About Kansas State Polytechnic

Kansas State University Polytechnic Campus is a community of more than 180 faculty and staff and nearly 800 students. The 125-acre campus is in Salina, Kansas, a centrally located city with approximately 47,000 residents.

K-State Polytechnic was established in 1965 as the state’s first public college of technology, and it has been growing and changing to meet global business and industry needs ever since. The campus is part of the former Schilling Air Force Base and was previously known as the Schilling Institute, Kansas Technical College, Kansas College of Technology and Kansas State University Salina. In 1991, the campus merged with Kansas State University and became the ninth college within the institution. In 2015, it became known as Kansas State University Polytechnic.
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What’s new in the 2018 Annual Security Report:  
New safety and security tips, pg. 6
Additional information about resources and support for individuals in the K-State community who have experienced sexual violence, dating and domestic violence, and stalking, pg. 17
Additional information on risk reduction, pg. 19
Information on how to access the university fire log, pg. 36
Introduction
Kansas State University is committed to providing a safe and inclusive environment for all people. The university’s Annual Security Report is published each year to help the K-State community make informed safety decisions. While K-State has not experienced a significant number of major crimes historically, crime is a national concern that affects us all. Developing and maintaining a safe and secure campus environment is the responsibility of the entire K-State community: security personnel, faculty, staff, students and visitors. The K-State Clery Act Federal Compliance Coordinator annually prepares and distributes the K-State Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly known as The Student Right to Know and Campus Security Act. It provides students and employees with information on the university’s security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, the prevention of general crime, and procedures the university will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others. The crime statistics included in the report are a compilation of crimes reported to the university’s police department, as well as other campus security authorities, including local law enforcement. Notice of the availability of the Annual Security Report is distributed to every member of the university community by Oct. 1 each year. Anyone, including prospective students and employees, may obtain a paper copy by contacting the Clery Act Federal Compliance Coordinator, 105 Anderson Hall, 919 Mid-Campus Drive North, Manhattan, KS 66506. An electronic copy of the Annual Security Report, along with additional information related to Clery Act Federal compliance may be found at http://www.k-state.edu/report/reports/.

General Well-being
Kansas State University is committed to the personal well-being of every member of the university community. The university strives to provide a welcoming, safe, supportive, caring and inclusive campus. The following K-State services and resources are just some of the ways the university addresses all aspects of personal well-being.

Physical Well-being
• Student Life Center, 2310 Centennial Road, 785-826-2672, develops, promotes and manages the administration of recreational and fitness facilities, services and programs for the campus, including intramural/recreational sports and sport clubs.
• Wildcat Walk with Security, 785-826-2952, provides escorts for students to on-campus destinations by K-State security officers.
• Comcare (various Salina locations), 785-823-4346, family practice clinic offering comprehensive and high-quality outpatient care.
• Statcare, 1001 S. Ohio, 785-827-6453, urgent care services, no appointment necessary.
• Salina Regional Health Center, 400 S. Santa Fe, 785-452-7000, comprehensive acute care hospital.
• Salina Regional Urgent Care Clinic, 2265 S. Ninth St., 785-452-6000, urgent care services, no appointment necessary.
• MedExpress Urgent Care Center, 2770 S. Ninth St., 785-827-3551, urgent care services, no appointment necessary.

Academic Well-being
• Academic & Student Services, 208 College Center, 785-826-2674, assists students with problem-solving, provides academic assistance, crisis response; campus and community resources; and student advocacy services.
• Tutoring Services (Polytechnic Library), 785-826-2636, offers free tutoring by request and walk-in.

• Writing Center, 102 Technology Center, 785-826-2640, provides assistance with reviewing, revising and improving student writing skills.
• Professional Education and Outreach, Outreach Center, 785-826-2633, offers exam administration and proctoring.
• Student Support Services-TRIO, 208 College Center, 785-826-2973, offers support services for qualified first-generation, low income and students with disabilities.

Mental Well-being
• Veridian Behavioral Health, 400 S. Santa Fe, 785-452-6113, offers a full continuum of mental health care and crisis assistance services.

Financial Well-being
• Powercat Financial, 302 K-State Student Union, 785-532-2889: Provides free peer-to-peer financial advice and resources on budgeting, credit use, saving, loan management and transitioning into work.
• Student Financial Assistance, 209 College Center, 785-826-2638, provides financial assistance with grants, scholarships, loans and work-study.
• K-State Proud, 1800 Kimball Ave., Suite 200, Kansas State University Foundation, 800-432-1578 or 785-532-7558: A student-led, nationally recognized fundraising campaign that lets students help students. All donations establish Student Opportunity Awards for fellow K-State students.
Individual Well-being

- **Academic & Student Services**, 208 College Center, 785-826-2674, assists students with problem-solving, provides academic assistance, crisis response; campus and community resources; and student advocacy services.

- **LGBT Resource Center**, 207B Holton Hall, Manhattan, 785-532-5352, serves the lesbian, gay, bisexual, transgender, queer and allied community. The center provides support and resources for student issues dealing with sexuality and gender identity.

- **Student Legal Services**, 201 Holton Hall, Manhattan, 785-532-6541, provides free consultation for students regarding legal options and services.

- **Office of Institutional Equity**, 103 Edwards Hall, Manhattan, 785-532-6220, evaluates reports of discrimination, harassment or sexual violence.

- **Employee Assistance Program**, 1-888-275-1205, provides confidential assistance to help university employees resolve personal problems that affect job performance. The program helps identify resources that can help. For additional information about the program, contact Human Capital Services at 785-532-6277.

- **Human Capital Services**, 103 Edwards Hall, Manhattan, 785 532-6277, maximizes the university’s ability to support the needs of all employees, including faculty, unclassified professionals, support staff and students. HCS focuses on recruiting, developing and retaining a diverse, highly qualified workforce.

Suicide

Suicide is the second-leading cause of death in college students. It is also one of the most preventable forms of death. Because suicides and nonfatal suicide attempts have direct, profound, costly and emotionally damaging effects on the entire community, we strive to prevent both by educating K-State community members about suicide prevention strategies.

Suicide Risk Factors, Signs and Prevention

By understanding the risk factors and learning how to interact with someone who may be suicidal, suicide may be prevented. Ninety percent of individuals who complete suicide demonstrate some type of warning sign they are considering taking their own life.

Warning signs for suicide include suicidal thoughts or comments, such as:

- “People would be better off without me.”
- “I can’t live like this anymore.”
- “I might as well be dead.”
- “I could do _______ to kill myself.”

Behavioral cues, such as:

- Purchasing a gun.
- Stockpiling pills.
- Giving away money or prized possessions.
- Dramatic change in behavior.
- Sudden interest or disinterest in religion.
- Hopelessness.
- Rage.
- Uncontrolled anger.
- Seeking revenge.
- Acting reckless or engaging in risky activities, seemingly without thinking.
- Feeling trapped or like there’s no way out.
- Increased alcohol or drug use.
- Withdrawing from friends, family and society.
- Anxiety.
- Inability to sleep or sleeping all the time.
- Dramatic mood changes.
- Expressing no reason for living or no sense of purpose in life.
- Themes of death in conversation or other communication, including social media and texts.
- Prior suicide attempts.

Observing any of these warning signs in yourself or someone you know means it’s crucial to get help. Asking someone if they are considering suicide DOES NOT increase risk of them taking action. Research has shown that once a person has been asked about suicide, they experience relief, not distress. Once the question has been asked, fully LISTEN to what that person has to say and take steps to persuade them to get help. You may ask the individual any of the following:

- Will you go with me to see a counselor?
- Will you let me help you make an appointment with a counselor/doctor/etc.?

If you or someone you know is experiencing thoughts of suicide, consult with a mental health professional. Resources on campus include the Academic & Student Services Office, which can refer students to Veridian Behavioral Health and the employee assistance program (EAP).
Crime Prevention, Safety and Security

Safety is a Shared Responsibility Among Students, Faculty and Staff

Keeping K-State safe depends on the cooperation, involvement and support of all university community members. Carefully assess and modify your own behaviors and habits to lessen your vulnerability to unsafe conditions. We cannot list specific measures that will protect you from every threatening situation that may arise. Instead, we hope to teach you how to “think crime prevention” in day-to-day living. The suggestions presented should not be thought of a list of crime prevention measures, but as examples of common-sense behavior that will help you make life safer and more secure.

Protect Yourself

• Download and use LiveSafe, K-State’s safety app.
• Walk and jog with a friend, and use Wildcat Walk.
• Use the best-lit and most traveled walkways at night.
• Ask visitors to identify themselves before allowing them access to your residence.
• Park your car in lighted areas.
• Sign up for K-State Alerts.

Lock Up

• Always lock the door where you live, even when leaving for a short period of time.
• Always lock your car, your bike and other valuables.
• When you return to your car, have the key ready to open the door.
• Never prop open exterior doors to residential areas.

Prevent Theft

• Don’t leave personal items such as laptops, phones or textbooks unattended — even for a short amount of time.
• Engrave your valuable items at the K-State Police Department at no charge.
• Keep a list of valuable possessions, including their makes, models and serial numbers.
• Don’t keep large amounts of money on you.

Preventing campus crime is a shared responsibility between the university and the campus community. Public apathy is a criminal’s greatest ally. Remember, suspicion is the only reason anyone needs for calling the police. Crimes, suspicious activity or other emergencies on campus should be reported immediately.

Do not assume that someone else has reported harmful, suspicious or criminal activity.

If you suspect a crime has been or is being committed, call campus security at 785-826-2952 or 785-826-2909, or call the Salina Police Department immediately at 9-911. Kansas State Polytechnic Security officers are located in the Science Center, and are always available by phone when they are on patrol. Kansas State Polytechnic Security officers will immediately report to the scene of a reported or suspected crime.

If any member of the university community — student, staff or guest — is the victim of crime, you should call the police immediately.

Do not take unnecessary chances.

• Do not interfere with individuals in the process of committing a serious crime or law enforcement authorities on the scene.

Gather as much information as possible as personal safety allows following a crime or incident.

• Nature of the crime or incident
• Location
• Description of individual(s) involved
• If the individual(s) left the scene, their direction of travel
• Time of crime or incident
• Your name, location, and phone number

Build skills and stay informed.

Although we hope our community will never be exposed to a violent intruder event, proactive awareness and training among the community and the police department serves as our best preparation.

• Participate in campus safety programs
• Take the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training
Reporting options

**Reporting Crimes to Security or Police**

We encourage all members of the K-State community to accurately and promptly report all crimes and other emergencies to the K-State Police Department and the appropriate law enforcement agencies.

**Centralized Reporting**

While all members of the K-State community are encouraged to accurately and promptly report all crimes and other emergencies to the appropriate law enforcement agencies, we know many victims of crimes do not report crimes directly to the police. Instead, a crime victim may decide to tell a colleague, trusted friend, mentor or advisor.

As such, a global reporting website has been created to submit reports related to academic violations, code of conduct violations, students of concern, discrimination — based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status — harassment, including sexual harassment and sexual violence, retaliation and stalking. Individuals from all campuses — Manhattan, Polytechnic, Olathe and Global — are encouraged to use the K-State Report It webpage.

CSAs are responsible for reporting any Clery Reportable Crime about which they have knowledge and that is alleged to have occurred within the K-State's Clery geography.

CSAs are expected to report Clery Reportable Crimes through the Campus Security Authority Reporting form found on the K-State Report It webpage as soon as possible and no later than 24 hours after receiving the information to the extent possible. A CSA or reporting party does not need to witness the reported crime and the persons involved do not need to be affiliated with K-State. CSAs also may be required to provide confirmation of the absence of reported incidents on a quarterly basis.

CSAs are not responsible for determining if a crime took place, convincing the victim to contact law enforcement, investigating the alleged crime, or finding and/or arresting the alleged perpetrator, and should not engage in these activities.

**Campus Security Authorities, or CSAs**

While K-State prefers that community members promptly report all crimes and other emergencies directly to campus security at 785-826-2952 or 785-826-2909, or by calling the Salina Police Department at 9-911, we recognize that some may prefer to report to other individuals or university offices. The Clery Act recognizes certain university officials and offices as a Campus Security Authority or CSA. The Clery Act defines these individuals, among other individuals, as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” While the university has identified several CSAs at K-State, we officially designate the following offices as places where campus community members should report crimes:

<table>
<thead>
<tr>
<th>Official</th>
<th>Individual</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean</td>
<td>Alysia Starkey</td>
<td>785-826-2616</td>
</tr>
<tr>
<td>Academic &amp; Student Services Manager</td>
<td>Sarah Werner</td>
<td>785-826-2984</td>
</tr>
<tr>
<td>Student Life Center Coordinator</td>
<td>Kyle Chamberlin</td>
<td>785-826-2662</td>
</tr>
<tr>
<td>Residence Life Coordinator</td>
<td>Shawn Mallory</td>
<td>785-826-2957</td>
</tr>
<tr>
<td>Student Activities &amp; Career Services Coordinator</td>
<td>Julie Rowe</td>
<td>785-826-2971</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Alyssa Wendel</td>
<td>785-826-2608</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Rebekah Ohlde</td>
<td>785-826-2649</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Kebera Underwood</td>
<td>785-826-8524</td>
</tr>
<tr>
<td>Assistant Director of Student Support Services</td>
<td>Jess Simpson</td>
<td>785-826-2645</td>
</tr>
<tr>
<td>Academic Services Coordinator for Student Support Services</td>
<td>Amy Sellers</td>
<td>785-826-2969</td>
</tr>
</tbody>
</table>

**This list of campus security authorities is subject to modification and is not intended to be all inclusive, due to changes in responsibilities within the university and varying job titles across campuses. Whether or not an individual is paid by the institution is not a factor in determining if that individual is a CSA.**
Confidential reporting

Silent Witness

The K-State Silent Witness program is a confidential and anonymous reporting resource available to anyone who elects to report crimes or suspicious activity. For anonymous reporting via Silent Witness, visit k-state.edu/police/silent.

Pastoral and Professional Counselors

Pastoral and professional counselors on college campuses may not be required by law to report crimes for inclusion in the Annual Safety Report. However, even these legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime. Crimes reported to a pastoral or professional counselor shall not initiate a timely warning, but may be made on a voluntary basis.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety and security awareness, Kansas State University offers programs to educate and inform students, employees, parents and the community at large on a variety of issues. Programs are offered throughout the academic year and summer; specific program frequency may vary.

<table>
<thead>
<tr>
<th>Programs/Service</th>
<th>Program Type</th>
<th>Office/Organization providing program</th>
<th>Length and Frequency of Program</th>
<th>Audience</th>
<th>Approximate number of participants</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behind Closed Doors (RA Training)</td>
<td>Primary</td>
<td>Residence Life</td>
<td>Approx. 4 hours; once a semester (fall and spring)</td>
<td>Student Resident Assistants</td>
<td>approx. 8</td>
<td>In-person</td>
</tr>
<tr>
<td>Fire Safety Training (RA Training)</td>
<td>Primary</td>
<td>Salina Fire Department</td>
<td>Approx. 4 hours; once fall semester</td>
<td>Student Resident Assistants</td>
<td>approx. 8</td>
<td>In-person</td>
</tr>
<tr>
<td>Weapons Policy Training</td>
<td>Awareness</td>
<td>KSUPD</td>
<td>Approx. 2 hours; offered once during faculty/staff in-service training</td>
<td>Faculty &amp; Staff</td>
<td>approx. 150</td>
<td>In-person</td>
</tr>
<tr>
<td>Safety &amp; Security Presentation</td>
<td>Awareness</td>
<td>Polytechnic Security Officers</td>
<td>Approx. 1 hours; offered once during residence life training</td>
<td>Student Resident Assistants</td>
<td>approx. 8</td>
<td>In-person</td>
</tr>
</tbody>
</table>
Campus Access

Campus Law Enforcement

The K-State Polytechnic Security Office helps preserve a safe campus environment where diverse social, cultural and academic values are allowed to develop and prosper. The Security Office consists of four full-time security officers.

One university police sergeant from the Kansas State University Police Department in Manhattan is assigned to the Polytechnic campus as a liaison with local law enforcement agencies and to direct security services for the Polytechnic campus.

Working Relationship with State and Local Law Enforcement Agencies

The K-State Polytechnic Security Office maintains a close working relationship with local and state law enforcement agencies in an effort to maximize the services provided to the university community.

Responding to Calls

Kansas State Polytechnic security officers carry cellphones and can be reached in case of emergency anytime at 785-826-2909. Emergency calls received by security officers are promptly referred to police, ambulance or fire departments as necessary. Security officers also notify the appropriate campus administrator and provide a written incident report on all emergency situations. Criminal investigations, vehicle accidents and/or moving violations are referred to the Salina Police Department.

Polytechnic security officers periodically drive through the campus as part of their routine patrol practices. The Salina Police and Fire departments respond to all police and fire calls on the campus. Offenses occurring off campus are recorded daily in the Salina newspaper. The Salina Police Department and Saline County Sheriff’s Office furnish limited information to the university about crimes occurring adjacent to the campus.

The university attempts to monitor off-campus incidents and alerts the university community of those incidents that may be of concern to the safety and welfare of university community members.

The security officer will also notify other university offices, including the Academic & Student Services Office, which may need to respond. Other means to report crimes include the LiveSafe app; or anonymously online at the K-State Police Department’s crime reporting website, k-state.edu/police/silent.

Monitoring and Recording of Criminal Activity

The Salina Police Department investigates offenses that occur off campus in Salina. Off-campus offenses are reported daily in the Salina newspaper. Information concerning criminal activities that occur at off-campus locations of student organizations and off-campus housing facilities will be reported to the university community when possible and if it is determined that such incidents may be of concern to university community members.

Safety resources

LiveSafe

LiveSafe is an app for the K-State community that provides a direct connection to K-State police so that everyone can easily communicate all their safety needs. Its easy-to-use features help you and your friends stay safe every day.

With LiveSafe:

• **Connect with campus safety.** Share information and safety concerns with K-State police via text, with picture, video and audio attachments, and with the option to stay anonymous. You can even start a live chat.

• **Let your friends help keep you safe.** Use peer-to-peer location tracking with group chat so friends can monitor and talk to you as you move along.

• **Have fast access to info.** Have a faster way to access emergency help, telephone numbers and important safety information and resources.

• **Use a safety map.** See where the latest campus incidents have occurred and nearby safety locations.

LiveSafe is free for all members of the K-State community to download.

K-State Alerts

K-State Alerts, Kansas State University’s emergency notification system, gives campus authorities the ability to communicate emergency information quickly to the university community using some or all of the following channels:

• Text messaging

• Automated phone calls

• Broadcast emails to all @k-state.edu accounts

• Police public address systems

• Tornado warning sirens

• Postings to the K-State website

K-State Alerts is used when a dangerous condition exists on campus (e.g., active shooter, storm in process, dangerous debris from storm), when a decision to close the campus has been made or when a decision to reopen the campus following a forced closure has been made.

To receive emergency notifications by text or phone, you must enroll in K-State Alerts through the eProfile system. Only current faculty, staff and students with an active eID are eligible to sign up for text messages and phone alerts. This includes K-Staters at the Manhattan, Polytechnic and Olathe campuses, distance students and those at research and extension offices. Eligible K-Staters can add contact information of parents, children and spouses when they sign up. In addition, visitors can opt into the system by texting KSTATEVISITOR to 67283.

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Registered Sex Offenders
A list of registered sex offenders who are students or employees of Kansas State University is available at Kansas State University Police Department dispatch, 108 Edwards Hall, 1810 Kerr Drive, Manhattan, KS 66506, for the public to view upon request. The link to the Kansas Bureau of Investigation Registered Offender website is www.kbi.ks.gov/registeredoffender/.

Daily Crime Log
A daily crime log documenting incidents reported to the Polytechnic Security Office is kept in accordance with the Higher Education Opportunity Act. Crime information, including when and where a crime occurred as well as a description of the crime, is included in the log. Anyone, including perspective students and employees, may obtain a copy of the daily crime log at polytechnic.k-state.edu/security/log.html or by contacting the Kansas State Polytechnic Police and Security Office at 785-826-2909.

Crime Prevention
Crime prevention demands constant interaction and outreach to the community. The K-State Polytechnic Police and Security Office distributes materials directed toward familiarizing students, faculty, and staff with their responsibility in reducing criminal opportunity. Crime prevention brochures, posters and handouts are used to help make all members of the campus community aware of the potential for crime. Kansas State Polytechnic Security relies on the media to present information to the community about situations that may pose a potential threat to its members. The Academic & Student Services Office and the Office of Residence Life additionally offer programs, information and resources to students, faculty, and staff in order to provide further opportunities for campus community members to educate and protect themselves while helping to prevent crime.
Crime Statistics

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by Kansas State University. In accordance with the Crime Awareness and Campus Security Act of 1990, statistical data on criminal incidents (reported to Salina Police) and arrest (on the campus) is provided as public information. The data covers a 12-month period, from Jan.1 through Dec. 31, for each year listed. The Clery Act Federal Compliance Coordinator prepares this report in cooperation with K-State Polytechnic’s Academic & Student Services Office, the Dean’s Office, Police and Security Office, and local law enforcement agencies.

Information about select crimes is collected from the K-State Polytechnic Security Department, the Salina Police Department, and from any campus or community member who may elect to file a confidential and anonymous crime or suspicious activity report through the K-State Police Department’s Silent Witness program, online at k-state.edu/police/silent. This report does not include privileged counseling or medical information from Veridian Behavioral Health or local health agencies.

Data on reported criminal offenses and arrests on the campus are provided in accordance with the Campus Security Act available k-state.edu/report/reports; additional information regarding crime rates in the greater Salina community may be obtained from the Salina Police Department.

Questions regarding this report or requests for the report in alternative formats should be directed to the coordinator of Clery Act Federal Compliance, 105 Anderson Hall, 1101, Manhattan, KS 66506 or 785-532-2662.

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<tbody>
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</table>

*Unfounded Crimes: No crimes were determined to be unfounded for the 2017, 2016 or 2015 years.

**Dating Violence, Domestic Violence, and Stalking are new categories being reported for 2013.

***The definition of sex offenses were revised to remove references to “forcible and non-forcible” sex offences after 2013, and the offenses now reflect the UCR definitions for rape, fondling, incest and statutory rape.
Definitions of Reportable Incidents and Locations

FBI Uniform Crime Reporting National Incident Base Reporting Board Standards definitions.

When not in conflict with the Clery Act, the standards of the FBI's Uniform Crime Reporting program are used.

Reportable Crimes:

Murder and Nonnegligent Manslaughter
The willful (nonnegligent) killing of one human being by another.

Manslaughter by Negligence
The killing of another person through gross negligence.

Sex Assault (Sex Offenses)
The definition of sex offenses was revised to remove references to “forcible and nonforcible” sex offenses after 2013, and the offenses now reflect the Uniform Crime Reporting program definitions for rape, fondling, incest and statutory rape.

A sexual offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

- **Fondling**. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- **Incest**. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape**. Sexual intercourse with a person who is under the statutory age of consent.

Robbery
Taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary
Unlawful entry of a structure to commit a felony or a theft.

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

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

Arrest
Persons processed by arrest, citation or summons.

Referred for Disciplinary Action
The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

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

Drug Law Violations
The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Liquor Law Violations
The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intermperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Hate Crimes
A criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, gender, gender identity, ethnicity or national origin; also known as a bias crime.

- **Bias**. A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity.

- **Race**. A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African-Americans, whites.

- **Religion**. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
Sexual Orientation. A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

Gender. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals. Gender nonconforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender nonconforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

Ethnicity. A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

National Origin. A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Disability. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Simple Assault
An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation
To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/ or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property
To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Domestic Violence
The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence
Violence committed by a person:
- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors:
  - The length of the relationship.
  - The type of relationship.
  - The frequency of interaction between the persons involved in the relationship.

Stalking
Engaging in a course of conduct 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.

Campus Security Authority
Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.

Exemptions: Pastoral or professional counselors are not
considered a Campus Security Authority when acting as a pastoral or professional counselor. The professional or pastoral counselors’ exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may have learned about through their work as a pastoral or professional counselor. This exemption is intended to protect the counselor-client role. However, even these legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime. Crimes reported to a pastoral or professional counselor shall not initiate a Timely Warning.

Noncampus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution.

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

Any building or property that is within or reasonably contiguous to paragraph one of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On-campus Student Housing Facility

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

Public Property

All public property — including thoroughfares, streets, sidewalks, and parking facilities — that is within the campus, or immediately adjacent to and accessible from the campus.
Sexual Violence

Procedures to Follow if a Crime of Sexual Assault, Domestic Violence, Dating Violence or Stalking Has Occurred

Numerous options are available for support and reporting on campus and within the Salina community if an individual is a victim of sexual assault, domestic violence, dating violence or stalking. Accessing these options will depend on the wishes of the individual; and there are different options to access resources and reporting options.

Students or employees who report experiencing sexual assault, domestic violence, dating violence or stalking should be notified in writing of the procedures they should follow. The notification will include information on:

- The importance of preserving evidence as may be necessary to prove the offense or to obtain a protective order.
- Information on where a forensic examination can be obtained.

Steps to consider following a sexual assault:

First and foremost, find a safe space.
Safety should always be the first priority following an assault.

Consider taking steps to preserve all physical evidence.
Preserving evidence may assist in proving that the alleged criminal offense occurred and/or may be helpful in obtaining a protection order.

- Do not bathe, shower, brush teeth, douche or otherwise clean the environment in which the assault occurred.
- Do not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair and fluid evidence.
- Individuals experiencing stalking should also preserve evidence of the crime to the extent possible, such as any electronic communications that have been received.

Get medical attention as soon as possible

The health and safety of all individuals who have experienced violence is of the utmost importance and an exam may reveal the presence of physical injury that may not be distinct or initially identifiable.

The state of Kansas allows victims of sexual assault to preserve evidence with or without reporting to law enforcement. If you choose at the time of your exam not to report to law enforcement, the evidence collected at your exam will be sent to the Kansas Bureau of Investigation and held for five years.

A Sexual Assault Forensic Exam, or SAFE, can be performed at your local or regional medical center.

- In addition to preserving and documenting evidence, obtaining medical attention might also entail providing prophylaxis, sexually transmitted infection testing and follow-up treatment.
- Emergency contraception can be provided to victims at risk of pregnancy from an assault — if taken within 120 hours.
- If there is a report of memory loss, loss of consciousness or other circumstances that might indicate a drug-facilitated assault, a urine test may be done within 96 hours. Some of the commonly used drugs, however, are only detectable in the urine for six to eight hours after ingestion.

Find support

Contact a close friend, relative or advocate who can provide support and be present during a medical exam and/or at the police department, should she or he choose to go. Advocates from the Center for Advocacy, Response and Education, or CARE, are available to provide support following an assault.

CARE advocates can be reached at 785-532-6444.

CARE advocates provide services to assist individuals who have experienced sexual violence, dating violence, stalking and sexual harassment with communication and referrals to other offices and agencies on and off campus, including law enforcement, legal, medical and academic resources. CARE advocates are not required to report alleged violations of PPM 3010 to the Office of Institutional Equity unless requested by the individual. They may, however, be required to report instances of violent or threatening consistent with a threat posed to persons under PPM 3015.

Emotions are expected

Sexual violence, dating and domestic violence, and stalking are significant and can be traumatizing. Therefore, physical and emotional reactions are normal to a deeply stressful event. Though each person’s experience is unique, there is a wide range of emotions that survivors may feel over the days, weeks, months and even years following a traumatic experience. These reactions may change over time and it may be helpful to an individual to address them with the assistance of a counselor or therapist.

Possible physical effects

- Pain and soreness or injuries
- Nausea, vomiting, headaches, panic attacks
- Sleep pattern disturbances, insomnia or sleeping more than usual
- Loss of appetite or change in eating habits (overeating or under-eating)

Possible psychological and emotional effects

- Impaired memory
- Shock
- Denial
- Irritability and anger, sadness and grief, social withdrawal, numbing
• Apathy (detachment, loss of caring), overwhelming emotions, hypervigilance (always on guard), easily startled (jumpiness)
• Sleep disturbance (including nightmares), flashbacks
• Difficulty concentrating
• Loss of self-esteem
• Loss of trust in self or others, guilt, shame or embarrassment, thoughts of suicide or death
• Diminished interest in activities or sex
• Increased interest in sexual activity

Kansas State Polytechnic Police and Security or Salina Police

Sexual battery, rape, and other sex crimes are against the law in Kansas. Academic & Student Services Administrators or the Polytechnic Advocate and the CARE Office can assist in notifying law enforcement authorities if the reported victim chooses to do so. It is important to remember that reporting a crime is not the same as prosecuting the crime. You also may decline to notify law enforcement authorities, as well; be advised however, that the university may also independently notify law enforcement authorities. Also, after a thorough investigation, the decision about whether or not to prosecute is made by the county attorney.

The following are options regarding notification to law enforcement:
• Option to notify either on-campus or local police;
• Option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses; or
• Option to decline to notify such authorities.

Kansas State Polytechnic Police and Security
204 Science Center
785-826-2952
785-826-2909
polytechnic.k-state.edu/security

Salina Police Department
785-826-7210
225 N. 10th St.
Salina, KS 67401
ci.salina.ks.us/Police-Department

Office of Institutional Equity

An act of sexual violence, domestic violence, dating violence or stalking may violate the university’s Policy Prohibiting Discrimination, Harassment, Sexual Violence, and Stalking, known as PPM 3010, and thus violations are subject to disciplinary sanctions through that policy. The policy is implemented by the Office of Institutional Equity, or OIE, and reports of any conduct should be made to OIE. Reports can be made by calling OIE at 785-532-6220 or filling out the online reporting form available at k-state.edu/oie.

The office will process all alleged violations of PPM 3010. If a violation of the policy is found, disciplinary sanctions will be recommended up to and including exclusion from the campus, dismissal from employment or expulsion from the university. A Deciding Administrator then has authority to implement sanctions and other remedial measures. For more information on PPM 3010 and the university’s procedures for processing alleged violations, visit k-state.edu/oie/resolution.

The university’s Title IX coordinator can be reached at 785-532-6220.

Restraining Orders

Where applicable, the rights of victims and the institution’s responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders may be issued by a criminal, civil or tribal court.

Any student or employee who has a restraining order, order of protection, no-contact order or any other such order issued by a court against another individual (whether or not that individual is also a student or employee of the university) is highly encouraged to notify the K-State Police Department of the threat and to provide a copy of the restraining order so that it is kept on file with the K-State Police Department and can be enforced, if necessary. The university will, when appropriate, issue a no contact directive. To request a university-issued no contact directive, individuals may contact the Office of Institutional Equity, or OIE, at 785-532-6220 or via email at equity@k-state.edu. If a complaint is being processed by the Office of Institutional Equity, a no contact order may be issued simultaneously to the parties involved to preserve the status quo, unless otherwise imposed as a risk management measure by the university.

Confidentiality

The university will protect the confidentiality of victims, including not putting identifying personal information in publicly available records, to the extent permitted by law. Moreover, the university will confidentially maintain any accommodations or protective measures provided a victim to the extent that maintaining confidentiality will not impair the university’s ability to provide them. If necessary to disclose personal information to provide the accommodation, the university will so advise the victim.
Available Services:

Students or employees who report experiencing sexual assault, domestic violence, dating violence or stalking should be notified in writing of existing counseling, health, mental health, victim advocacy, legal assistance and other services available to them, both within the university and in the surrounding community. Those services include: Counseling Services through Veridian Behavioral Health, 730 Holly Lane, 785-452-4930, veridianbh.com; Central Kansas Mental Health Center (CKMHC), 809 Elmhurst Blvd., 785-823-6322, ckmhc.org; and health services through Salina Regional Health Center, 400 South Santa Fe, 785-452-7000, srhc.com. The Employee Assistance Program, or EAP, 1-888-275-1205 also provides short-term personal counseling for K-State employees.

Additionally, the Domestic Violence Association of Central Kansas, 785-827-5862, located off campus, can also provide assistance to victims of domestic abuse and sexual assault.

Students or employees who report experiencing sexual assault, domestic violence, dating violence or stalking should be notified in writing of options for and available assistance in changing academic, living, transportation and working situations.

If an individual requests these accommodations and they are reasonably available, they will be provided, regardless of whether the individual chooses to report the crime to campus police or local law enforcement. To request an accommodation, victims should contact the Office of Institutional Equity or the CARE office or the Academic & Student Services Manager.

<table>
<thead>
<tr>
<th>Academic</th>
<th>Housing</th>
<th>Employment</th>
<th>Financial Aid</th>
<th>Safety</th>
<th>Support</th>
<th>Transportation</th>
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</thead>
<tbody>
<tr>
<td>• Discrete professor notification and accommodation (receiving extensions, rescheduling exams, etc.)</td>
<td>• Change in campus housing</td>
<td>• Change in work schedule</td>
<td>• Emergency funds or loans</td>
<td>• Access to counseling services</td>
<td>• Shuttle service, cab voucher, or parking</td>
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<tr>
<td>• Alternative course completion options (course load reduction or withdrawal)</td>
<td>• Change in campus dining location</td>
<td>• Change in job assignment</td>
<td>• Potential refund of tuition and fees as a result of alternate course completion</td>
<td>• Medical services</td>
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<tr>
<td>• Voluntary leave of absence</td>
<td>• Assistance in finding alternative housing</td>
<td>• Voluntary leave of absence</td>
<td>• Back-dated withdrawal with refund</td>
<td>• Arrangements to ensure safety and access to other support services</td>
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<tr>
<td>• Academic support, such as tutoring</td>
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<td>• Assistance in identifying a support person to help secure additional resources or assistance</td>
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Campus support
Office of Student Life
785-826-2971
112 College Center
polytechnic.k-state.edu/studentlife

Therapeutic and counseling services
Veridian Behavioral Health
785-452-6113
730 Holly Lane
Salina, KS 67401
www.veridianbh.com

Central Kansas Mental Health Center
785-823-6322
809 Elmhurst Blvd.
Salina, KS 67401
www.veridianbh.com

National Sexual Assault Hotline
1-800-656-4673

Medical support
◊ Geary Community Hospital
785-238-4131
1102 St. Marys Road
Junction City, KS 66441
www.gearycommunityhospital.org

◊ Salina Regional Health Center
785-452-7000
400 S. Santa Fe Ave.
Salina, KS 67401
www.srhc.com

Financial support
Kansas Crime Victims Compensation Board
Provides victims with financial assistance for loss of earnings and out-of-pocket loss for injuries sustained as a direct result of violent crime. This includes reasonable medical care, mental health counseling or other services necessary as a result of the injury.
785-296-2359
120 S.W. 10th Ave.
Second Floor
Topeka, KS 66612

Law enforcement
Police & Security
785-826-2909
204 Science Center
polytechnic.k-state.edu/security

Salina Police Department
785-826-7210
255 10th St.
Salina, KS 67401
http://www.salina-ks.gov/Police-Department

The Here to Help Guide, found on the Report IT webpage, contains additional information about resources and support services for individuals in the K-State community who have experienced sexual assault, dating violence, domestic violence, or stalking.
Educational Programs

The K-State community engages in comprehensive educational programming to prevent dating violence, domestic violence, sexual assault and stalking. Educational programming consists of primary and awareness programs. These programs seek to identify dating violence, domestic violence, sexual assault and stalking as prohibited conduct. Programs are offered throughout the academic year and summer; specific program audience and frequency may vary.

<table>
<thead>
<tr>
<th>Programs/Service</th>
<th>Program Type</th>
<th>Office/Organization providing program</th>
<th>Length and Frequency of Program</th>
<th>Audience</th>
<th>Approximate number of participants</th>
<th>Delivery</th>
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<tbody>
<tr>
<td>Behind Closed Doors (RA Training)</td>
<td>Primary</td>
<td>Residence Life</td>
<td>4 hours; once a semester (fall and spring)</td>
<td>Student Resident Assistants</td>
<td>approx. 8</td>
<td>In-person</td>
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<td>SafeZone</td>
<td>Awareness</td>
<td>Domestic Violence Association of Central Kansas</td>
<td>2 hours; once in fall semester</td>
<td>Any K-State student or staff member</td>
<td>approx. 10</td>
<td>In-person</td>
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<tr>
<td>“Late Night Booty Halls”</td>
<td>Awareness</td>
<td>Residence Life</td>
<td>2 hours long: 1/ year</td>
<td>K-State Students living in Residence Halls</td>
<td>approx. 45</td>
<td>In-person</td>
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<td>Alcohol and Sexual Assault Prevention Program (ASAP)</td>
<td>Primary</td>
<td>Student Life and Lafene Health Center</td>
<td>60-90 minutes, once annually</td>
<td>All K-State Students</td>
<td>approx. 23000</td>
<td>Online</td>
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<tr>
<td>CARE Office Presentation</td>
<td>Awareness</td>
<td>CARE Office</td>
<td>1 hour; offered twice throughout the year</td>
<td>Faculty &amp; Staff</td>
<td>approx. 20</td>
<td>In-person</td>
</tr>
<tr>
<td>Red Flag Campaign</td>
<td>Awareness</td>
<td>Virginia Sexual &amp; Domestic Violence Action Alliance</td>
<td>1 week, 1/year</td>
<td>K-State students and staff; community members</td>
<td>approx. 50</td>
<td>In-person</td>
</tr>
</tbody>
</table>

Resources and Organizations

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic &amp; Student Services</td>
<td>208 College Center Salina, KS</td>
<td>785-826-2674</td>
</tr>
<tr>
<td>Student Activities &amp; Organizations</td>
<td>112 College Center Salina, KS</td>
<td>785-826-2971</td>
</tr>
<tr>
<td>Career Services</td>
<td>112 College Center Salina, KS</td>
<td>785-826-2971</td>
</tr>
<tr>
<td>Student Life Center</td>
<td>2310 Centennial Rd Salina, KS</td>
<td>785-826-2667</td>
</tr>
<tr>
<td>Residence Life</td>
<td>208 College Center Salina, KS</td>
<td>785-826-2957</td>
</tr>
<tr>
<td>Police &amp; Security</td>
<td>204 Science Center Salina, KS</td>
<td>785-826-2909; polytechnic.k-state.edu/security</td>
</tr>
<tr>
<td>Fiscal Services/Financial Aid</td>
<td>209 College Center Salina, KS</td>
<td>785-826-2918; 785-826-2638</td>
</tr>
<tr>
<td>Student Legal</td>
<td>201 Holton Hall Manhattan, KS</td>
<td>785-532-6432; k-state.edu/legal</td>
</tr>
<tr>
<td>Office of Institutional Equity</td>
<td>103 Edwards Hall Manhattan, KS</td>
<td>785-532-6220; k-state.edu/oie</td>
</tr>
<tr>
<td>K-State Proud</td>
<td>K-State Foundation Manhattan, KS</td>
<td>785-532-7558; found.ksu.edu/k-stateproud</td>
</tr>
<tr>
<td>Salina Regional Health Center</td>
<td>400 S. Sante Fe Salina, KS</td>
<td>785-452-7000; srhc.com</td>
</tr>
<tr>
<td>Veridian Behavioral Health</td>
<td>400 S. Santa Fe Salina, Kansas</td>
<td>785-452-6113; veridianbh.com</td>
</tr>
<tr>
<td>Domestic Violence Association of Central Kansas</td>
<td>203 S. Sante Fe Salina, KS</td>
<td>785-827-5862; dvack.org</td>
</tr>
<tr>
<td>Central Kansas Foundation</td>
<td>1805 S. Ohio St Salina, KS</td>
<td>785-825-6224; c-k-f.org</td>
</tr>
<tr>
<td>Salina Police Department</td>
<td>255 10th St Salina, KS</td>
<td>785-826-7210; cl.salisu.us/Police-Department</td>
</tr>
</tbody>
</table>

According to Kansas Law, Dating Violence, Domestic Violence and Stalking Are Defined as: Dating Violence: K.S.A. 21-5111(i)(1)

Based on good-faith research “dating violence” is not specifically defined in Kansas law. However, “dating violence” is a subtype of domestic violence where the perpetrator is or has been involved in a social relationship of a romantic nature with the victim.

Domestic Violence: K.S.A. 21-5111(i)

“Domestic violence” means an act or threatened act of violence against a person with whom the offender is involved or has been involved in a dating relationship, or an act or threatened act of violence against a family or household member by a family or household member. Domestic violence also includes any other crime committed against a person or against property, or any municipal ordinance violation against a person or against property, when directed against a person with whom the offender is involved or has been involved in a dating relationship or when directed against a family or household member by a family or household member.

Stalking

(1) Recklessly engaging in a course of conduct targeted at a specific person which would cause a reasonable person in the circumstances of the targeted person to fear for such person’s safety, or the safety of a member of such person’s immediate family and the targeted person is actually placed in such fear;

(2) Engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place...
the targeted person in fear for such person's safety or the safety of a member of such person's immediate family; or after being served with, or otherwise provided notice of, any protective order included in K.S.A. 21-3843, prior to its repeal or K.S.A. 2012 Supp. 21-5924, and amendments thereto, that prohibits contact with a targeted person, recklessly engaging in at least one act listed in subsection (f)(1) that violates the provisions of the order and would cause a reasonable person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear. K.S.A. 21-5427; and “stalking” means an intentional harassment of another person that places the other person in reasonable fear for that person's safety. K.S.A. 60-31a02

**Bystander Intervention**

Bystanders play a critical role in the prevention of sexual assaults, domestic violence, dating violence and stalking. For example, bystanders may have the power to stop assaults, get help for people who have been victimized, and/or alert the appropriate authorities. Kansas State University is committed to promoting a culture of shared accountability where bystanders are actively engaged in the prevention of prohibited conduct. As such, all members of the university community are encouraged to intervene or interrupt any acts of sexual violence they witness.

**The following are ways bystanders can intervene:**

- When it is safe to do so, confront or report people who seclude, hit on or sexually assault people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Call the police when a person is being physically abusive toward another.
- Refuse to leave the area — call police — if a person is trying to get you to leave so they can sexually take advantage of another.
- Ensure community members who are incapacitated are not left alone or in vulnerable situations.
- Refer people to appropriate university and community resources, such as K-State's CARE — the Center for Advocacy, Response and Education.

**Risk Reduction**

Risk reduction is intended to decrease perpetration and bystander inaction by addressing conditions that cultivate violence or crime. At the same time, it's intended to promote empowerment and action that promotes individual and community safety. Additional tips and strategies for risk reduction:

**The following are tips and strategies for risk reduction:**

- **Surround yourself with people who respect each other and you.** Don't tolerate disrespect or pressure in your community.
- **Look out for people around you.** Bystander intervention is crucial when you see a troubling situation or concern for others.
- **Be alert to patterns, not just isolated actions.** Sometimes sexual misconduct can take the form of patterns of behavior, such as isolation, intimidation and threats. Trust your intuition if something feels strange.
- **Take repeated, unwanted attention seriously.** Stalking can sometimes seem merely annoying or even flattering, but the intrusive nature of stalking can escalate very quickly and must be taken seriously.
- **Remember.** We are ALL entitled to study and work in a respectful environment.
Alcohol and Other Drugs

Kansas State University is committed to maintaining a safe and healthy campus community through education, information and intervention concerning alcohol and other drugs. The following section describes the university policies and programs concerning alcohol and other drugs. This includes information on alcohol poisoning, information on the AOD biennial report, and legal penalties related to drug possession and use.

Alcohol

Know the Amounts:

According to the National Institute on Alcohol Abuse and Alcoholism, knowing how much alcohol constitutes a “standard” drink can help you determine how much you are drinking and understand the risks. One standard drink contains about 0.6 fluid ounces or 14 grams of pure alcohol. In more familiar terms, the following amounts constitute one standard drink:

- 12 fl oz of regular beer
- 5 fl oz of malt liquor (shot in a 12 oz glass)
- 5 fl oz of table wine
- 1.5 fl oz of 80-proof distilled spirits (gin, rum, tequila, vodka, etc.)

The percent of “pure” alcohol, expressed here as alcohol by volume (alcohol by volume, varies by beverage). Although the “standard” drink amounts are helpful for following health guidelines, they may not reflect customary serving sizes. In addition, while all standard concentrations are the same, there is considerable variability in alcohol content within each type of beverage (e.g., beer, wine, distilled spirits).

*National Institute on Alcohol Abuse and Alcoholism

Alcohol Poisoning

Alcohol and drug abuse are serious issues on almost all college campuses, and it is important to be aware of the signs of substance abuse and the resources available to help.

Signs of Alcohol Poisoning:

- Passed out or difficult to wake.
- Cold, clammy, pale or bluish skin.
- Slowed breathing.
- Vomiting while asleep or awake.

Know How to Help:

- Turn a vomiting person on his or her side to prevent choking.
- Keep the person awake.
- Never leave the person unattended.
- Never be afraid to get the help an individual needs. Call 911 or Polytechnic Security Office at 785-826-2909.

On-campus Help

Kansas State University’s Alcohol and Other Drug Education Services, a resource offered by University Counseling Services, is for K-State students, faculty and staff and offers the following:

- Educational presentations on alcohol and other drug issues.
- Professional referral resources (campus and community).
- General education information (posters, handouts, fliers, etc.)
- Consultation on special activities.
- Sponsorship of eCHECKUP TO GO.
- Basic assessment and intervention assistance.
- Alcohol Use Disorders Identification Test, AUDIT, screening

The Employee Assistance Program, or EAP, 1-888-275-1205 also provides free confidential short-term counseling (up to eight sessions per issue) and/or referrals for Alcohol and Drug problems to State of Kansas benefits eligible employees and their dependents.

Lifeline 911 Policy

It’s important that victims of alcohol-related emergencies receive medical treatment as soon as possible. The Lifeline 911 policy means that K-State students who seek immediate medical assistance for an alcohol-related emergency on behalf of themselves or another person will NOT be sanctioned for violation of any university alcohol-related policies. This policy allows students to make healthy decisions by seeking medical help without the fear of punishment.
Statements on Alcoholic Beverages, Illegal Drugs and Controlled Substances

The Kansas Alcoholic Beverage Control or ABC, Division is the state's regulatory authority for enforcing Kansas liquor laws through the issue of state licenses and permits, monitoring product flow, conducting compliance reviews of licensed premises and enforcing restrictions on underage access to alcoholic beverages and a variety of other statutory violations. A bill passed by the 1987 Legislature permits consumption of alcoholic liquor in nonclassroom space on property under the control of the Kansas Board of Regents. The policy adopted by the Kansas Board of Regents and enforced at Kansas State University can be found in Chapter 3053 of the K-State Policy and Procedures Manual.

The possession, sale or furnishing of alcohol on the university campus is governed by the K-State Alcoholic Beverage Policy, found in Chapter 3053 of the university's Policy and Procedures Manual, and Kansas state law. Kansas law prohibits the following acts and makes violations of such acts punishable as misdemeanors. Depending upon the particular violation, punishments include substantial fines; performance of public service; jail sentences; and suspension, restriction, or revocation of drivers' licenses. The service of alcoholic beverages is not permitted on university property except in accordance with this policy.

According to the policy it is unlawful:

- For persons under 21 years of age to obtain or purchase, or attempt to obtain or purchase, alcoholic liquor (6 percent beer, wine, hard liquor) or to possess or consume alcoholic liquor.
- To furnish alcoholic liquor or cereal malt beverages to any person under the legal age for consumption of such beverages.
- To provide alcoholic liquor to any person who is physically or mentally incapacitated by the consumption of such liquor.
- For anyone to allow unlawful consumption of alcoholic liquor or cereal malt beverages on their property over which they have control.
- To sell or offer for sale whole or mixed drinks of alcoholic liquor or cereal malt beverages without a state issued license.
- To transport within access of the driver or passengers any alcoholic liquor or 3.2 percent beer to which the original cap, seal package, or container has been removed (open container law). Exception: certain buses and recreational vehicles when not in the driver's compartment.
- To operate any vehicle within the state of Kansas under the influence of alcohol or drugs. A driver who has more than .08 percent alcohol (or persons under 21 years of age to operating a vehicle with more than .02 percent alcohol) in his or her blood is presumed to be under the influence. Less than .08 percent may be considered with other evidence to determine DUI. If an individual is found to be under the influence while operating a motor vehicle and a motor vehicle accident resulted in personal injury or death, that individual will not be eligible for a diversion agreement (i.e., community service, driver's school, etc., in place of incarceration in jail).
- To refuse to submit to tests for the presence of alcohol or drugs when lawfully requested to do so by a law enforcement officer. Such refusal will result in a loss of driver's license for one year.
- To display or possess a canceled, fictitious, fraudulently altered or fraudulently obtained identification card.
- To lend or permit the use of one's driver's license or identification card by another person.
- To, in any way, create a reproduction of a driver's license.

The city of Salina has adopted as city ordinances similar laws relating to the control of alcoholic liquor and cereal malt beverages. Further, under city ordinance, among other matters, it is unlawful:

- For persons under 18 years of age to remain in any tavern after the hour of 8 p.m. unless employed by the establishment or accompanied by a parent or guardian.
- To willfully disturb the peace and quiet of any person, family or neighborhood or to engage in disorderly conduct.
- To fail to depart from an unlawful assembly after being directed to do so by a law enforcement officer. An unlawful assembly is a meeting or coming together of five or more persons engaging in conduct that constitutes disorderly conduct, a riot, disturbing quietude or disturbing the peace.
### Drug Scheduling

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Characteristics</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule I</td>
<td>Schedule I drugs, substances, or chemicals are defined as drugs with no currently accepted medical use and a high potential for abuse.</td>
<td>heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), 3,4-methylenedioxyamphetamine (ecstasy), methaqualone, and peyote</td>
</tr>
<tr>
<td>Schedule II</td>
<td>Schedule II drugs, substances, or chemicals are defined as drugs with a high potential for abuse, with use potentially leading to severe psychological or physical dependence. These drugs are also considered dangerous.</td>
<td>Combination products with less than 15 milligrams of hydrocodone per dosage unit (Vicodin), cocaine, methamphetamine, methadone, hydromorphone (Dilaudid), meperidine (Demerol), oxycodone (OxyContin), fentanyl, Dexedrine, Adderall, and Ritalin</td>
</tr>
<tr>
<td>Schedule III</td>
<td>Schedule III drugs, substances, or chemicals are defined as drugs with a moderate to low potential for physical and psychological dependence. Schedule III drug abuse potential is less than Schedule I and Schedule II drugs but more than Schedule IV.</td>
<td>Products containing less than 90 milligrams of codeine per dosage unit (Tylenol with codeine), ketamine, anabolic steroids, testosterone</td>
</tr>
<tr>
<td>Schedule IV</td>
<td>Schedule IV drugs, substances, or chemicals are defined as drugs with a low potential for abuse and low risk of dependence.</td>
<td>Xanax, Soma, Darvon, Darvocet, Valium, Ativan, Talwin, Ambien, Tramadol</td>
</tr>
<tr>
<td>Schedule V</td>
<td>Schedule V drugs, substances, or chemicals are defined as drugs with lower potential for abuse than Schedule IV and consist of preparations containing limited quantities of certain narcotics. Schedule V drugs are generally used for antidiarrheal, antitussive, and analgesic purposes.</td>
<td>Cough preparations with less than 200 milligrams of codeine or per 100 milliliters (Robitussin AC), Lomotil, Motofen, Lyrica, Parepectolin</td>
</tr>
</tbody>
</table>

### Drug Effects

<table>
<thead>
<tr>
<th>Substances: Category and Name</th>
<th>Examples of Commercial and Street Names</th>
<th>Acute Effects/Health Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tobacco</td>
<td>Found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, chew)</td>
<td>Increased blood pressure and heart rate/chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction</td>
</tr>
<tr>
<td>Alcohol (ethyl alcohol)</td>
<td>Found in liquor, beer, and wine</td>
<td>In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose</td>
</tr>
<tr>
<td>Cannabinoids</td>
<td>Blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, sinsemilla, skunk, weed</td>
<td>Euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning, memory; anxiety; panic attacks; psychosis/cough; frequent respiratory infections</td>
</tr>
<tr>
<td>Hashish</td>
<td>Boom, gangster, hash, hash oil, hemp</td>
<td></td>
</tr>
<tr>
<td>Opioids</td>
<td>Diacetylmorphine: smack, horse, brown sugar, dope, H, junk, skag, skunk, white horse, China white; cheese (with OTC cold medicine and antihistamine)</td>
<td>Euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing/constipation; endocarditis; hepatitis; HIV; addiction; fatal overdose</td>
</tr>
<tr>
<td>Opium</td>
<td>Laudanum, paregoric: big O, black stuff, block, gum, hop</td>
<td></td>
</tr>
<tr>
<td>Stimulants</td>
<td>Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot</td>
<td>Increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy, mental alertness; tremors; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosis/weight loss; insomnia; cardiac or cardiovascular complications; stroke; seizures; addiction. Also, for cocaine — nasal damage from snorting. Also, for methamphetamine — severe dental problems.</td>
</tr>
<tr>
<td>Amphetamine</td>
<td>Biphedrine, Dexedrine: bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers</td>
<td></td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>Desoxyn; meth, ice, crank, chalk, crystal, fire, glass, go fast, speed</td>
<td></td>
</tr>
<tr>
<td><strong>Club Drugs</strong></td>
<td>MDMA (methylenedioxy-methamphetamine)</td>
<td>Ecstasy, Adam, clarity, Eve, lover’s speed, peace, uppers</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Flunitrazepam</strong>*</td>
<td>Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies</td>
<td>Flunitrazepam — sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination/addiction</td>
</tr>
<tr>
<td><strong>GHB</strong>*</td>
<td>Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid, ecstasy, soap, scoop, goop, liquid X</td>
<td>GHB — drowsiness; nausea; headache; disorientation; loss of coordination; memory loss/unconsciousness; seizures; coma</td>
</tr>
<tr>
<td><strong>Dissociative Drugs</strong></td>
<td>Ketamine</td>
<td>Ketalar SV: cat Valium, K, Special K, vitamin K</td>
</tr>
<tr>
<td><strong>PCP and analogs</strong></td>
<td>Phencyclidine: angel dust, boat, hog, love boat, peace pill</td>
<td></td>
</tr>
<tr>
<td><strong>Salvia divinorum</strong></td>
<td>Salvia, Shepherdess’s Herb, Maria Pastora, magic mint, Sally-D</td>
<td></td>
</tr>
<tr>
<td><strong>Dextromethorphan (DXM)</strong></td>
<td>Found in some cough and cold medications: Robotripping, Robo, Triple C</td>
<td></td>
</tr>
<tr>
<td><strong>Hallucinogens</strong></td>
<td>LSD</td>
<td>Lysergic acid diethylamide: acid, blotter, cubes, microdot, yellow sunshine, blue heaven</td>
</tr>
<tr>
<td></td>
<td>Mescaline</td>
<td>Buttons, cactus, mesc, peyote</td>
</tr>
<tr>
<td></td>
<td>Psilocybin</td>
<td>Magic mushrooms, purple passion, shrooms, little smoke</td>
</tr>
<tr>
<td><strong>Other Compounds</strong></td>
<td>Anabolic steroids</td>
<td>Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: roids, juice, gym candy, pumpers</td>
</tr>
<tr>
<td></td>
<td>Inhalants</td>
<td>Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isooamyl, isobutyyl, cyclohexyl); laughing gas, poppers, snappers, whippets</td>
</tr>
</tbody>
</table>

* Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use; Schedule II drugs are available only by prescription (nonrefillable) and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in 6 months and may be ordered orally. Some Schedule V drugs are available over the counter.

** Some of the health risks are directly related to the route of drug administration. For example, injection drug use can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis and other organisms.

*** Associated with sexual assaults.

### Legal Sanctions

The enforcement of alcohol laws and policy on campus are the responsibility of the K-State Police Department. Kansas State University has been designated a drug-free workplace and the possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. These laws are enforced by the K-State Police Department and violators are subject to university disciplinary action and criminal prosecution.

<table>
<thead>
<tr>
<th><strong>Offense</strong></th>
<th><strong>Frequency</strong></th>
<th><strong>Classification</strong></th>
<th><strong>Jail Term/ Penalties</strong></th>
<th><strong>Fine</strong></th>
<th><strong>Driver’s License</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Driving Under the Influence (DUI)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><em>In Kansas it is illegal for anyone to operate a vehicle under the influence of alcohol, drugs, or both alcohol and drugs, with a breath or blood alcohol content of .08 or more. For anyone under 21, it is illegal to do so with a breath or blood alcohol content of .02 or greater.</em></td>
</tr>
<tr>
<td>First Conviction</td>
<td>Misdemeanor</td>
<td>6 months in jail; required completion of an alcohol education program</td>
<td>$1,000</td>
<td>suspended driver’s license for 30 days; then use of ignition interlock device for 180 days (1-year suspension and subsequent 1 year ignition interlock device if alcohol concentration is .15 or greater)</td>
<td></td>
</tr>
<tr>
<td>Second Conviction</td>
<td>Misdemeanor</td>
<td>1 year in jail; completion of alcohol treatment program</td>
<td>$1,750</td>
<td>suspended driver’s license for 1 year; then use of ignition interlock device for 1 year (2 years, if alcohol concentration is .15 or greater)</td>
<td></td>
</tr>
<tr>
<td>Third Conviction</td>
<td>Misdemeanor</td>
<td>1 year in jail completion of alcohol treatment program</td>
<td>$2,500</td>
<td>suspended driver’s license for 1 year; use of ignition interlock device for 2 years (3 years, if alcohol concentration is .15 or greater), with costs</td>
<td></td>
</tr>
<tr>
<td>Fourth Conviction</td>
<td>Felony if prior conviction within preceding 10 years</td>
<td>1 year in jail; participation in alcohol abuse program; required mental health evaluation</td>
<td>$2,500</td>
<td>suspended driver’s license for 1 year; then use of ignition interlock device for 3 years (4 years, if alcohol concentration is .15 or greater), with costs</td>
<td></td>
</tr>
<tr>
<td>Fifth and All Subsequent Convictions</td>
<td>Felony</td>
<td>1 year in jail; participation in alcohol abuse program; required mental health evaluation</td>
<td>$2,500</td>
<td>suspended driver’s license for 1 year, then use of ignition interlock device for 10 years, with costs</td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Consumption and Possession</strong></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Anyone of any age to consume alcoholic liquor on state or Kansas State University property, except where specific exemptions are provided by law</td>
<td>Six months in jail</td>
<td>$200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anyone under 21 years of age to possess, purchase, attempt to purchase or consume cereal malt beverage or alcoholic liquor except where specific exemptions are provided by law</td>
<td>One month in jail; perform 40 hours of public service; attend an alcohol education program</td>
<td>$200 (18-21 years of age); $500 (under 18 years of age);</td>
<td>up to one-year suspension of driving privileges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anyone to furnish cereal malt beverage or alcoholic liquor to another person under 21 years of age</td>
<td>Six months in jail; attend an alcohol education program</td>
<td>$200 minimum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anyone to host a person under 21 in such a manner that permits the minor to consume alcoholic liquor or cereal malt beverages</td>
<td>One year in jail; performance of community service</td>
<td>$1,000 minimum</td>
<td></td>
<td></td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Testing</strong></th>
<th></th>
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<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Refusal to submit to alcohol or drug testing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>suspended driver’s license for 1 year; driving is restricted by ignition interlock device for 2 years.</td>
</tr>
<tr>
<td>2nd time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>driving is restricted by ignition interlock device for 3 years</td>
</tr>
<tr>
<td>3rd time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>driving is restricted by ignition interlock device for 4 years</td>
</tr>
<tr>
<td>4th time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>driving is restricted by ignition interlock device for 5 years</td>
</tr>
<tr>
<td>5th time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>driving is restricted by ignition interlock device for 10 years</td>
</tr>
</tbody>
</table>
### Drug-Free Schools and Communities Act

Among other efforts in support of this commitment, the university conducts a biennial review of the effectiveness of its drug and alcohol prevention programs, and the consistency of disciplinary sanctions imposed for violations of standards of conduct pertaining to possession, use, or distribution of illicit drugs and alcohol by students and employees on university property or as part of its programs. This review is required by the Drug-Free Schools and Communities Act (DFSCA) of 1989 — also known as Drug-Free Schools and Campuses Act — and U.S. Department of Education regulations. Consistent with these requirements, the 2016 report explains the biennial review findings and recommendations for continuous improvement. The Kansas State University Drug-Free Schools and Communities Act Biennial Review can be found at www.k-state.edu/report/reports

### Parental Notification of Drug and Alcohol Policy Violations

The U.S. Congress passed an amendment to the Family Educational Rights and Privacy Act — also known as FERPA or the Buckley Amendment — on Oct. 1, 1998, removing restrictions to disclosing information to parents or guardians of students under the age of 21 about their student’s violation of a university alcohol or other drug policy.

Kansas State University notifies the parents or guardians as listed on the student record if that student has a second violation of a university alcohol policy or a first-time drug violation. This notification is only for students who are under 21 at the time of the incident and disclosure.

On a student's first on-campus alcohol or drug policy violation, the student is subject to a judicial review panel or an administrative review. Students are often given an educational sanction to learn more about substance abuse and how to make healthier decisions. The university looks on a first alcohol violation as a teachable moment and uses it as such.

However, drug violations or repeated alcohol violations may indicate that a more serious problem exists, and the university notifies parents as an important resource for the student.

### Offense Frequency Classification Jail Term/ Penalties Fine Driver's License

<table>
<thead>
<tr>
<th>Offense</th>
<th>Frequency</th>
<th>Classification</th>
<th>Jail Term/ Penalties</th>
<th>Fine</th>
<th>Driver’s License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Drugs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The manufacture of a controlled substance</td>
<td></td>
<td>drug severity level 2 felony</td>
<td>Maximum Penalty: 12 years imprisonment</td>
<td>$500,000</td>
<td></td>
</tr>
<tr>
<td>Illegal possession or use of opiates, amphetamines and narcotics</td>
<td></td>
<td>drug severity level 5 felony</td>
<td>Maximum Penalty: 3 1/2 years imprisonment</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>Unlawful possession or use of depressants*, stimulants, hallucinogenic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>drugs (including marijuana and K-2), anabolic steroids, simulated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>controlled substances and paraphernalia, as well as unlawfully</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>obtaining and distributing prescription drugs. *Depressants include</td>
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<tr>
<td>barbiturates and barbital; hallucinogens include LSD and psilocybin.</td>
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<tr>
<td>Intentional unlawful distribution or possession with intent to distribute</td>
<td></td>
<td></td>
<td>Maximum penalty: life imprisonment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>controlled substances</td>
<td></td>
<td></td>
<td>With two prior convictions for this offense: life</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>imprisonment without release</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unlawful possession of a controlled substance</td>
<td></td>
<td></td>
<td>Maximum penalty: Three years imprisonment</td>
<td>$5,000</td>
<td></td>
</tr>
</tbody>
</table>

*Depressants include barbiturates and barbital; hallucinogens include LSD and psilocybin.
Missing Student Policy and Procedure

This notification policy and procedures apply only to students who reside in campus housing ("resident students"). This includes residence halls that are owned or controlled by Kansas State Polytechnic and that are designated for student use. Although this policy does not apply to students who live in off-campus housing, university staff and campus security officers will assist local authorities in their investigation of an off-campus missing K-State student. However, if a member of the university community has reason to believe that any student is missing and makes a report, efforts will be made to locate the student to determine his or her state of health and well-being.

Initial concerns about a missing student should be referred immediately to the K-State Polytechnic Security Office at 785-826-2909 and/or the Academic & Student Services Office at 785-826-2984. Efforts to locate the student will be directed by the Academic & Student Services Office, in collaboration with Campus Security, Residence Life, local authorities and friends and family members of the missing student.

If the student has been missing for more than 24 hours, Campus Security, in collaboration with the Associate Dean of Undergraduate Studies or designee, will notify the confidential contact person identified by the missing student within 24 hours after such determination that the student is missing. If a resident student has been missing for more than 24 hours and that resident student is unemancipated and under 18 years of age, then that student's custodial parent or legal guardian will also be notified within 24 hours.

Official Notification Procedures

Notification of the missing student procedures to be provided to resident student:

• All resident students may designate a confidential contact person to be notified no later than 24 hours after the student is determined to have been missing for 24 hours. Students may identify this contact using the Confidential Contact Form available at their residence's front desk or from their building's Resident Life Coordinator, or RLC. Completed forms will be maintained in the RLC's office. The confidential contact information provided by the student will be accessible only to authorized campus personnel, including law enforcement officials in connection with a missing person investigation. If the student does not register a confidential contact person, then the student’s designated emergency contact person(s) shall be contacted.

• All resident students under 18 years of age and not emancipated, in the event that they are determined to be missing, will have their custodial parent or legal guardian notified within 24 hours, in addition to notification of the confidential contact person designated by the student.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the university will inform local law enforcement within 24 hours of the determination that the student is missing unless the local law enforcement agency was the entity that made the determination that the student is missing.

Statement of Policy Regarding Discrimination, Harassment, Sexual Violence and Stalking

In this policy, the term “sexual violence” refers to a physical act perpetrated against a person's will, or where a person is so incapacitated that he or she is incapable of giving consent due to the use of drugs or alcohol, or where a person is incapable of giving consent due to an intellectual or other disability.

A number of different acts fall into the category of sexual violence, including but not limited to rape, sexual assault, sexual battery, domestic violence and dating violence. Use of alcohol or other drugs by a perpetrator or victim does not excuse acts of sexual violence.

Procedures for Disciplinary Action

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the appropriate university disciplinary system. In whatever disciplinary procedure is used, both the victim and the individual accused of the offense are entitled to:

• A prompt, fair and impartial investigation and resolution.

• Proceedings conducted by officials who do not have a conflict of interest or bias for or against the accused or the accuser and who at a minimum receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

• Timely notice of meetings at which one or the other or both may be present.

• Timely access to information that will be used after the fact-finding investigation and during any informal or formal disciplinary meetings or hearings.

• The same opportunities to have others present during any disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by the adviser of their choice. The university may not limit the choice of adviser, but may establish limits regarding the extent to which that adviser may participate in the proceeding, as long as those limits apply equally to both parties.

• Have the outcome determined by a preponderance-of-the-evidence standard based on the totality of the evidence presented.

• Simultaneous, written notification of the outcome of the proceeding, any procedures for either party to appeal the result, any change to the result and when the result becomes final. For this purpose, “result” means any initial, interim and final decision by any official or entity authorized to resolve disciplinary matters. The result will include any sanctions imposed by the university and the rational for reaching that result.
If the Administrative Review Team, or ART, determines that there was no violation of this Policy, then the complainant may submit an appeal to the Deciding Administrator. Once sanctions are decided, they shall be implemented immediately, regardless of whether the complainant or respondent intends to appeal. If the Deciding Administrator imposes a sanction, then a written appeal may be submitted to the Appeal Administrator within 10 calendar days from the date of the Deciding Administrator’s written decision. A respondent’s appeal must be in writing and the appeal must state every ground on which the appeal is based. A complainant’s appeal must be in writing, must state every ground on which the appeal is based, and may appeal only the severity of the sanction. The appeal does not involve a new investigation. The appeal may only decide, based upon the written information presented, whether the Deciding Administrator’s basis for imposing sanctions, and/or the sanctions themselves, were “arbitrary and capricious.” This means that there must be no reasonable basis, under circumstances presented, to uphold the sanctions imposed by the Deciding Administrator. The appeal must defer to the ART for all credibility decisions (e.g., who is telling the truth). A Deciding Administrator who follows the ART’s recommended sanction will be presumed not to have acted arbitrarily or capriciously, unless conclusively demonstrated otherwise. A ruling by the Appeal Administrator that affirms the Deciding Administrator’s decision is not subject to further review within the university.

**Specific Procedures**

An act of sexual violence, domestic violence, dating violence or stalking may violate the university’s Policy Prohibiting Discrimination, Harassment, Sexual Violence and Stalking, known as PPM 3010, and thus violations are subject to disciplinary sanctions through a report to the Office of Institutional Equity, or OIE. OIE will evaluate and investigate complaints. The reporting party and the accused are afforded an equitable process throughout, and both are informed of the outcomes of the proceeding. Alleged violations of PPM 3010 will be processed by OIE. If OIE reviews a report and determines that the report, if true, would constitute a violation of the PPM 3010 then an Administrative Review Team, or ART, is formed. The ART evaluates the report, which can include an investigation, and makes findings of fact.

The determination regarding the presence or absence of consent shall be based upon the totality of circumstances in a particular case, including the context in which the alleged incident(s) occurred. If an individual can comprehend the sexual nature of the proposed act, can understand he or she has the right to refuse to participate, and possesses a rudimentary grasp of the possible results arising from participation in the act, he or she has the capacity to consent. A person may be incapable of giving consent because of mental deficiency or disease, or because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender. Consent will not necessarily be inferred from silence or passivity alone. Sexual violence is considered sexual harassment and is therefore considered to be discrimination. This policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests and participants in university-sponsored programs or activities. The academic or work relationship sometimes extends beyond the university campus and after university work and class hours. Therefore, in some situations, this policy may apply to allegations of discrimination, harassment or retaliation for behavior that occurs off campus or during after-hours functions sponsored by the university. Off-campus occurrences that are not related to university-sponsored programs or activities are investigated under this policy only if those occurrences relate to discrimination, harassment or retaliation alleged on campus.

**Possible Sanctions or Protective Measures That the University May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses**

Following a final determination in the university’s disciplinary proceeding that one of the above offenses has been committed, the university may impose penalties depending on the mitigating and aggravating circumstances involved. They include exclusion from the campus, dismissal from employment or expulsion from the university. Remedial actions will be taken to restore any losses suffered as a result of a violation of this policy. Examples of remedial actions include, but are not limited to, re-evaluation of a grade, an evaluation completed by someone other than the respondent, reconsideration of an application for employment, placement in a position, back pay and lost benefits, withdrawal of a disciplinary action or a change of housing.

Furthermore, the university may provide protective measures for the victim. These can include such things as access counseling or therapeutic services; medical services; victim advocacy; legal assistance, such as orders of protection, no-contact orders, restraining orders, or similar lawful orders; visa and immigration assistance; and student financial aid assistance. Reasonable changes to academic, living, transportation or working situations are available if requested by a victim.

**Prohibition Against Retaliation**

It is against university policy for anyone to retaliate, intimidate, threaten, coerce or otherwise discriminate against persons exercising their rights or responsibilities under the Clery Act.

**Victims to Receive Written Notification of Options**

When a student or employee reports to the university that he or she has been a victim of domestic violence, dating violence, sexual assault or stalking, whether the offense occurred on or off campus, the university will provide the student or employee a written explanation of his or her options.

If you wish to report sexual violence for criminal investigation, contact the Kansas State Polytechnic Security Office, 785-826-2952 or 785-826-2909 or the Salina Police Department, 785-826-7210. If you wish to report sexual violence for investigation by the university, contact the Office of Institutional Equity, or OIE, at 785-532-6220. You can make reports and request that
an investigation not take place at the Center for Advocacy, Response, and Education, or CARE, at 785-532-6444. In some circumstances, however, CARE cannot guarantee that no investigation will be undertaken. CARE will provide its services, regardless of whether a report is made to law enforcement or the university for investigation.

Regarding information for crime victims about disciplinary proceedings Kansas State University will, in accordance with Section 487 (a) of the Higher Education Opportunity Act, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of title 18, United States Code) or nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Policies for Timely Warnings

The issuing of a timely warning will be decided on a case-by-case basis. The University will issue a timely warning to members of the campus community when there is a report to a Campus Security Authority of a Clery Reportable Crime within the University’s Clery Geography that the University considers a threat to students and employees. CSAs must promptly report information (include link to CSA reporting page) so K-State can determine whether a timely warning is necessary.

For the Manhattan campus, KSUPD and the Clery Act Federal Coordinator will consult with the Office of Student Life to review the reported facts of the case, and determine whether to issue a timely warning, and if so, to coordinate its issuance and its contents with the Division of Communications and Marketing. For the Polytechnic campus, the Safety and Security department will generally consult with the Office of Academic and Student Services and the Clery Act Federal Coordinator in coordination with the Division of Communications and Marketing to perform these functions. For the Olathe campus, Olathe Security and Facilities will generally consult with Olathe Academic and Student Services, the Clery Act Federal Coordinator, the Manhattan campus Office of Student Life, and the Division of Communications and Marketing to perform these functions. Decisions will be made in light of all the pertinent facts surrounding the alleged crime, such as the nature of the alleged crime, the potential of a continuing danger or threat to the campus community, possible risk of compromising law enforcement efforts, and the privacy of the alleged victim, the ability of the warning to aid in the prevention of similar crimes, and the relationship to Clery Geography.

Timely Warnings may take the form of a press release, posted material, through the automated calling or the campus emergency notification system, and other dissemination processes identified by campus administration as applicable to the situation.

Campus Security and Access

Buildings and Grounds

Kansas State Polytechnic Security employees lock the doors of buildings — except those to which access is necessary — nightly by 10 p.m. The doors are unlocked in the mornings by 7:30 a.m. Security employees walk through selected buildings each night to check locked office doors and other security related matters. Any exterior doors found to be malfunctioning are reported to Polytechnic Security, which manages campus keys. The doors are made functional as soon as possible. Members of the Kansas Fire Marshal’s Office inspect the buildings annually for fire safety.

Public access and the hours of campus operation continue to expand. Lighting and emergency phone as well as building and parking lot upgrades will continue as needed. The grounds section of the Division of Facilities is the groundskeeper for the university. This unit trims trees, shrubs and other vegetation regularly and upon request to ensure that exterior lights are not blocked.

Student Housing Safety

Many Kansas State University students make their home on campus by living in one of the two residence halls on campus. For all of these residents and students, safety is a university focus.

Kansas State Polytechnic Residence Life provides a number of security features and safety programs for students who live on campus.

Residence Halls

A computerized access system requires the use of a K-State ID for students to gain entry into their specific hall at all times. Exterior doors also are monitored by staff.

• Deadbolt locks and keys are provided for each student room. Residents are encouraged to lock their room door and carry a key at all times.
• Desk assistants are available at lobby desks providing a central contact person in case of emergency.
• Residence hall staff members are on duty 24 hours a day, seven days a week to respond to student needs.
• Security cameras in strategic locations around the residence halls and other surrounding university buildings monitor activity in residence hall parking lots.
• Safety programs for residents are offered through information sessions, demonstrations, bulletin boards and community meetings. Housing staff and other consultants present information and ongoing programs on crime prevention, including seminars on topics such as personal protection, rape and protecting personal property.
• Door-to-door solicitation and distribution of leaflets by nonhousing individuals and organizations is prohibited.

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Emergency Management Plans

Figure 1: Immediate Notification Authorization Process

- Threat or emergency situation reported to Polytechnic Security.
  » Polytechnic Security confirms the situation immediately threatens life safety/security of campus population.
  » Polytechnic Security determines that a notification will not compromise response efforts.
  » Polytechnic Security authorizes emergency notification.

Figure 2: Urgent Notification Authorization Process

- Threat or emergency situation reported to Polytechnic Security.
  » Polytechnic Security confirms the situation immediately threatens life safety/security of campus population.
  » Polytechnic Security consults with Associate Dean who may notify Polytechnic CEO and CIRT team.
  » Polytechnic Security authorizes emergency notification system.

Figure 3: Informative Notification Authorization Process

- Nonemergency event occurs and is affecting the campus community.
  » The Associate Dean or CIRT Chair or responsible university authority confirms there is a need to inform the campus population.
  » The Associate Dean or CIRT Chair or Polytechnic Security staff may authorize emergency notification system.

Critical Incident

Implement “active threat” preparedness into each department’s emergency operations plan. Monitor co-workers and others for signs of stress or severe depression. Report any concerns to your supervisor.

Early detection of individuals having personal or family problems or demonstrating odd or threatening behavior is the best method for reducing the likelihood of active threat events. The university has exceptional resources to assist these persons through the Academic & Student Services Office, 785-826-2984, and the Human Resources Department for Faculty and Staff, 785-826-2611. • Active Shooter: Call 911 if safe to do so. Remain calm and keep out of plain sight. Do not put yourself in harm’s way. If you can do so safely, inform building occupants, then lock doors, block windows and close blinds. Seek protective cover. Place signs in exterior windows to identify your location. Stay in place until police clear the building. Consider utilizing procedures outlined in ALiCE training: Alert, Lockdown, Inform, Counter and Evacuate. ALiCE training is offered throughout the year and upon request by the K-State Police Department.

IMPORTANT: During “active threat” situations, the decision to resist the threat is an individual decision that no one person can make for anyone else. An aggressive resistance may assist with your personal safety, the safety of the group, and increase the chances of survival. There are NO guarantees when offering resistance that NO one will be injured.

Fire Alarms

If you detect a fire, call 911, pull the fire alarm and follow evacuation procedures. If you hear a fire alarm, you must leave the building immediately. In multistory buildings, do not use the elevator; exit via the stairway. Cooperate with all staff members and other authorities. Do not reenter the building until you are given permission to do so by a police officer, firefighter or building manager.

Medical Emergencies

For any situation requiring emergency medical assistance on campus, call 911 or 785-826-2909 and relay information to the dispatcher.

Tornado and Severe Weather

Go to the designated tornado shelter for the building. In most cases this is the lowest floor, in the central core of the building, and away from glass windows. Outdoor sirens will sound a steady three-minute blast when the need to take cover is necessary. University personnel will alert the classrooms. If you are outside when the sirens go off, seek shelter immediately. Go into the closest building and seek out the lowest floor in the center of the building. After the tornado has passed, report any injuries. Call 911 for ambulance and fire; call the Kansas State Polytechnic Security Office, 785-826-2909, to report building damage.
**Bomb Threats**

Notify the police immediately. Try to be as specific as possible when relaying what the threatening person relayed. Listen intently for voice or speech peculiarities and for background noises because this information can aid in later investigations. Record immediately the date and exact time the call is received.

Decisions will be made in light of all the pertinent facts surrounding the alleged crime, such as the nature of the alleged crime, the potential of a continuing danger or threat to the campus community, possible risk of compromising law enforcement efforts, and the privacy of the alleged victim, the ability of the warning to aid in the prevention of similar crimes, and the relationship to Clery geography.

Timely Warnings may take the form of a press release, posted material, through the automated calling or the campus emergency notification system, and other dissemination processes identified by campus administration as applicable to the situation.

**Emergency Response and Evacuation Procedures**

The Kansas State University Emergency Management Plan manual for the Polytechnic Campus outlines the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency or disaster. It includes information about incident management, assessment of probabilities and impact, levels of emergencies, and emergency management plan activation, as well as the response and function of various entities, such as Emergency Operations Center, president’s cabinet, EOC Coordinator, Emergency Operation Team and Emergency Operation Team support staff during an incident. Each university department is responsible for developing continuity of operation plans to be put in place in the event of an emergency.

**Emergency Management Plan Activation**

When the K-State Polytechnic University Police and Security Office or another entity determines there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, designated senior college administrators will be contacted in the following order: Dean of Polytechnic Campus, Associate Dean for Undergraduate Studies, Associate Dean for Research and Engagement, and the Director of Fiscal Affairs. If none of these senior college administrators is immediately available, the Director of Security has the authority to activate the plan. Upon receipt of the call, the senior university administrator will immediately determine the scope of the incident and, as needed, will contact the appropriate parties.

**Levels of Emergency Notification**

The process for activating K-State Alerts immediately begins when a threat or emergency situation is reported to the K-State Police Department or to another responsible university authority.

There are four levels of notifications under K-State Alerts:

- **Immediate, Urgent, Informative and Status Update/All-Clear.**

**Immediate Notification**

An Immediate Notification through K-State Alerts to the campus community is made when K-State Police Department or another responsible university authority has confirmed that an emergency situation poses an immediate threat to life safety or security of the campus population.

The K-State Police Department command staff, police department dispatcher or the designated senior university administrators are authorized to make an Immediate Notification that alerts and provides warning and safety or protection instructions to the campus community.

The university will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification, will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Examples of situations, but not limited to, that could lead to an Immediate Notification: Active shooter, tornado, major fire, major flood, radioactive or chemical contamination, disease outbreak, sustained blizzard conditions, major natural gas pipeline eruptions or extended utility outage, etc.

**Urgent Notification**

An Urgent Notification to the campus community is made immediately when K-State Police Department or another responsible university authority has confirmed that an emergency situation may pose a threat to life safety or security of the campus population.
The K-State Police Department command staff or the university president’s cabinet may authorize a K-State Alerts notification that warns campus populations of the situation’s location and provides precautionary actions.

As necessary, the assistant vice president/chief of police will notify the university president and president’s cabinet of the situation, notifications authorized/issued (or not authorized/issued), and any other actions taken.

Examples, but not limited to, of possible situations for Urgent Notification: Fire, bomb threat, building evacuation, hostage situation, terror-related event, natural gas or propane leak/eruption, chemical spill, power failure in multiple buildings, entrapment in building or equipment, winter storm or tornado warning.

Informative Notification
An Informative Notification to the campus community is made when the president’s cabinet or another responsible university authority has confirmed there is a need for the campus population to be notified of a specific nonemergency event.

The K-State Police Department, or K-State PD, command staff, Division of Communications and Marketing, or DCM, or the president’s cabinet may authorize a K-State Alerts notification that informs the campus community of the occurrence. Examples, but not limited to, situations that could active and Informative Notification: Personal injuries, medical problems, thefts, minor protests, fire alarms, building power failures, broken pipes, minor chemical spills, gas pipeline leaks, technology outages, etc.

Status Update/All-Clear
A Status Update Notification is made when there is new information or instructions for the campus population; it may provide an update on the situation or change protective actions.

An All-Clear Notification indicates that the emergency has been contained. Status Update and All-Clear Notifications should be timed such that messages do not overlap.

Emergency Notification System Authorizations
Status Update and All-Clear Notifications are authorized by the person who is incident command. The K-State Police Department dispatcher is authorized to send an All-Clear Notification through K-State Alerts when a tornado warning is lifted.

Emergency Notification Procedures
In the event of a situation that may endanger life or adversely affect the university in any campus location (internal or external), the situation should be reported immediately by calling Kansas State Polytechnic Security at 785-826-2909 or by calling 911. Once a security officer confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community is occurring, an emergency notification will be sent. A message will be crafted by a senior duty staff or a Department of Communications and Marketing news and communications staff member and sent to the campus community — unless it is determined that a segment or segments of the campus community should not receive the notification.

K-State Alerts emergency notification system will be used to notify faculty, staff and students of an existing threat to K-State. K-State Alerts will use text messaging, voice messaging, automated telephone calls, emails to all @k-state.edu accounts, alert beacons, police public address systems, tornado sirens with speakers, K-State staff carrying radios, and postings to the K-State website to notify faculty, staff and students of an emergency.

In addition to the above mentioned means of communication, the university also will seek to notify its Salina Police...
partners and use public mass media (radio and television) for appropriate announcements to keep campus and the local community informed. Individuals are encouraged to minimize the use of personal cellphones unless it is to report on the status of the incident to assure their personal safety or the safety of others. Mass use of cellphone systems typically results in system overloads and the general failure of the system until traffic diminishes.

**Emergency Notification System**

Kansas State University officials use the following means of communication to alert the university community about a crisis, danger, or natural disaster:

- **Reverse 911 telephone calling system.** A 30-second recorded message from K-State Police sent to cellphones and land lines. Offers a summary of the situation and instructions.
- **Text messaging.** Sent to cell phones of students, staff, and faculty on the Manhattan and Polytechnic campuses.
- **Webpage override.** All web pages at k-state.edu or polytechnic.k-state.edu automatically redirected to emergency information page.
- **Email advisory.**
  - **Tornado warning sirens.** Kansas State Polytechnic has a tornado siren located on the southwest end of campus.
  - **Local media.** Kansas State Polytechnic Communication and Marketing Office provides information and updates to area radio and local news stations.
- **Campus Security.** Security personnel have radio connections with the Salina Police Department.

**Emergency Guide**

Kansas State Polytechnic also provides an Emergency Guide to the entire campus community that contains emergency numbers, evacuation procedures, medical procedures, fire, tornado and severe weather information, and other emergency situations. This guide is found at polytechnic.k-state.edu/emergency.

**Academic & Student Services Office**

In the event of a crisis situation or in the prevention of future crimes, the Academic & Student Services Office at Kansas State Polytechnic will proactively inform the campus community via the text message alert system (K-State Alerts), an all-campus email, or campus memo. The Associate Dean of Undergraduate Studies is the chair of the Critical Incident Response Team, or CIRT, on the Polytechnic Campus. The CIRT is designed to assess and coordinate the response to significant campus situations and events that require intervention in order to assist the community and its members return to a more normal state of functioning and to suggest future preventative measures.

**Emergency Evacuation Procedures for Individuals with Disabilities**

The following guidelines apply to the emergency evacuation of individuals with temporary or permanent disabilities. These guidelines are based on requirements of the NFPA 101 Life Safety Code, the Americans with Disabilities Act, and the American National Standards Institute (ANSI) Standard A117.1.

- **When an alarm sounds, individuals with disabilities should proceed to a designated enclosed stairwell if possible.** On the way to the “safe area,” an individual with a disability should ask an individual without a disability for aid in notifying response personnel of their location in the building. If no one is available to assist the individual with a disability, he/she should, after reaching the safe area, use any means possible to notify response personnel of his/her location. In some cases, trying to leave may pose more danger to the individual with a disability than the actual emergency situation.
- **DO NOT USE an elevator during an emergency evacuation.**
- **Mobile individuals with a visual disability should, if no one is available to assist, wait out the rush of traffic until they can use the nearest exit at their own pace.**
- **Mobile individuals with a hearing disability who may be unaware of the emergency should be calmly advised and should use the nearest building exit.**
- **Individuals with a mobility impairment who require assistance should be directed to the nearest exit or enclosed stairwell, staying out of the way of traffic.** To reduce the risk of personal injury, any attempt to carry individuals with mobility impairment is discouraged. Only trained fire department, police or emergency response personnel should carry these individuals.

It should be noted that rendering assistance by staff to individuals with disabilities should be provided only if such assistance does not place them in personal danger.

**Preparation and training for evacuation of individuals with disabilities**

The key to preparation for safe, orderly and prompt evacuation of individuals with disabilities is awareness of their location and physical restrictions. Supervisors, faculty and staff are often unaware of which individual with a disability is in the area or building. Occupants with disabilities should be familiar with each building they enter and should notify a responsible party of their expected location to ensure help will be forthcoming if an emergency evacuation becomes necessary.

During an emergency, the responsibility for safe evacuation of individuals with disabilities lies with faculty, professional staff, supervisors and the actual individuals with disabilities. Those who have permanent or temporary disabilities which may interfere with their safe, orderly or prompt exit from a building during an emergency must be aware of proper action to take if evacuation becomes necessary. It is the responsibility of the individual with a disability to notify an individual without a disability of his/her location, and ask that individual to inform response personnel (after leaving the building) of his/her need for assistance in that location.

Changes in work or study areas of individuals with disabilities must be reported to ensure system effectiveness.

- Deans, directors and department chairs shall ensure that emergency action plans for their areas are posted
and include evacuation procedures for individuals with disabilities, and are designed and posted in accordance with the Americans with Disabilities Act, or ADA. Occupants with disabilities should know proper evacuation procedures by referring to the posted procedures. The emergency action plan shall include a system of accountability for personnel with disabilities.

• Deans, directors and department chairs shall maintain a current and confidential file to include the names, disabilities and rooms or office locations of all individuals with disabilities in areas under their auspices. They shall also ensure that all occupants receive training in proper evacuation procedures.

• Occupants with temporary or permanent disabilities are requested to inform their instructors and/or supervisors of any physical restrictions they have so that appropriate action can be taken to help ensure their safety in the event of an emergency.

• Faculty and supervisors must be knowledgeable of proper procedures for emergency evacuation of individuals with disabilities on a general and site-specific basis.

• Faculty, staff, and individuals with disabilities shall be aware of these procedures. The execution of these procedures will be tested during the fire drills.

Emergency Operations Center Drills
K-State will conduct an activation of the Emergency Operations Center and Emergency Operations Staff a minimum of once annually. This activation will include drills or exercises addressing a specific emergency topic. The drill/exercise will be coordinated with Salina County Emergency Management, Salina County EMS, the Salina Fire Department and the Saline County Sheriff’s Office, and, if possible, K-State Manhattan and/or K-State Olathe.

Emergency Exercises
K-State’s emergency management will conduct and assess two tabletops for members of the university president’s cabinet and/or designated alternates during the year. K-State’s emergency management staff and the director of fire safety will, upon request, work with colleges, departments or university units on exercises, drills, a tabletop or workshop on emergency issues.

University Leadership Emergency Exercise
K-State’s Emergency Management will, in coordination with its county partners of Riley County Emergency Management, Riley County EMS, the Manhattan Fire Department and the Riley County Police Department, attend workshops, tabletops, drills or exercises addressing a specific emergency topic. When there is an exercise with our partners on campus, a notification of the event will be distributed by K-State’s Division of Communications and Marketing. The university’s emergency management staff will keep a record of the exercise as well as a review of the events assessment.

These records will indicate whether the test was announced or unannounced, the date and time it was conducted and a description of the test or exercise. Moreover, in conjunction with at least one test per calendar year, the university will publicize to students and employees the university’s emergency response and evacuation procedures.

Kansas State Polytechnic Residence Life
Kansas State Polytechnic Residence Life schedules four fire drills per year at its residence halls, including one in the first 10 days of both the fall and spring semesters, to provide practice for a real evacuation emergency. Residents will receive notification of the general time of the alarm, and housing staff will verify that alarms are working properly and that residents have evacuated.
Campus Map
Fire Safety Report

Campus Fire Safety

Fire safety in Kansas State University’s student housing is a priority. The Higher Education Opportunity Act, enacted on Aug. 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The student housing facilities at Kansas State University Polytechnic include Schilling Hall and Harbin Hall. The following is a look at fire safety procedures in the university’s student housing. Fire safety activities are organized by the university’s Department of Environmental Health and Safety.

Fire Drills

Fire drills in student housing facilities were performed twice per semester, or four per calendar year. The first drill was conducted within the first two weeks of each semester, and at least one drill was conducted after sunset and before sunrise. This is in compliance with the Kansas State Fire Marshal Office; records of the drills are kept in the individual buildings. For more information concerning fire drills, refer to the residence halls handbook.

Policies on Portable Electrical Appliances, Smoking and Open Flames

Air conditioners, space heaters, halogen lamps with an exposed bulb, or any appliance with an open heating element (including toasters, toaster ovens, hot plates, grilling appliances, sandwich makers, etc.) are not permitted in the residence halls. However, slow cookers that are 3 ½ quarts or less are allowed. Smoking is not permitted in any university building and within 30 feet of a marked entrance, including residence halls. Open flames or any devices that produce an open flame are not allowed in the residence halls, regardless of whether they are lit or not. This includes candles, incense, and incense burners.

Emergency Evacuation Procedures

In the event of an emergency in a student housing facility, first contact the Kansas State University Polytechnic Security at 785-826-2909 or 911 and describe the emergency. Since emergency evacuation procedures are room/site specific, each sleeping room has an evacuation map and procedure posted. Building staff are instructed on building specific evacuation procedures and written procedures are made available.

Fire Safety Education and Training Policies

Fire safety is a serious matter, especially in the university’s student housing. Students, faculty and staff are expected to learn the university’s fire safety policies and guidelines. To assist in this process, K-State has several programs and policies for fire safety education, which include the procedures that students and employees should follow in case of a fire:

1. Instruction to each student at the first floor meeting.

2. Educational bulletin boards.

3. Training for professional and graduate-level staff on building fire safety systems.

4. Training for paraprofessional staff on fire safety at the beginning of each semester.

5. Conducting Fire Prevention Week activities for the residence halls, including fire extinguisher training and educational material distribution.

Reporting Fires

In the event of a fire in a student housing facility, the Kansas State Polytechnic Safety and Security office should be contacted immediately by phone. Security can be reached at either 785-826-2909 or 911. In addition, general fire alarm notifications are sent electronically to Residence Life staff on site or on call. These individuals include the residence life coordinator, safety officer, facilities director, fire alarm systems manager, and staff on duty. This system is in place to provide 24-hour coverage every day. It is also important to report a fire, even if it is quickly extinguished and no emergency response is required. This will ensure that the annual report of fire statistics is accurate. Such fires should also be reported to the K-State Polytechnic Security department at 785-826-2952.

Future Improvement Plans

There are several future plans and goals for improvement in fire safety in residence life at Kansas State University Polytechnic. First, Kansas State University Polytechnic intends to continue to train professionals and student staff on fire safety systems and procedures during RA training and in-service training. This includes incorporating more time for the professional staff with building-specific systems. Second, Kansas State Polytechnic wants to expand active and passive educational programs to include more information about fire safety in the residence halls. Third, Kansas State Polytechnic will continue to educate students on proper evacuation processes during the first floor meetings in the fall semester and will seek to provide more education to our expanding international student population, including some in languages other than English for those who are not fluent. Fourth, we plan to continue to conduct the required fire drills (two per semester), and additional drills if needed. Fifth, Kansas State Polytechnic will continue to work with Kansas State Fire Marshal to provide quality programs for our students.

Polytechnic Campus Fire Log

Federal law requires that every university operating an on campus housing facility maintain a written and easily understood log of all fires that occur in those facilities. Anyone, including perspective students and employees, may obtain a copy of the fire log at k-state.edu/safety/fire/firelog/logs or by contacting the University Fire Marshal, 785-532-3473.
Campus Fire Statistics

The following table contains the fire statistics for all on-campus student housing facilities at Kansas State University Polytechnic. The information contains the date, time, location, description, and estimated cost of damage for each fire incident in 2016.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Description</th>
<th>Estimated Cost of Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Harbin Hall</td>
<td>None to Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schilling Hall</td>
<td>None to Report</td>
<td></td>
</tr>
</tbody>
</table>

Fire Safety Systems

The following tables offer a description of the fire safety systems in each on-campus student housing facility. The tables illustrate if each building has emergency lights, exit signs, fire alarm systems, fire extinguishers, fire-rated corridors and fire doors, fire-rated exit stairs, smoke detection systems, sprinkler systems, and standpipe systems. The ratings are Yes (the entire building has the feature), No (the entire building does not have the feature), Partial (some parts of the building have the feature), or N/A (the feature is not applicable for this building).

Residence Halls

<table>
<thead>
<tr>
<th>Building</th>
<th>Schilling Hall</th>
<th>Harbin Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Lights</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Exit Signs</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fire Alarm Systems</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fire-rated Corridors/Fire Doors</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fire-rated Exit Stairs</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Smoke Detection</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sprinkler System</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Standpipe System</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Definitions

Property Damage

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water and overhaul; however, it does not include indirect loss, such as business interruption.

Fire

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

For HEA purposes, there are three categories of fire:

- **Unintentional Fire**: A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.
- **Intentional Fire**: A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.
- **Undetermined Fire**: A fire in which the cause cannot be determined.
Notice of Nondiscrimination
Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university’s programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university’s Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6202 | TTY or TBS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TBS 711.
Revised Aug. 29, 2017.