
2018

AVTEC

Alaska's Institute of Technology

*Annual Crime and Fire Safety Report
Based on data from Calendar Year 2017*

*Prepared in compliance with the
'Jeanne Cleary Disclosure of Campus Security Policy
and Campus Crime Statistics Act' and the
'Higher Education Opportunity Act'*



Introduction:

AVTEC, Alaska’s Institute of Technology is committed to providing a safe environment for our students to participate in training programs to better support the economic growth and stability of Alaska. To this end, policies, procedures, and staffing levels are maintained to take every reasonable step to ensure the safety and security of individuals and property in and around the various AVTEC training, residence life, and administrative facilities. No matter how effective these actions are, however, all members of the campus community need to remain vigilant in being aware of their surroundings and taking common sense measures to ensure their personal safety. This report is created, in part, to better make members of the AVTEC campus community aware of crimes that have taken place on or around the AVTEC campuses during the previous calendar year so that reasonable precautions can be taken to ensure the well being of our student body and the greater campus community.

AVTEC is an adult post-secondary vocational and technical training center located in Seward, Alaska. During the reporting year 2018 (January 1 – December 31, 2017), AVTEC maintained 4 ‘Clery Act’ campuses, including the Residence Life, First Lake Facility, Applied Technology, and Port Avenue campuses. All of the AVTEC campuses are located within the boundaries of the City of Seward, Alaska. At the Seward Residence Life Campus, AVTEC supports two student housing dormitories with a capacity of 158 individual students and three Family Student Housing apartment buildings with a capacity of 19 students and their families. The student population at the Seward campuses is approximately 150 students (varying with the dates of short term classes). AVTEC also maintains an unstaffed building – the AVTEC Maritime FireField which is used for training purposes but not included in this report due to Clery Act definition requirements.

Law Enforcement:

AVTEC does not maintain any campus law enforcement services or employees. Law enforcement on all AVTEC Campuses is provided by the City of Seward Police Department. The Alaska State Troopers have concurrent jurisdiction over certain crimes within the Seward city limits but have not taken any role in criminal investigations related to AVTEC campuses since at least CY2015. The only AVTEC campus that is open and supported by staff during non-business hours is the Residence Life Campus, where all of AVTEC’s student housing is located. Overnight staff on this campus have no law enforcement certifications or responsibilities, but maintain a close professional relationship with the Seward Police Department.

AVTEC staff are not charged with enforcing federal, state, or local laws. Staff members who suspect or have knowledge of a violation of law will report the violation to the Seward Police Department which has jurisdiction over all geographic campus boundaries.

Annual Report of Campus Crime Statistics:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that a report be produced and made available on an annual basis for release to current and potential students as well as members of the greater campus community. Under the Clery Act, only data related to certain criminal offenses is required to be collected. These crimes are Murder/Non-Negligent Manslaughter, Sex Offenses (including Rape, Fondling, Incest, and Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson. Additionally, if any of the above crimes, or any other crime involving Larceny/Theft, Simple Assault, Intimidation, or Destruction/Vandalism is classified as a hate crime (using updated categories from the most recent HEA / Clery Act legislation) it will be included in the report. Arrests or referrals for campus

disciplinary action related to illegal weapons possession or violation of drug and alcohol laws will also be included in the report. Starting with the 2017 report, covering reporting year 2016, data related to the Violence Against Women Act (including incidents of Domestic Violence, Dating Violence, and Stalking) are also included in this report.

In accordance with the Cleary Act, crimes that are committed on AVTEC property, or on public property immediately adjacent to AVTEC property are included in these statistics if geographic location can be determined with assistance from the Seward Police Department. To facilitate better understanding of the statistics, they are reported for each of AVTEC’s four campuses discretely. Unfortunately, the Seward Police Department does not use Geographic Information Systems for crime reporting analysis and were therefore unable to provide data related to crimes on and around the various AVTEC campuses for this report. All of the data in this report was compiled by AVTEC Staff following policies and procedures related to reporting as set by the Cleary Act.

The Cleary Act Annual Safety and Security Report for AVTEC is published on the AVTEC website no later than October 1st of the year following the data collection. The report is also made available at the AVTEC Business Office at 809 2nd Avenue in Seward. A report will be mailed by USPS or electronically via email by contacting the admissions office at 1-800-478-5389.

Timely Warnings and Campus Community Notification:

In compliance with the Higher Education Opportunity Act, AVTEC has created a communications plan in order to provide students, staff, the campus community and members of the public with notification in the event of emergencies, threats, or alerts requiring the warning of others in the area. This communications system involves a variety of methods of spreading information about a threat to the community, ranging from the campus-based intranet system, the campus email and telephone system, public electronic bulletin boards, megaphones, signage, word of mouth and public bulletin boards as well as a widely distributed weekly student newsletter, various social messaging platforms and an opt-in text messaging system for all members of the campus community.

In the event of a situation that warrants notifying the campus community to practice different levels of caution, evacuation, or other actions, a member of the AVTEC Administration or a Department Head will notify the campus community in a timely fashion of crimes or other incidents on or around campus that require action on the part of other members of the campus community. The campus community will be immediately notified when a significant emergency, situation, or serious threat of harm is present to students or staff, so long as this notification does not compromise staff or law enforcement activities to contain the incident.

Timely Warnings will be issued to the campus community in the event of a situation affecting an AVTEC facility that in the judgment of a member of the AVTEC Administration or a Department Head constitutes a threat to the student body or wider campus community. Depending on the campus involved and the type of incident, the Timely Warning can be made by using voice announcements, electronic devices, the shared telephone system, or posted notices.

At least once per year, a test will be made of the emergency notification and Timely Warning procedures. This test will be coordinated with local law enforcement and announced to the campus community.

How To Respond To A Crime In Progress:

- Do not attempt to arrest or stop a crime in progress except in cases of self-defense.
- If you observe a crime, please take note of as many details as possible. Number of suspects, Description of suspects (clothing, age, height, color of skin, sex, hair, facial hair, direction of travel, weapons involved, car description, license plate, etc).
- Call 911 and give the dispatcher your name and physical location. If it is safe, wait at the location until police arrive. If it is not safe, tell the dispatcher where the officer can find you.
- If you are the victim of a crime,
 - Do as the perpetrator asks. Do not resist.
 - Wait until the perpetrator leaves before calling for help.
 - Attempt to get a good description of the perpetrator. Write down the description as soon as possible.
 - Secure the crime scene and ask other witnesses to remain until the police arrive.
- In the event of an emergency, continue as much as possible with your usual activities. If the incident is taking place outside, avoid doors and windows.
- Do not interfere with individuals making a disturbance or with law enforcement personnel.
- If you are not involved in the incident but are unsure what to do – Shelter In Place where you are and call 911. Remain where you are until being given the ‘All Clear’ by law enforcement.

How To Report A Crime:

Community members, students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents that occur in or around AVTEC facilities to the local police department or AVTEC staff member in a timely manner. Prompt reporting of all crimes that occur in or around AVTEC facilities will assure Timely Warning notices on-campus and timely & correct disclosure of crime statistics. Any on-duty AVTEC staff member can help a victim access the 911 or non-emergency police system to make a report at any time of the day or night.

Victims or witnesses to a crime who do not want to pursue action with the criminal justice system should still consider making a confidential report of the incident for reporting purposes. An AVTEC Counselor or other staff member can file a report on the details of the incident without revealing the identity of the reporter upon a specific request for anonymity. The purpose of a confidential report is to comply with a crime reporter’s wish to keep the matter confidential, while taking steps to ensure the future safety of the campus community. With such information, AVTEC can keep an accurate record of the number of criminal incidents on and around campus, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to the potential dangers. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution – located at the end of this report.

Crimes that take place in Seward should be reported to the Seward Police Department (911 or 224-3338). AVTEC Counselors encourage students, when appropriate, to report crimes on a confidential basis for inclusion in the annual crime statistics when they are unwilling to report them to the criminal justice system.

AVTEC encourages all campus personnel to report any criminal or suspicious activity and emergencies to the local Police Department as well as to the Residence Life Office / Security Officer. Prompt reporting will ensure Timely Warning notices on campus and the timely disclosure of crime statistics. AVTEC maintains a highly professional working relationship with the Seward Police

Department as well as the Alaska State Troopers and will refer all non-confidentially reported crimes and related incidents to law enforcement.

Campus Security Services:

All AVTEC facilities are within the jurisdiction of the Seward Police Department which is responsible for all law enforcement in and around all campus properties

Many AVTEC staff members are trained in CPR and First Aid and can provide initial medical attention to individuals in need in or around AVTEC facilities. AED’s (Automated External Defibrillators) and first aid kits are available at several locations around all AVTEC campuses

When necessary and appropriate, AVTEC staff members will arrange for transportation using either AVTEC vehicles or the Seward Volunteer Ambulance Corps service to allow injured students, staff, and facility users to access advanced medical care available at the 24 hour Emergency Room in Seward.

Access to Campus Facilities:

The AVTEC Business Office, Administration Office, and Academic Department Offices are open to students and the public during business hours (typically 8AM-5PM M-F)

During non-business hours, access to all non-residence life areas of AVTEC campuses is restricted to staff only.

Academic training areas are open during business hours to students, invited guests, and escorted visitors with prior permission from the responsible Department Head or AVTEC Administration. Visitors to hazardous areas or student labs are required to wear personal protective equipment.

Student Dormitories are open to residents and escorted guests over the age of 18 from 7AM-10PM daily and to residents only from 10PM-7AM daily. Unescorted or overnight guests are not permitted in the Student Dormitories.

Family Student Housing areas are open to residents and their guests 24 hours a day. Overnight guests in Family Student Housing are permitted but required to have prior permission from the Residence Life Office.

Dormitories will be secured and access will be restricted to staff only during the summer and winter training breaks when residents are not on campus.

The first floor of the Student Service Center is open to the public during posted business hours of the Seward Department of Parks and Recreation. Depending on their use of the facility, members of the public may have to pay an access fee to use the facility. The second floor of the Student Service Center is open to the public during special events and to participants in the AVTEC Adult Basic Education program during business hours. The entire Student Service Center is open to students living in the student dormitories 24 hours a day and to students living off campus and in Family Student Housing from 7AM-10PM daily while classes are in session. Certain facilities inside the Student Service Center may have other restrictions which are posted (e.g. sauna, library).

Emergencies, holidays, and special events may necessitate changes or alterations to posted schedules. Changes to traditional schedules will be posted at building entrances.

Residence Life and Student Housing:

The Residence Life Department is staffed 24 hours a day / 7 days a week during times when students are present in the dormitories. The Residence Life Department Head and Residence Life Attendants are the primary staff persons responsible for providing assistance to residents on all campuses during non-business hours. Residence Life Attendants serve as a resource for residents, enforce Campus rules and policies, help to mediate personal conflicts, respond to emergencies, and make reports of occurrences on campus to the AVTEC administration. Residence Life Attendants make regular rounds of the entire Residence Life Campus and are responsible for the day to day operations of the dormitories, family student apartments, and student service center.

Guest Policy:

Guests in the student dormitories must be over the age of 18 and escorted by a dormitory resident at all times. Unescorted guests will be asked to leave. Under no circumstances are non residents permitted to remain in a dormitory room overnight.

Guests are permitted in and around student dormitories during non-quiet hours (7AM – 10PM). Violating a roommate’s right of entry or hindering a resident’s ability to study, sleep, or bathe or to their right of personal space are considered violations of the guest privileges. Residents are responsible for the actions and activities of their escorted guests in and around the dormitories, as discussed in the Student Handbook.

Overnight guests are permitted in Family Student Housing apartments with prior permission from the Residence Life Department Head. The behavior of guests in Family Student Housing is the responsibility of the student-resident.

Missing Student Procedure:

Members of the campus community who suspect that a student is missing for more than 24 hours or may be in imminent danger should report their concern to their instructor, a counselor, or a Residence Life Attendant. Each student is encouraged to list a confidential contact person to be notified in case the student is determined to be missing. Only authorized campus officials and law enforcement personnel will have access to this contact.

In the event a student is reported missing, local law enforcement will be contacted even if the student lists a confidential contact. Students under 18 years of age and missing will have their parent or guardian contacted by a campus representative.

A Residence Life Attendant may enter a student’s on campus living area without prior notice to attempt to locate a missing student.

Student Housing Contact:

The Residence Life Office is located at 516 3rd Avenue (Marathon Hall Dormitory) Room 103. Residence Life staff can be reached 24 hours a day when training is in session at 224-6100 or 362-1645.

Security Aspects Of Maintenance:

All of the AVTEC Campuses are well lit and improvements in lighting and safety hazards are made on an ongoing basis around the campuses. Areas that are revealed as problematic by students, faculty, staff, or members of the public will have security surveys conducted of them. Administrators, the Building Maintenance Foreman, and the Residence Life Department Head will review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, the Building Maintenance Foreman, AVTEC Administration, and all of the Department Heads meet regularly to discuss issues of pressing concern.

Crime Prevention Efforts:

Throughout the training year, actions are taken to best ensure the safety and security of the campus community. During the large group orientation sessions in August and January, as well as at other class orientation sessions and special events, students are provided with personal safety information and informed of services offered on campus as well as in the community related to personal safety and housing security. Students and new employees are told about crime patterns on campus and in surrounding neighborhoods. Crime and sexual assault prevention programs are offered on an as-needed basis as well as at the annual community health fair.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. This includes reminders to lock their doors and windows, use caution in dark parking lots or while walking alone at night, and to avoid keeping or displaying large amounts of cash or jewelry as well as maintaining awareness of their surroundings at all times.

When time is of the essence, information related to crime prevention and personal safety is released to the AVTEC community through timely warnings and security alerts posted throughout campus, via email & SMS Text messaging, and by word of mouth from staff.

Alcohol Policies:

AVTEC actively enforces a zero tolerance policy for the possession or use of alcoholic beverages anywhere on AVTEC property. Individuals in violation of this policy are subject to sanctions including housing restrictions, eviction from student housing, and dismissal from training, at the discretion of the Administration.

AVTEC makes immediate notification to the local Police Department at any point in time staff is made aware that an individual under the age of 21 possesses or has used alcoholic beverages. Individuals under 21 who possess or use alcohol or who are intoxicated on AVTEC property are subject to criminal prosecution as well as disciplinary sanctions including housing restrictions, eviction from student housing and dismissal from training, at the direction of the Administration.

AVTEC makes immediate notification to the local Police Department at any point in time staff are made aware that a student over the age of 21 is found to have provided alcoholic beverages to another individual under the age of 21. Any student providing alcohol to minors will be subject to criminal prosecution as well as eviction from student housing and dismissal from training, at the discretion of the Administration.

Any student found on campus and intoxicated under the influence of alcohol will be subject to disciplinary sanctions including housing restrictions, eviction from student housing, and dismissal

from training, at the direction of the Administration. Intoxication is determined by behavior, and is confirmed by staff interpretation and the use of a Personal Breath Tester. Refusal to submit to staff questions and/or a PBT test will be considered a violation of the alcohol policy and treated as if the student involved was intoxicated.

Illegal Drug Policies:

All AVTEC campuses are designated as ‘Drug-Free’ and the possession, use, manufacture, or sale of illegal drugs is strictly prohibited. There is zero-tolerance for violation of this policy. For purposes of clarification, illegal drugs are considered to be street drugs (including marijuana) and prescription medications being used without a prescription. This policy differs from Alaska State Law which permits the possession of marijuana and related products in private housing facilities.

AVTEC will make immediate notification to the local Police Department at any point in time when staff is made aware that a student is possessing, selling, or manufacturing illegal drugs. Any student in violation of this policy will be subject to criminal prosecution as well as disciplinary actions including housing restriction, eviction from student housing, and dismissal from training, at the discretion of the Administration. Since Alaska state law allows the personal use and possession of marijuana but AVTEC policy restricts its usage and possession on campus, this notification to law enforcement does not apply if residents over the age of 21 and are using the substance otherwise in compliance with Alaska State Law.

AVTEC will make immediate notification to the local Police Department at any point in time when staff believe that a student is under the influence of illegal drugs and presents a danger to themselves or others. If a staff member suspects the use of illegal drugs, a saliva- or urine-based drug test may be used. Refusal to submit to staff questions and / or a drug test will be considered a violation of the illegal drug policy. Any student found on campus under the influence of illegal drugs will be subject to disciplinary actions including housing restriction, eviction from student housing, and dismissal from training, at the discretion of the administration.

For the purposes of this policy, a student in violation of this policy does not need to be intoxicated by illegal drugs, only under their influence, in possession, or attempting to sell or manufacture illegal drugs, including marijuana.

Substance Abuse Intervention and Education:

It is imperative that persons with alcohol or drug problems obtain professional counseling before matriculating at AVTEC. There are limited resources for substance abuse treatment available within the community of Seward. For those students who are actively working to overcome a substance abuse problem, Alcoholics Anonymous and Narcotics Anonymous group meetings are available locally. Individual and group substance abuse counseling are also available to provide counseling, support, or assistance connecting with community resources.

Substance abuse intervention and education are available at:

Seaview Community Services
302 Railway Avenue
Seward
224-5257

North Star Clinic
201 3rd Avenue
Seward
224-3490

Substance abuse support services and referrals for treatment are also available from AVTEC counselors who maintain offices at the Residence Life campus.

Weapons Policy:

The possession, use, or display of weapons is strictly prohibited on all AVTEC campuses. This includes, but is not limited to firearms, ammunition, explosives, knives with blades longer than 3 1/2 inches, switchblades or gravity blades, and other dangerous substances. This policy includes the display of pellet, air, replica, and other toy guns designed to accurately resemble an actual weapon. This policy exempts properly stored culinary knives possessed by enrolled Culinary Arts students, as well as culinary knives inside the kitchen areas of family student apartments. Should you encounter anyone on or around any AVTEC campus in possession of a weapon, please contact the local Police Department immediately by calling 911.

Any person found in violation of this policy will be subject to criminal prosecution as well as student discipline up to and including eviction from campus housing or dismissal from training, at the discretion of the administration.

Gambling Policy:

In accordance with the laws of the State of Alaska, gambling without an explicit permit from the State of Alaska Department of Revenue is strictly prohibited on any AVTEC campus. This includes raffles, lotteries, sports betting, and card games for money.

Sex Offender Registration:

The State of Alaska maintains an online database of individuals convicted of sex offenses in Alaska since January 1st, 1999. Individuals can search this database by geographic region or by name. This database is available at <http://dps.alaska.gov/sorweb/sorweb.aspx> . This website address is published in the student handbook and made available by AVTEC Counselors upon request.

AVTEC staff will work with law enforcement personnel as requested to ensure that all members of the campus community who are required to be in this registry are compliant with the law.

Sex Offenses:

As an educational institution, it is a priority for AVTEC to provide an environment conducive to basic civil rights of all members of the community. To this end, the following sexual offenses are prohibited, will be considered serious infractions of Student conduct, and will all be thoroughly investigated and individuals found to have committed them will face serious campus sanctions up to and including dismissal from training or eviction from student housing as well as charges through the criminal justice system. Dating violence, domestic violence, sexual assault (including rape, fondling, incest, and statutory rape) and stalking of any student or campus community member on or around AVTEC property is not tolerated by AVTEC and every accusation related to any of these offenses will be treated seriously by all AVTEC staff members

When a student makes an accusation against another student of a sexual offense, immediate steps will be taken to provide safety and security to all students. Reasonable protective measures will be implemented as soon as possible, including the moving of the accused or accuser to a different housing location, the provision of a Leave of Absence for the accused or the accuser, and the temporary restriction of the accused individual from certain activities or areas of the campus.

Students who make an accusation against another student of a sexual offense will be made aware, through a meeting with their counselor as well as in writing, of their rights during the discipline process (including the right to anonymity and to not involve the criminal justice system), the availability of changes to their academic, housing, transportation and working situations, and the ability to be present with an advisor for any and all judicial hearings throughout the process, regardless of the involvement of the criminal justice system. They will also be informed in writing, of resources available to them, including health, mental health, victim advocacy, and legal assistance both from AVTEC and other community entities.

In the event any AVTEC employee is made aware of a sex offense committed in or around an AVTEC facility or upon an AVTEC student, that employee should take the following actions

1. Ensure that the victim is safe. If there is imminent danger call 911.
2. Encourage the victim to obtain necessary medical treatment at the emergency room. If necessary, staff will arrange for ambulance transportation or provide transportation to the emergency room in an AVTEC vehicle.
3. Encourage the victim to preserve evidence of the offense. Avoid taking a shower or washing clothing that was worn during the offense
4. Contact the AVTEC Counseling Department to start the process of responding to the incident. If one of the Counselors is not able to be contacted, then the staff person should contact the Residence Life Attendant on duty. With permission from the victim of the incident, the staff person should also notify the local police department of the incident and provide details. While it is not required that the local police become involved in the situation (unless a child or vulnerable adult is involved) victims should be encouraged to report any and all sexual offenses to the criminal justice system.

In the event that the victim decides to not report the crime to law enforcement, the AVTEC counselor shall document the incident for the purpose of including it in the annual crime statistics report. With permission from the victim, the AVTEC staff person will help the victim to confidentially notify Seaview Community Services DVSA program for assistance in reporting the crime and obtaining treatment.

5. Notify the victim that AVTEC will change his or her academic or living situation after an alleged sex offense if those changes are requested by the victim and reasonably available.

Any AVTEC staff interacting with a victim of a sex offense should encourage the victim to confidentially speak with an AVTEC counselor or a representative of Seaview Community Services DVSA program, and to report the crime to the local police department. Staff should also offer to assist the student in making this report to the police and inform the student about what services are available through Seaview Community Services.

Individuals who are a victim of a sexual offense are encouraged to seek assistance from a Domestic Violence / Sexual Assault program in their area. Programs are available in Seward (Seaview Community Services 224-5257 / 24 hours-224-3027)

Emergency Contact:

For emergencies involving students, call 911.

To reach an AVTEC staff member during business hours contact the Business Office 224-3322 or 1-800-478-5389. During non-business hours, contact the Residence Life Attendant on duty at 224-6100 or 362-1645.

Daily Security Log:

The Residence Life Department Head maintains a daily crime log for all four AVTEC campuses in Seward. This log documents all Clery Act reportable crimes in and around AVTEC facilities and is available to the public and can be viewed at the Residence Life Office.

Fire Log:

The Residence Life Department Head maintains a daily fire log for all four AVTEC campuses in Seward. This log documents all reportable fires in and around AVTEC facilities and is available to the public and can be viewed at the Residence Life Office at 516 3rd Avenue room 103, Seward.

Student Conduct and Discipline:

All AVTEC students are expected to comply with the policies and procedures published in the AVTEC Student Handbook which is provided to all students at orientation. Information about student conduct, grievance procedures, and disciplinary sanctions are available in the handbook as well as on the AVTEC website at www.avtec.edu.

Annual Fire Safety Report

a. Summary:

AVTEC maintains a fire safe campus by identifying and eliminating potential fire hazards through annual and ongoing inspections and emphasizing compliance with all fire and building codes. Additionally all fire protection systems are inspected, maintained, and tested regularly under the supervision of the Facility Maintenance Foreman and the City of Seward Fire Chief and Building Inspector.

b. Student Housing:

All student dormitories are equipped with monitored fire and smoke alarm and fire suppression systems. In the event of alarm, the Seward Fire Department will be notified by the alarm monitoring company and will respond. All AVTEC dormitories meet current fire protection codes. Fire and smoke alarms and sprinkler systems are inspected annually by certified inspectors.

All Family Student Housing apartments are equipped with both hard wired and battery operated smoke detectors. Facilities with common entrances are also remotely monitored by an alarm monitoring company.

c. Fire Safety Education and Training:

At new student orientation, all students are informed of building evacuation procedures and emergency gathering points and shelters in the community. Students are also informed of fire suppression equipment and locations of alarm boxes. Fire alarm ‘drills’ are not required or performed on the AVTEC campuses.

Students are provided with fire safety instruction and training at the annual community health fair typically held in the Student Service Center. Additional training is provided on a class by class basis for training programs where fire safety is part of the recognized curriculum.

d. Safety Policies:

i. Prohibited Items

Residents of Student Dormitories are not permitted to have in their room any cooking device which creates heat (e.g. hotplates, bread makers, cook tops) or microwave ovens. Residents of Family Student Housing apartments are permitted to utilize any residential type electronic cooking appliance inside their apartment as well as charcoal or propane fired barbecues in the parking areas but not on the deck outside their apartment.

All items that have an open flame (e.g. candles, incense, tea lights) are prohibited inside all student dormitories but are permitted inside family student apartments.

Other types of items that are prohibited in or around on-campus housing facilities include but are not limited to:

- Dangerous Chemicals
- Modified electrical devices with exposed wiring
- Gas, lighter fluid, or camping fuel
- Automobile or commercial batteries

- Used car or truck parts
- Other items deemed unsafe by AVTEC Administration, Residence Life Staff or the Seward Fire Department.

ii. Smoking Policies

All AVTEC facilities and vehicles are smoke free. Smoking is permitted only in designated areas. Individuals in violation of this policy may face campus discipline as well as criminal prosecution. ‘Smokeless’ E-Cigarettes are considered smoking devices and may only be used in designated smoking areas.

e. Fire Evacuation Procedures

- i. As part of the orientation process, as soon as residents arrive on campus they are encouraged to learn the emergency exits and the fire alarm pull stations closest to their housing area.
- ii. If a resident smells smoke or discovers a fire, sound the facility fire alarm by activating a pull station. DO NOT attempt to fight a fire due to the hazards associated with the products of combustion and the threat of spreading fire.
- iii. When the Fire Alarm sounds, all residents and guests must leave the building AT ONCE. Use the nearest safe exit. Upon exiting the building, go to the designated assembly point at the student lounge in the Student Service Center. Do not attempt to re-enter the building until told it is safe to do so by Residence Life or Fire Department Staff.
- iv. DO NOT use the elevator for evacuation
- v. Feel the door before leaving the resident’s room while an alarm is sounding.
 - a. If the door is hot or smoke is seeping in, DO NOT open it. If you become trapped and can not reach an exit, keep the door closed and seal off any cracks. Use a phone to call 911 and give the exact location of the room. If you do not have a phone go to the window and signal from the inside using a pillowcase or sheet. DO NOT JUMP. The Fire Department will assist you.
 - b. If the door is cool, open it cautiously. Be braced to quickly slam it shut if the hall is full of smoke or if you feel pressure or heat upon opening the door. If the hall is clear, proceed to the nearest fire exit.
- vi. If caught in smoke or heat, stay low where air should be clearer, take short breaths through your nose until you reach a safe exit or place of refuge.
- vii. Fire Doors should never be propped open. They are designed to close when the fire alarm sounds in order to prevent the spread of noxious gasses or fire in an emergency situation. If a resident discovers a problem with one of these doors or any other aspect of the Fire Alarm System (pull stations, smoke detectors, fire extinguishers, etc.), inform a Residence Life Staff member immediately.
- viii. Residents who need special accommodations to be alerted to fire alarms (visual cues, etc) or special assistance to evacuate the building should inform a Residence Life Staff member as soon as they arrive on campus for training.

f. Reporting of fires:

All fires in or around AVTEC facilities must be reported to the AVTEC Department Head responsible for the facility in question. The Department Head is responsible for notifying the AVTEC administration as well as the Residence Life Department Head for the purpose of reporting the fire in the annual Fire Safety Report.

g. Fire Safety Systems:

i. Description of all student housing fire safety systems

Facility Building Name	Building Address	Sprinklers	Alarm System		Fire Walls
			Pull Station	Smoke Detector	
Marathon Hall Dormitory	516 3rd Avenue	Y	Y	Y	N
4th Avenue Dormitory	505 4th Avenue	Y	Y	Y	N
4Plex Apartments	303 Madison St	N	Y	Y	N
6Plex Apartments	438 4th Avenue	N	N	Y	N
7Plex Apartments	440 4th Avenue	N	N	Y	N

ii. Fire drills are not required by the State of Alaska or the City of Seward and are not conducted in the student housing facilities.

h. Fire Reporting:

Fires on campus should be reported to the following individuals:

David Paperman – Residence Life Department Head (907)224-6100

Bjorne Lee – Building Maintenance Foreman (907)362-1625

Cathy LeCompte – AVTEC Director (907)224-6150

Dan Repasky – AVTEC Deputy Director (907)224-6151

i. Improvements:

There are no improvements currently scheduled or planned to any of the fire safety alarms or devices on the Residence Life Campus.

j. Statistics / Fire Log:

During the calendar years 2008 through 2017, there were no reportable fires in any of the student housing facilities on campus.

All fires that occur in student housing areas are recorded in a fire log that is kept in the office of the Residence Life Department Head and is available for viewing during regular business hours. Events in this log are published in the annual fire safety report.

Definitions:

For definitions of terms in this report, please refer to the Federal Bureau of Investigation’s Uniform Crime Reporting Handbook. <http://www2.fbi.gov/ucr/handbook/ucrhandbook04.pdf>

Other Reportable Offenses and Incidents:

Hate Crimes:

The Cleary Act requires the collection of specific data from events that are reportable under the Cleary Act as well as any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the perpetrators bias. The recognized categories of bias include race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

During the calendar years 2008 - 2017 (Cleary Act reporting years 2009 – 2018) there were no incidents that manifested evidence of a hate crime in or around any of the AVTEC campuses.

Fires:

During the calendar years 2008 - 2017 (Cleary Act reporting years 2009 - 2018) there were no incidents of fires on any AVTEC campuses in Seward.

AVTEC Alaska's Institute of Technology

2018 Crime Statistic Report Form (Covering CY 2017) - First Lake Facility Campus

Offense	Location	Jan - Dec 2017	Jan - Dec 2016	Jan - Dec 2015
Murder / Non Negligent Manslaughter	On Campus*	0	0	0
	Public Property**	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Rape	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Fondling	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Incest	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Statutory Rape	On Campus*	0	0	0
	Public Property**	0	0	0
Robbery	On Campus*	0	0	0
	Public Property**	0	0	0
Aggravated Assault	On Campus*	0	0	0
	Public Property**	0	0	0
Burglary	On Campus*	0	0	0
	Public Property**	0	0	0
Motor Vehicle Theft	On Campus*	0	0	0
	Public Property**	0	0	0
Arson	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Above Offenses	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Larceny-Theft	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Simple Assault	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Intimidation	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Destruction-Damage Vandalism	On Campus*	0	0	0
	Public Property**	0	0	0
VAWA / Domestic Violence	On Campus*	0	0	0
	Public Property**	0	0	0
VAWA / Dating Violence (Not SA)	On Campus*	0	0	0
	Public Property**	0	0	0
VAWA / Stalking	On Campus*	0	0	0
	Public Property**	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	Public Property**	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	Public Property**	0	0	0
Liquor Law Arrests	On Campus*	0	0	0
	Public Property**	0	0	0
Unfounded Crimes	All Locations	0	0	0

* For Purposes of these statistics, 'On Campus' includes the buildings at the following addresses: 703-809 Second Avenue and the associated parking areas. ** For purposes of these statistics, 'Public Property' includes the road and path along Second Avenue as well as the areas of Two Lakes Park that are adjacent to this campus.

AVTEC Alaska's Institute of Technology

2018 Crime Statistic Report Form (Covering CY 2017) - Applied Technologies Campus

Offense	Location	Jan - Dec 2017	Jan - Dec 2016	Jan - Dec 2015
Murder / Non Negligent Manslaughter	On Campus*	0	0	0
	Public Property**	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Rape	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Fondling	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Incest	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Statutory Rape	On Campus*	0	0	0
	Public Property**	0	0	0
Robbery	On Campus*	0	0	0
	Public Property**	0	0	0
Aggravated Assault	On Campus*	0	0	0
	Public Property**	0	0	0
Burglary	On Campus*	0	0	0
	Public Property**	0	0	0
Motor Vehicle Theft	On Campus*	0	0	0
	Public Property**	0	0	0
Arson	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Above Offenses	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Larceny-Theft	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Simple Assault	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Intimidation	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Destruction-Damage Vandalism	On Campus*	0	0	0
	Public Property**	0	0	0
VAWA / Domestic Violence	On Campus*	0	0	0
	Public Property**	0	0	0
VAWA / Dating Violence (Not SA)	On Campus*	0	0	0
	Public Property**	0	0	0
VAWA / Stalking	On Campus*	0	0	0
	Public Property**	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	Public Property**	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	Public Property**	0	0	0
Liquor Law Arrests	On Campus*	0	0	0
	Public Property**	0	0	0
Unfounded Crimes	All Areas	0	0	0

* For purposes of these statistics, 'On Campus' includes the entire fenced in area between Herman Lierer Road and the Alaska Railroad coal pile. This includes the buildings at the following addresses: 1900-1916 Lierer Rd & 1906 Alameda Rd and the associated parking areas

** For purposes of these statistics, 'Public Property' includes the road and pathways along the front of AVTEC buildings along Lierer and Alameda Roads

AVTEC Alaska's Institute of Technology

2018 Crime Statistic Report Form (Covering CY 2017) - Port Avenue Campus, Seward Alaska

Offense	Location	Jan - Dec 2017	Jan - Dec 2016	Jan - Dec 2015
Murder / Non Negligent Manslaughter	On Campus*	0	0	0
	Public Property**	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Rape	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Fondling	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Incest	On Campus*	0	0	0
	Public Property**	0	0	0
Sexual Assault / Statutory Rape	On Campus*	0	0	0
	Public Property**	0	0	0
Robbery	On Campus*	0	0	0
	Public Property**	0	0	0
Aggravated Assault	On Campus*	0	0	0
	Public Property**	0	0	0
Burglary	On Campus*	0	0	0
	Public Property**	0	0	0
Motor Vehicle Theft	On Campus*	0	0	0
	Public Property**	0	0	0
Arson	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Above Offenses	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Larceny-Theft	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Simple Assault	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Intimidation	On Campus*	0	0	0
	Public Property**	0	0	0
Hate Crimes / Destruction-Damage Vandalism	On Campus*	0	0	0
	Public Property**	0	0	0
VAWA / Domestic Violence	On Campus*	0	0	0
	Public Property**	0	0	0
VAWA / Dating Violence (Not SA)	On Campus*	0	0	0
	Public Property**	0	0	0
VAWA / Stalking	On Campus*	0	0	0
	Public Property**	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	Public Property**	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	Public Property**	0	0	0
Liquor Law Arrests	On Campus*	0	0	0
	Public Property**	0	0	0
Unfounded Crimes	All Areas	0	0	0

* For Purposes of these statistics, 'On Campus' includes the building and fenced-in area around the Port Avenue Campus (808 Port Avenue)

** For purposes of these statistics, Public Property includes the road and sidewalk along the front of 808 Port Avenue

AVTEC, Alaska's Institute Of Technology
2018 Crime Statistic Report Form (Covering CY 2017) Residence Life Campus

Offense	Location	Jan - Dec 2017	Jan - Dec 2016	Jan - Dec 2015
Murder / Non Negligent Manslaughter	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Sexual Assault / Rape	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Sexual Assault / Fondling	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Sexual Assault / Incest	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Sexual Assault / Statutory Rape	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Robbery	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Aggravated Assault	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Burglary	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Motor Vehicle Theft	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Arson	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Hate Crimes / Above Offenses	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Hate Crimes / Larceny-Theft	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0

**AVTEC, Alaska's Institute Of Technology
 2018 Crime Statistic Report Form (Covering CY 2017) Residence Life Campus**

Hate Crimes / Simple Assault	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Hate Crimes / Intimidation	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Hate Crimes / Destruction-Damage-Vandalism	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
VAWA / Domestic Violence	On Campus*	0	1	0
	Student Housing	0	1	0
	Public Property**	0	0	0
VAWA / Dating Violence (Not SA)	On Campus*	2	0	0
	Student Housing	2	0	0
	Public Property**	0	0	0
VAWA / Stalking	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	Student Housing	0	0	0
	Public Property**	0	0	0
Drug Law Arrests	On Campus*	0	0	1
	Student Housing	0	0	1
	Public Property**	0	0	0
Liquor Law Arrests	On Campus*	11	9	7
	Student Housing	11	9	7
	Public Property**	0	0	0
Weapons Discipline	On Campus*	0	0	1
	Student Housing	0	0	1
	Public Property**	0	0	0
Drug Abuse Discipline	On Campus*	0	1	5
	Student Housing	0	1	5
	Public Property**	0	0	0
Liquor Law Discipline	On Campus*	8	6	7
	Student Housing	8	6	7
	Public Property**	0	0	0
Unfounded Crimes	All Locations	0	0	0

* For Purposes of these statistics, 'On Campus' includes the dormitories at 516 3rd Avenue and 505 4th Avenue, the buildings at 519 4th Avenue and 518 3rd Avenue, and the apartments at 438 and 440 4th Avenue and 303 Madison Street as well as their associated parking areas. It also includes the alley between 3rd & 4th Aves and Madison & Monroe Sts.

** For purposes of these statistics, 'Public Property' includes the roads and sidewalks along Third and Fourth Avenues as well as Madison and Monroe Streets adjacent to buildings listed above. It also includes the alley way between Third and Fourth Aves and Fourth and Fifth Avenues between Madison and the property adjacent to 438 & 440 4th Avenue and 303 Madison St..