim shares a child in common,
- a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the

jurisdiction in which the crime of violence occurred

- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Goals:

- Students and faculty/staff understand and agree to adhere to UAT's Nondiscrimination, Sexual Harassment, Sexual Violence, Protection against Retaliation and Reporting Policies and Procedures
- Students and faculty/staff understand UAT's Disciplinary (possible sanctions) and Grievance policies and procedures
- Students and faculty/staff are aware Institutional Protective Measures and accessible support services and resources
- Awareness and education reduce risk
- Provide tools so that bystanders know how to handle and report offenses
- Victims and bystanders have the tools and resources to effectively prevent, report and cope
- Provide professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment and to eliminate conduct where UAT is represented and when it is sufficiently serious to limit or deny ability to participate in or benefit from UAT's educational program or workplace environment.

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: <https://www.azdps.gov/services/public/offender>

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:

Banner Behavioral Health Services

602-254-HELP (4357) – 8 a.m. – 8 p.m.
7575 E. Earll Dr. Scottsdale, AZ 85251

**Office of National Drug Control Policy
Information Clearinghouse**

800-666-3332

PO Box 6000, Rockville, MD 20849-6000
www.whitehousedrugpolicy.gov

**The Partnership for a Drug-Free America
(local office)**

602-264-5700
3030 N. Central Ave., Ste 509
Phoenix, AZ 85012
www.drugfreeaz.org

**Community Bridges, Inc.
East Valley Addiction Recovery Center
and Outpatient**

480-962-7711
560 S. Belleview Room A, Mesa, AZ 85204

Saint Luke's Behavioral Health Center

602-251-8535/800-821-4193
1800 E. Van Buren St., Phoenix, AZ 85006

Terros/Phoenix Interfaith Counseling

480-317-9868 – 8 a.m. – 5 p.m.
1232 E. Broadway Rd., Ste 120
Tempe, AZ 85282

Desert Vista Behavioral Health

480-344-2000
570 W. Brown Rd., Mesa, AZ 85201

**La Frontera EPACT Suicide Prevention
Center**

480-784-1514
<http://lafronteraarizona.org>
618 S. Madison Dr., Tempe, AZ 85281

East Valley Substance Abuse Center

480-833-8122

1550 E. University Drive, Suite F-1, Mesa, AZ
85203

Alcoholics Anonymous

Salt River Intergroup

602-264-1341

3215 E. Thunderbird Rd., Phoenix, AZ 85032

24-Hour Crisis Hotlines:

800-656-4673 or 800-656-HOPE—RAINN

Sexual Assault hotline (National)

800-784-2433 or 800-SUICIDE—Hope

Line Suicide Hotline (National)

480-784-1500—Suicide/Crisis Hotline

(Maricopa County)

866-205-5229—Toll-Free Sexual Assault

Hotline (Arizona)

480-736-4949—Referral – Trauma Healing,

Sexual Assault

(Maricopa County)

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 Student Services Office. Upon an official report of a missing housing student, the Student Services Office 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 Student Services Office 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 a heading appropriately indicative of the reported crime 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 Organizational Development, 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 records in the office of Campus Safety or Student Services to allow 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.

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 Situations and Testing

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 Office of Organization Development 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 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 Office of Organizational Development, 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 bi-annually and monitored by the Office of Campus Safety. Evacuation drills will be documented by the Office of Campus Safety in the Fire Log.

Weapons Policy:

Weapons, Explosives, and Fireworks:

The possession, display, or storage of weapons is prohibited on all land and buildings owned, leased, or under the control of the University of Advancing Technology or its affiliated or related entities, in all UAT owned or leased

vehicles-on or off campus, and at all UAT or UAT affiliate-sponsored events and activities, except as provided in *Arizona Revised Statutes* 12-781. Any person found in violation may be subject to all applicable state and federal laws, University policy, and the Student Conduct Code. UAT students and employees are required to report violations and suspected violations of this policy to UAT Office of Campus Safety, immediately.

Exceptions

1. A certified peace officer performing his or her official duties
2. Any other exception to this policy must be approved by the Vice President of Organizational Development.

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 after normal business hours. 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 and 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 check in with the Reception Desk 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 resident's hall (Founders Hall) and may be charged a fee.

Hours of Operation:

UAT campus is open 24/7. During week days (Monday-Friday) the North entrance door is open from 8:30am to 6:00pm. The South/East Safety entrance should be used for entry and exit, after 6:00pm.

The front receptions desk is open from:

- 8:30am-6:00pm, Monday-Saturday
- Closed on Sunday

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 Event/Room Scheduling Coordinator, 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 6:00 pm to 8:30 am:

- Employees and students will use the South/East safety doors to enter and exit building.
- Special events and User Groups must be pre-approved by the Event/Room Scheduling 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 Advantage. 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 hall (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 only allowed to stay Friday and Saturday nights.
- Quiet hours are Sunday –Thursday from 10pm-10am, Friday and Saturday from 1am-10am, 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.

Tips on fire safety and prevention are located at the following link:
<http://www.uat.edu/campus-security>

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: bi-annually. 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). You can have a coffee pot, Keurig, or a blender.

Appliance Policy:

The following shall apply to all appliance usage:

- Halogen lights, combustible lamps and multi-socket plugs are not permitted.
- All electronic devices should be plugged in to the electrical outlet or a surge protector. Do not plug surge protector into another surge protector.
- All extension cords must be approved.
- Room heaters or air conditioners are not allowed.
- Refrigerators or freezers in the room may not exceed 4.9 cubic feet.
- They must be either energy efficient or have an "Energy Star" rating.
- They must be kept in an open space that allows ventilation.
- Refrigerators must be cleaned, emptied, defrosted, and unplugged over the winter break if a resident will not be present during the break.

Kitchen Safety Guidelines:

- Do not leave a burner or the oven unattended. If you must leave the room temporarily, turn off the burner and remove your pot or ask another resident to supervise your food.
- Clean up all stove spills and other cooking messes. This includes walls, doors, floors and equipment messes.
- Do not use the burner if it is dirty.
- Turn off oven or stove if found to be in on position but unattended.
- Do not leave the oven unattended for more than 15 minutes at a time. If you are preheating the oven and leave it unattended, someone else may turn it off.
- 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.**
- Wash your hands with soap and water frequently before, during and after cooking, especially when cooking with meat and after touching trash.
- If you have leftovers that you would like to share, please label it, date it and post a sign that anyone may eat/use it.
- 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 Founders 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 480-351-7894
- RA Desk 480-351-7929
- RA On-Call 602-315-2569
- On-Campus Student Housing-Manager 480-351-7930

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

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.gpo.gov/fdsys/pkg/FR-2013-10-28/pdf/2013-25370.pdf>) 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 Chief of Staff 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 Facilities Department (welding and the use of gasoline powered tools).

For information concerning the fire code visit: <http://www.iccsafe.org/>

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 Chief of Staff 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).

Campus Crime Statistics		University of Advancing Technology											
		2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Number of Cases Per-Year		Main Campus			Founder's Hall			Non-Campus			Public Property		
CRIME													
Criminal Offenses													
	Murder/Non-Negligent	0	0	0	0	0	0	0	0	0	0	0	0
	Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
	Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
	Rape	0	0	0	0	0	0	0	0	0	0	0	0
	Fondling	0	1	0	0	1	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
	Burglary	4	1	0	4	1	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	1	1	0	0	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0	0	0	0	0	0
	Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes													
		1*	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses													
									0				
	Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
	Dating Violence	0	0	1	0	0	1	0	0	0	0	0	0
	Stalking	0	0	0	0	0	0	0	0	0	0	0	0
* Denotes Hate Crime involved incident													
Note: Whatever is reported for FH will also be part of the Main Campus. *2016: One on Campus intimidation incident characterized by sexual orientation bias													

Campus Crime Statistics			Continued - University of Advancing Technology											
			2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Number of Cases Per-Year			Main Campus			Founder's Hall			Non-Campus			Public Property		
CRIME														
Arrests														
	Weapons: Carrying, Possessing		0	0	0	0	0	0	0	0	0	0	0	0
	Drug Abuse Violations		0	0	0	0	0	0	0	0	0	0	0	0
	Liquor Law Violations		0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals														
	Weapons: Carrying, Possessing		0	0	0	0	0	0	0	0	0	0	0	0
	Drug Abuse Violations		1	0	0	1	0	0	0	0	0	0	0	0
	Liquor Law Violations		0	6	0	0	6	0	0	0	0	0	0	0
Unfounded Crimes														
			1	0	0	0	0	0	0	0	0	0	0	0
* Denotes Hate Crime involved incident														
Note: Whatever is reported for FH will also be part of the Main Campus.														

2018

University of Advancing Technology

Fire Log for Main Campus and Founder's Hall

Fire Alarm Occurrences				Fire Drills/Inspections				Fire - Related Property Damage			
Date	Time	Building/s	Occurrence	Date	Time	Building/s	Type	Date	Location #		
12/21/2018	10:15am	FH	Fire Alarm/UIF	2/14/2018	2:35pm/4:00pm	FH & Main	Fire Evacuation Drill	null	null		
			Reckless Burning	2/14/2018	2:35pm/4:00pm	FH & Main	Complete inspection fire systems				
				8/24/2018	10:30am/11:30am	FH & Main	Fire Evacuation Drill				
				8/24/2018	10:30am/11:30am	FH & Main	Complete inspection fire systems				
Fire Injuries		Fire Deaths		Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans	Placards			
Date:	Location	#	Location	#	Building	Building	Building	Building	Building		
	Main	0	Main	0	Main	Main	Main	Main	Main Building All Classrooms		
12/21/2018	FH	1	FH	0	FH	FH	FH	FH	Staff work centers		
		Main		FH							
Number of Evaction/Fire Drills			2		2						
Each Calendar Year											
F/A= False Alarm		UIF=Unintentional Fire		Main=Main Campus Building		FH=Founder's Hall					
I/F=Intentional Fire		UDF=Undetermined Fire									

2017

University of Advancing Technology

Fire Log for Main Campus and Founder's Hall

Fire Alarm Occurrences	Fire Drills/Inspections	Fire - Related Property Damage
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Date	Time	Building/s	Occurrence	Date	Time	Building/s	Type	Date	Location #
1/27/2017	Not Reported	FH	Smoke Detector Sounded	5/26/2017	10:00am	FH & Main	Fire Evacuation Drill	null	null
3/6/2017	7:00pm	FH	Fire Alarm Kitchen - Burned Food	8/18/2017	7:00am/10:00am	FH & Main	Complete inspection fire systems		
8/10/2017	8:00pm	FH	Fire Alarm System Fault	11/21/2017	9:40am/10:00am	FH & Main	Fire Evacuation Drill		
9/3/2017	8:00pm	FH	Fire Alarm Smoke from Kitchen Cooking						
9/9/2017	Not Reported	FH	Fire Alarm Laundry Machine smoke						

Fire Injuries	Fire Deaths		Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans	Placards
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Date:	Location	#	Location	#	Building	Building	Building	Building	Building
2017	Main	0	FH	0	Main	Main	Main	Main	Main Building All Classrooms
					FH	FH	FH	FH	Staff work centers

Main		FH
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Number of Evaction/Fire Drills Each Calendar Year	2	2
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F/A= False Alarm	UIF=Unintentional Fire	Main=Main Campus Building	FH=Founder's Hall
I/F=Intentional Fire	UDF=Undetermined Fire		

2016

University of Advancing Technology

Fire Log for Main Campus and Founder's Hall

Fire Alarm Occurrences				Fire Drills			Fire - Related Property Damage		
Date	Time	Building/s	Occurrence	Date	Time	Building/s	Date	Location #	
1/14/2016	4:36pm	FH	Lit incense	3/3/2016	9:30am	Main/FH	null	null	
1/17/2017	12:15pm	FH	Lit Incense	11/17/2016	10:00am	Main/FH			
9/25/2016	4:00pm	FH	Kitchen burned food						
12/4/2016	4:15am	FH	Kitchen burned food						
Fire Injuries			Fire Deaths		Full Sprinkler	Smoke	Fire Extinguisher	Evacuation	Placards
					System	Detection	Devices	Plans	
Date:	Location	#	Location	#	Building	Building	Building	Building	Building
2016	Main	0	FH	0	Main	Main	Main	Main	Main Building Classrooms
					FH	FH	FH	FH	Staff work centers
			Main		FH				
Number of Evaction/Fire Drills			2		2				
Each Calendar Year									
F/A= False Alarm			UIF=Unintentional Fire		Main=Main Campus Building		FH=Founder's Hall		
I/F=Intentional Fire			UDF=Undetermined Fire						