About Kansas State University
Kansas State University is a community of approximately 5,600 faculty and staff and more than 24,100 students, with more than 5,000 students living in university residence halls and apartments. The 668-acre main campus is in northern Manhattan, a city of more than 52,000 residents. K-State is on its way to become a top 50 public research university by 2025. Kansas State University was founded in 1863 as the country’s first operational land-grant university. K-State has campuses in Manhattan, Polytechnic and Olathe; Global Campus, which serves distance education students; and K-State Research and Extension, which has a presence throughout Kansas. Forbes magazine, The Princeton Review and U.S. News & World Report have recognized the university as one of the best in America. K-State students come from all 50 states and more than 100 countries. Students can choose from more than 250 majors and options in nine colleges: Agriculture; Architecture, Planning & Design; Arts & Sciences; Business Administration; Education; Engineering; Human Ecology; Technology and Aviation; and Veterinary Medicine. The Graduate School offers more than 100 academic programs. From the 8,600-acre Konza Prairie Biological Station to the Johnson Cancer Research Center, the university is home to more than 90 research centers. Kansas State University has developed more than 200 patents. The university’s prestigious Landon Lecture Series has drawn seven U.S. presidents, Supreme Court Justice Sonia Sotomayor; and international leaders like Mikhail Gorbachev and Vicente Fox. More than 200,000 alumni are proud to call Kansas State University their alma mater and have done extraordinary things like inventing the snooze alarm and discovering the weather phenomenon El Niño. Famous alumni include Hershey Co. CEO John Bilbrey, Burlington Northern-Santa Fe Corp. President Carl Ice and Emmy-winning actor Eric Stonestreet.

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Introduction
Kansas State University is committed to providing a safe and inclusive environment for all people. To help members of the K-State community make informed decisions regarding their safety, the university’s Annual Security Report is published each year. While K-State has not experienced a significant number of major crimes in the past, 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 Office of Student Life 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 of the university 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. It is the university’s responsibility 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 an electronic or paper copy by contacting the Office of Student Life.

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
- Lafene Health Center, 1105 Sunset Ave., 785-532-6454: Offers comprehensive and high-quality patient care.
- Recreational Services, 101 Peters Rec Complex, 785-532-6980: Develops, promotes and manages the administration of recreational and fitness facilities, services and programs for the campus, including intramural, recreational sports, fitness programs and sport clubs.
- Wildcat Walk, 785-395-SAFE (785-395-7223): Provides escort services for students to on-campus destinations or up to two blocks off campus by K-State police and security officers.

Mental well-being
- University Counseling Services, 232 English/Counseling Services Building, 785-532-6927: Provides consultation and crisis support; offers individual, couples and group therapy; and training for stress management and other skills for student success.
- Center for Advocacy, Response and Education, 206 Holton Hall, 785-532-6444: Educates the K-State community about the spectrum of violence and bystander intervention techniques, and provides confidential advocacy and support for those who experience sexual violence, dating violence and stalking.

Academic well-being
- Academic Assistance Center: 101 Holton Hall, 785-532-6492, offers free tutoring by request and walk-in, as well as exam administration and proctoring.
- Student Access Center: 202 Holton Hall, 785-532-6441, offers support services for students with disabilities.
- Office of Student Life: 201 Holton Hall, 785-532-6432, provides crisis response; assists students with problem-solving and provides campus and community resources; and provides advocacy on a student’s behalf.

Individual well-being
- LGBT Resource Center, 207B Holton Hall, 785-532-5352: Offers support and resources for student issues dealing with sexual identity and gender identity.
- Student Legal Services, 201 Holton Hall, 785-532-6432: Provides free consultation for students regarding legal options and services.
- Office of Institutional Equity, 103 Edwards Hall, 785-532-6220: Evaluates reports of discrimination, harassment or sexual violence.
- Employee Assistance Program, or EAP, 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, or HCS, 103 Edwards Hall, 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.

Financial well-being
- Powercat Financial Counseling, 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, 104 Fairchild Hall, 785-532-6420: 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 785-532-7754: A student-led, nationally recognized fundraising campaign that lets students help students. All student donations establish Student Opportunity Awards for fellow K-State students.

Alcohol
Alcohol poisoning
Alcohol and drug abuse are serious issues on almost all college campuses, and it is important you 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.

Warning signs for suicide include suicidal thoughts or taking their own life. We strive to prevent both by educating K-State community members about suicide prevention strategies.

**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.

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.
- Responsible party hosting information, consultation, and promotion.
- Professional referral resources (campus and community).
- General education information (posters, handouts, fliers, etc.)
- Consultation on special activities.
- Sponsorship of Project ABC.
- Free video checkout (including drunk driving, alcoholism and many other titles).
- Local Driving Under the Influence (DUI) regulations.
- Non-alcoholic beverage recipes.
- Basic assessment and intervention assistance.
- DUI diversion counseling.

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 nonsuicidal suicide attempts have direct, profound 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 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.
- Agitation.
- 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 ask the question has been asked, fully.

If you or someone you know is experiencing thoughts of suicide, consult with a mental health professional. Resources on campus include University Counseling Services and the Family Center.

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 Manhattan 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 survivor; however, it is important to note there is no “correct” response, simply different options to access resources and reporting options. To explore options confidentially an individual may want to speak with a Center for Advocacy Response and Education, or CARE, advocate.

Healing from an attack takes time. Know that if you or someone you know has been the victim of a crime, it is never too late to get help. Psychological trauma caused by sexual assault can be severe and long lasting, or may temporarily affect your mood, concentration, academics, relationships or physiology.

Students or employees who report being a victim of 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.

The state of Kansas allows victims of sexual assault to preserve evidence with or without reporting to law enforcement. If you choose not to report 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 the assault — if the victim is seen within 120 hours. If the victim reports memory loss, loss of consciousness or other circumstances suspicious for 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.

Therefore, following an assault an individual should consider taking steps to preserve all physical evidence by following these guidelines:

- Do not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair and fluid evidence.
- Do not bathe, shower, brush teeth, douche or otherwise clean the environment in which the assault occurred.

Victims of stalking should also preserve evidence of the crime to the extent possible, such as any electronic communications that have been received. Should a sexual or physical assault occur, the following information outlines a victim’s options regarding reporting.

K-State Police or Riley County Police

Both physical and sexual assaults are crimes. It is important to remember that reporting a crime is not the same as prosecuting the crime. After a thorough investigation, the decision to prosecute is determined 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;
- Option to decline to notify such authorities.

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.

Office of Institutional Equity

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

An act of sexual violence, domestic violence, dating violence or stalking may violate the university’s Policy Prohibiting Discrimination, Harassment, Sexual Violence and Stalking, or PPM 3010, and thus violations are subject to disciplinary sanctions through a report to the Office of Institutional Equity, or OIE; alleged violations of PPM 3010 will be processed by OIE.

Additional Tips and Strategies for Issues Relating to PPM 3010:

- 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.
- 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.

Available Victim Services:

Victims should be provided written notification about 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 University Counseling Services, 232 English/Counseling Services Bldg., 785-532-6544, k-state.edu/counseling; and K-State’s student health service, Lafene Health Center, 1105 Sunset Ave., 785-532-6544, k-state.edu/lafene.

Additionally, the Manhattan Crisis Center, 785-539-2785, which is off campus, can also provide assistance to victims of domestic abuse and sexual assault.

Many individuals have found it useful to speak with one of the Center for Advocacy, Response and Education’s advocates. The center, also known as CARE, has coordinators who provide assistance for victimized individuals and assist with communication and referrals to other offices and agencies on and off campus, including law enforcement, legal and medical and academic resources. The advocates provide information and referrals, and will explore options and possibilities that are right for each person.

The university should provide written notification to victims about options for and available assistance in changing academic, living, transportation and working situations. If victims request these accommodations and they are reasonably available, they will be provided, regardless of whether the victim 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.
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.

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 — or 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.

Academic

- Discrete professor notification and accommodation (e.g., recieving extensions, re-scheduling exams, etc)
- Alternative course completion options (e.g., course load reduction or withdrawal)
- Voluntary leave of absence
- Academic support, such as tutoring
- Access to counseling both on and off campus
- Change in course requirements
- Change in campus housing
- Change in dining location
- Assistance in finding alternative housing

Employment

- Change in work schedule
- Change in job assignment
- Voluntary leave of absence

Financial Aid

- Emergency funds or loans
- Potential refund of tuition and fees as a result of alternate course work
- Assistance in finding alternative employment
- Assistance with visa and immigration procedures
- Transportation accommodations such as shuttle service, cab voucher or parking
- Other reasonable changes may be tailored to the involved individuals in respect to each unique circumstance.

Support

- No contact directive
- Providing an escort to assure safe movement between classes and activities
- Assistance in identifying an advocate to help secure additional resources or assistance
- Access to counseling both on and off campus
- Access to counseling both on and off campus
- Change in campus housing
- Change in dining location
- Assistance in finding alternative housing

Safety

- No contact directive
- Providing an escort to assure safe movement between classes and activities
- Assistance in identifying an advocate to help secure additional resources or assistance
- Access to counseling both on and off campus
- Access to counseling both on and off campus
- Change in campus housing
- Change in dining location
- Assistance in finding alternative housing

Transportation

- Transportation accommodations such as shuttle service, cab voucher or parking

- Prevention

- 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.

- Support

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made or when a decision has been made to reopen the campus following a forced closure.

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 and Polytechnic campuses, distance students and those at K-State Research and Extension offices. Eligible K-Staters can add contact information of parents, children and spouses when they sign up.

Faculty/Staff Student of Concern Guide

The Faculty/Staff Student of Concern Guide consolidates emergency and support information for use when working with students of concern.

The guide's purpose is to help you recognize some of the signs of students in distress, be supportive of their needs and facilitate referrals to the appropriate resources on campus. It also helps increase your awareness of the Office of Student Life.

How to use the Faculty/Staff Student of Concern Guide

When a student of concern has been identified, the Faculty/Staff Student of Concern Guide provides a quick overview of K-State student support offices and emergency services. The guide has detailed support information, protocols and resources. It also helps determine whether an issue is beyond a faculty or staff member’s ability to provide support. The guide also provides important information about the Family Education Rights and Privacy Act, or FERPA; the reporting requirements for Title IX; and information on sexual assault resources.

Campus Security Authorities, or CSA

While K-State prefers that community members promptly report all crimes and other emergencies directly to K-State Police at 785-532-6412 or 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 “Campus Security Authorities,” 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:

### Campus Security Authorities for K-State Manhattan Campus

<table>
<thead>
<tr>
<th>Official</th>
<th>Individual</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President for Student Life and Deans of Students</td>
<td>Pat Bosco</td>
<td>785-532-6237</td>
</tr>
<tr>
<td>Director of Student Life Crisis Management</td>
<td>Heather Reed</td>
<td>785-532-6412</td>
</tr>
<tr>
<td>Director of New Student Services</td>
<td>Emily Lehning</td>
<td>785-532-6318</td>
</tr>
<tr>
<td>Director of Fraternity and Sorority Life</td>
<td>Ben Hopper</td>
<td>785-532-5546</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>John Currie</td>
<td>785-532-6912</td>
</tr>
<tr>
<td>Executive Associate Athletic Director</td>
<td>J.B. Shelds</td>
<td>785-532-6620</td>
</tr>
<tr>
<td>Associate Director of Housing and Dining</td>
<td>Nick Lander</td>
<td>785-532-7699</td>
</tr>
<tr>
<td>Assistant Director for Apartment Living Housing and Dining</td>
<td>Vacant</td>
<td>785-532-3085</td>
</tr>
<tr>
<td>Director of Community Standards</td>
<td>Andy Thompson</td>
<td>785-532-6412</td>
</tr>
<tr>
<td>Director of Clery Compliance</td>
<td>Sarah Webb</td>
<td>785-532-6412</td>
</tr>
</tbody>
</table>

*Any University Registered Student Group Advisor

K-State has more than 486 registered student organizations

The K-State Police Department also has a staff of 11 full-time security officers and eight part-time student security officers. Security personnel are responsible for unlocking and locking campus buildings, performing routine laboratory and building inspections for fire, and for safety-related problems. Security personnel also patrol buildings and campus grounds to report suspicious activity and unsafe conditions.

K-State Police Department dispatchers monitor telephones and a two-way radio service 24 hours a day, 365 days a year to give information and respond to emergencies. They can instantly dispatch fire or emergency medical service and communicate with local and state police agencies when needed. Dispatchers monitor the national weather service radio network.

The K-State Police Department also helps investigate crimes and refer to the appropriate investigation agencies.

Responding to calls

Every call is checked by an officer. Reported criminal acts or emergencies on campus result in an officer being immediately dispatched to the location of occurrence. The officer will also notify other emergency services, such as fire or ambulance, and university offices, including the Office of Student Life or the Center for Advocacy, Response and Education, or CARE, which may need to respond. Other means to report crimes include coming to the K-State Police Department in 108 Edwards Hall at 1810 Kerr Drive, phone reports at 785-532-6412; LiveSafe app; or anonymously online at the department’s crime reporting website, k-state.edu/police/silent.

An assigned officer will investigate, make an arrest if appropriate, and prepare a detailed report of the incident. When necessary, an assigned uniform officer or department investigator will perform an investigative follow-up.

Criminal offenses are referred to the Office of the Manhattan city attorney or the Riley County attorney for prosecution. Noncriminal acts and violations of university policy are referred to the Office of Student Life, K-State Housing and Dining Services, Student Governing Association Judicial Board, or the appropriate college dean for resolution.

Monitoring and recording of criminal activity

The Riley County Police Department investigates offenses that occur off campus in Manhattan. Off-campus offenses are reported daily to the Manhattan 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.

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’s website, k-state.edu/police. The website also provides additional information and resources for individuals who may have been affected by sex offenses.

### Campus Access

#### Campus law enforcement

The Kansas State University Police Department helps preserve the campus law enforcement authority with arrest powers. Officers also monitor several closed-circuit television cameras placed around campus.

#### Parking

Information and response to emergencies. They can instantly dispatch fire or emergency medical service and communicate with local and state police agencies when needed. Dispatchers monitor the national weather service radio network.

The dispatchers also continuously monitor the interface for the LiveSafe app and the emergency telephones located throughout campus and residence hall parking lots. Officers respond to the location of the emergency phones once activated. Dispatchers also monitor several closed-circuit television cameras placed throughout the campus.

#### Working relationship with state and local law enforcement agencies

The K-State Police Department maintains a very close working relationship with local, state and federal law enforcement agencies in an effort to maximize the services provided to the university community. Close contact and coordination of services are maintained with the Riley County Police Department on a daily basis, and it provides crime statistics for our annual report. The K-State Police Department’s and Riley County Police Department’s responsibilities are described in a memorandum of understanding between the two agencies.

All reports are forwarded to the K-State Police Department’s record section for review and processing. These are confidential criminal investigation reports and as such are not required to be disclosed to the public or to university administrators, except when court ordered. The department maintains statistical data from these reports for appropriate use and is available to the public upon request.
The Division of Public Safety’s 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. Custodial support is scheduled in some facilities from 3 to 11 p.m. for additional security. This scheduling provides additional persons in the buildings to reduce the opportunities for unlawful activities. Any exterior doors found to be malfunctioning are reported to the locksmith in the Division of Facilities. 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. Evening classes and evening programs at the K-State Student Union, McCain Auditorium, Nichols Theater and the Mariana Kistler Beach Museum of Art draw increasing numbers of students and visitors to the campus after sunset. Lighting and emergency phone upgrades will continue as needed. New surveillance cameras have been installed. As buildings and parking lots are upgraded, surveillance cameras are included in the improvements.

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 a residence hall, Jardine Apartment Complex or in the university’s honors homes, while many other students will live in an off-campus fraternity, sorority or scholarship house. For all of these residents, safety is a university focus. K-State Housing and Dining Services provides a number of security features and safety programs for students who live on campus.

### Residence Halls, Scholarship and Honors Houses

- 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.
- Community assistants are available at lobby desks 24 hours a day, seven days a week, 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.
- A certified locksmith is on call 24 hours a day to handle all lock and key problems.
- 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 non-K-State Housing and Dining Services’ individuals and organizations are prohibited.

### Jardine Apartments and Living Community

Although an extension of the university’s housing program, on-campus university apartments are more similar to private community housing. Residents are responsible for the following safety practices to protect themselves and their homes:

- All housing units are within the jurisdiction of and are patrolled by the K-State Police Department.
- Door-to-door solicitation and distribution of leaflets by non-K-State Housing and Dining Services’ organizations are prohibited.
- Housing staff and other consultants are available to present information and ongoing programs on crime prevention, including seminars on such topics as personal protection, rape and protecting personal property.
- Safety or security concerns should be reported to K-State Housing and Dining Services.

### Greek Housing

Fraternity and sorority houses are located off campus; these residences are privately owned by alumni/ae associations. Houses have building keys or combination locks, and the majority of chapters have a houseparent in residence. The Interfraternity Council and Panhellenic Council govern fraternities and sororities respectively, setting policies on alcohol use, haze and human rights issues. The Office of Fraternity and Sorority Life provides numerous educational programs regarding safety and wellness each year. For more information, please contact the Office of Fraternity and Sorority Life, 4 K-State Student Union, at 785-532-5546.

### Cooperative Housing

Alpha of Clovia 4-H Scholarship House for women and Smith Scholarship House for men are self-governing, cooperative living houses. They are not supported or sponsored by the university and are located off campus. A committee of residents establishes house safety policies that are actively implemented.

### 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>Program</th>
<th>Program Type</th>
<th>Frequency</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALICE</td>
<td>Awareness</td>
<td>Semesters, by request</td>
<td>Faculty, Staff, Students</td>
</tr>
<tr>
<td>Distracted Driving</td>
<td>Awareness</td>
<td>Semesters, by request</td>
<td>Students</td>
</tr>
<tr>
<td>Desk Along</td>
<td>Awareness</td>
<td>By Request</td>
<td>Housing and Dining Student Staff</td>
</tr>
<tr>
<td>Behind Closed Doors Resource Hotel</td>
<td>Awareness</td>
<td>Fall Semester</td>
<td>Housing and Dining Student Staff</td>
</tr>
<tr>
<td>International Student Orientation</td>
<td>Awareness</td>
<td>Fall Semester</td>
<td>International Students</td>
</tr>
<tr>
<td>Pancake Feed Safety Education Program</td>
<td>Awareness</td>
<td>Fall Semester</td>
<td>Faculty, Staff, Students</td>
</tr>
</tbody>
</table>
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.

Negligent Manslaughter
The killing of another person through gross negligence.

Sex Offenses
The definition of sex offenses were revised to remove references to "forcible and non-forcible" sex offenses after 2013, and the offenses now reflect the Uniform Crime Reporting program definitions for rape, fondling, incest and statutory rape. 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
  The unlawful attack by one 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, 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, transport, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or interminable 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 preformed negative opinion or attitude toward a group of persons based on their 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.

Larceny-theft
The unlawful taking, carrying, leading or riding away of property from the possession constructive possession of another person.

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

Liqour Law Violations Referred for Disciplinary Action* 2013

<table>
<thead>
<tr>
<th>Offense</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>14</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>4</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Liqour Law Arrests 2015

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Arrests</td>
<td>74</td>
</tr>
<tr>
<td>Drug Abuse Arrests</td>
<td>14</td>
</tr>
<tr>
<td>Weapons Possession Arrests</td>
<td>0</td>
</tr>
</tbody>
</table>

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

**Unfounded Crimes: One offence was determined to be unfounded for the 2014 year. No crimes were determined to be unfounded for the 2015 year.
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.

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.

Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

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.

A member of the campus police department or a campus security department of an institution.

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 that is owned or controlled by an institution in 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.

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.

Noncampus Building or Property
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.

Emergency Management Plans

![Figure 1: Immediate Notification Authorization Process](image1.png)

Threat or emergency situation reported to K-State PD. => K-State PD confirms the situation immediately threatens life safety/security of campus population.

K-State PD command determines that a notification will not compromise response efforts.

K-State PD command authorizes emergency notification system.

![Figure 2: Urgent Notification Authorization Process](image2.png)

Threat or emergency situation reported to K-State PD. => K-State PD confirms the situation immediately threatens life safety/security of campus population.

K-State PD command consults with AVP, police chief who may notify university president and cabinet.

K-State PD command authorizes emergency notification system.

![Figure 3: Informative Notification Authorization Process](image3.png)

Nonemergency event occurs and is affecting the campus community. => The president’s cabinet or responsible university authority confirms there is a need to inform the campus population.

The president’s cabinet, DCM or K-State PD command staff may authorize emergency notification system.

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 the 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, 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, that could lead to an Immediate Notification may include but are not limited to: active shooter, tornado,
### 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.

**Urgent Notification**

An Urgent Notification to the campus community is made immediately when the 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 any other actions taken.

**Examples, may include but are not limited to, situations that could require 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.**

**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 the K-State Police Department dispatch at 785-532-6142 or by calling 911. Once an 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, dispatcher or a Division 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 jk-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 Riley County 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 cellphones typically results in system overloads and the general failure of the system until traffic diminishes.**

For more information concerning emergency issues, the university also will seek to notify its Riley County 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 cellphones typically results in system overloads and the general failure of the system until traffic diminishes. For more information concerning emergency issues, the university also will seek to notify its Riley County 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 cellphones typically results in system overloads and the general failure of the system until traffic diminishes. For more information concerning emergency issues, the university also will seek to notify its Riley County 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 cellphones typically results in system overloads and the general failure of the system until traffic diminishes.

**Emergency Exercises, Drills**

K-State’s Emergency Management will, in coordination with its county partners of Riley County Emergency Management, 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 any follow-up information.

**University Leadership Emergency Exercise**

K-State’s Emergency Management will, in coordination with its county partners of Riley County Emergency Management, 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 any follow-up information.

**K-State Housing and Dining Services**

K-State Housing and Dining Services schedules four drills per year at its residence halls and Jardine Apartments, 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.

### Channels activated

<table>
<thead>
<tr>
<th>Level</th>
<th>Authorized by</th>
<th>Issued by</th>
<th>K-State Alerts</th>
<th>Social media</th>
<th>Facebook</th>
<th>Twitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate</td>
<td>K-State PD command staff, K-State PD dispatcher for weather alerts, or designated senior university administrators</td>
<td>K-State PD dispatch</td>
<td>Text message, voice message, K-State email, K-State text, Alert beacons, Police public address systems, CCTV override</td>
<td>Digital signage override, Campus carillon in Anderson Hall tower, Tornado warning sirens, K-State website, Social media, Facebook, Twitter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urgent</td>
<td>K-State PD command staff, or designated senior university administrators</td>
<td>K-State PD dispatch or DCM</td>
<td>Text message, voice message, K-State email, K-State text, Alert beacons, Police public address systems, K-State website</td>
<td>Social media, Facebook, Twitter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informatie</td>
<td>K-State PD command staff, DCM or designated senior university administrators</td>
<td>K-State PD dispatch or DCM</td>
<td>Text message, voice message, K-State email, K-State text, Alert beacons, Police public address systems, K-State website</td>
<td>Social media, Facebook, Twitter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status Update/ All Clear</td>
<td>The person who is incident command, K-State PD command staff, or K-State PD dispatch (tornado warning)</td>
<td>K-State PD dispatch</td>
<td>Text message, voice message, K-State email, K-State text, Alert beacons, Police public address systems, K-State website</td>
<td>Social media, Facebook, Twitter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Major fire, major flood, radioactive or chemical contamination, disease outbreak, sustained blizzard conditions, major natural gas pipeline eruptions or extended utility outage, etc.
**Missing Student Policy and Procedure**

This notification policy and procedures apply only to students who reside in campus housing, or “resident students.” This includes residence halls or apartments that are owned or controlled by Kansas State University 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 police will assist local authorities in their investigation of an off-campus missing Kansas State student. 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 Police Department at 108 Edwards Hall, 1810 Kerr Drive, Manhattan, KS 66506, 785-532-6412.

Reports of missing students may also be made to Campus Security Authorities, or CSAs, or the Office of Student Life; any such reports will be forwarded to the K-State Police Department immediately. Efforts to locate the student will be directed by the campus police in collaboration with the Office of Student Life, Housing and Dining Services, local authorities, and friends and family members of the missing student. K-State Police will conduct a formal investigation.

If the student has been missing for more than 24 hours, the campus police, in collaboration with the dean of students 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 is not emancipated and under 18 years of age, then the 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.

**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.

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 sub-type 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 against property, or any municipal ordinance violation against a person or against property, where directed 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 member 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; or

(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

(3) after being served with, or otherwise provided notice of, any protective order issued 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. 21-5111(i)
Procedures for Disciplinary Action

Allegations of domestic violence, dating violence, sexual assault or stalking will be pursued 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 against or for 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 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 or 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 advisor of their choice. The university may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor 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 final, initial, interim and final decision by any officer or entity authorized to resolve disciplinary matters. The result will include any sanctions imposed by the university and the rational for reaching that result.

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. 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 determines the appropriate sanctions.

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 substantial grasp of the possible consequences of the acts and participation in the act, he or she has the capacity to consent. A person may be incapable of giving consent because of mental disability or disease, or because of the effect of any alcoholic liquor, narcotic drug or other substance, or because he or she 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 harassment, harm or 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 action will be taken to restore a university student or employee to the status of a victim 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 independent, 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.

Restraining Orders

Any student or employee who has a restraining order, order of protection or contact 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 or a Campus Security Authority 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.

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 Rights

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 rights and options as described in the paragraphs above.

If you wish to report sexual violence for criminal investigation, contact the K-State Police Department at 785-532-6412, or contact local law enforcement. 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 CARE 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.

Information for crime victims about disciplinary proceedings Kansas State University will, in accordance with Section 487 (a) (26) 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 non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against the person alleged to be responsible for 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.

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 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 denial of renewals of drivers’ licenses. The service of alcoholic beverages is not permitted on university property except in accordance with this policy. According to the policy:

- 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) to or 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 incarcerations 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, transfer, sell, receive, purchase, transport, store, possess, manufacture, distribute, deliver or make available for sale any alcoholic beverage, fictitious, fraudulently altered or illegally 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 Manhattan 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.

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.

**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.
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 university’s student housing includes the Jardine Apartment Complex; Smurthwaite Leadership/Scholarship House and the Honors House; and Boyd, Ford, Goodnow, Haymaker, Marlatt, Moore, Putnam, Van Zile, Wefald and West residence halls and Derby and Kramer dining centers. 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 handbook for the residence halls or for the Jardine Apartment Complex 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 1/2 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 K-State Police Department dispatch at 785-532-6412 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.

Improvement Plans

Plans and goals for improvement in fire safety in residence life are in place at K-State. These plans include continued training for professionals and student staff on fire safety systems and procedures, and providing more time for the professional staff to learn building-specific systems. Expanding active and passive educational programs to include more information about fire safety in the residence halls also is a goal, as is the continued education of students on proper evacuation processes, which is offered at the first floor meetings in the fall semester. Another goal is providing more education to K-State’s growing international student population, including in languages other than English. The Department of Environmental Health and Safety will continue conducting the required fire drills, with additional drills if needed. The university also will continue providing information to student staff and hall governing boards regarding appropriate decorations for hallways and public areas.

More information on campus fire safety is available from the Department of Environmental Health and Safety, 106 Edwards Hall, 1810 Kerr Drive, Manhattan, KS 66506, or 785-532-5856, safety@k-state.edu.

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 includes 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 K-State Police Department dispatch should be contacted immediately by phone. Police dispatch can be reached at either 785-532-6412 or 911. In addition, general fire alarm notifications are sent electronically to Housing and Dining Services staff on site or on call. These individuals include the associate director, safety officer, shop manager, fire alarm systems manager, staff on duty and the student service technicians. 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 Police Department at the number above.

Campus Fire Statistics

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

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), “Part” (some parts of the building have the feature), or “NA” (the feature is not applicable for this building).

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:

- Intentional 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.

Residential Facility | Address | Date | Time | Description | Number of injuries that required treatment at the fire scene | Number of injured students referred to a doctor | Value of property damage caused by fire
--- | --- | --- | --- | --- | --- | --- | ---
Kramer Cafeteria | 1548 Danise Ave | 3/20/2015 | 9:15 a.m. | Alarm activated by clothes dryer fire | 0 | 0 | $2000
Building 5, Apartment 302 | 2000 Tunstall Circle | 4/23/2015 | 5:19 p.m. | Alarm activated by cooking fire | 0 | 0 | 50
Building X, Apartment 7 | 1405 Hillcrest | 5/12/2015 | 8:15 p.m. | Alarm activated by burnt popcorn | 0 | 0 | 50
Haymaker Hall | 1346 Cluff Road | 8/30/2015 | 9:21 p.m. | Alarm activated by burnt popcorn | 0 | 0 | 50
Building II | 1208 Tunstall Circle | 8/30/2015 | 9:16 a.m. | Fire caused to the dryer by combustible duct or charcoal grill | 0 | 0 | 50
Goodnow Hall | 1801 Cluff Road | 12/7/2015 | 6:45 p.m. | Alarm activated by cooking smoke | 0 | 0 | 50
Ford Hall | 1302 Cluff Road | 12/7/2015 | 3:59 p.m. | Alarm activated by cooking smoke | 0 | 0 | 50
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For Marlatt, Moore, Putnam, Van Zile and West residence halls

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Jardine Apartment Complex

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Jardine Plaza Neighborhood

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Jardine West Neighborhood

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<td>Fire-rated exit stairs</td>
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<td>Smoke detection</td>
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<td>Sprinkler system</td>
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<tr>
<td>Standpipe system</td>
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