About Kansas State University Olathe

The Kansas State University Olathe campus opened in April 2011. The campus is in a park-like setting on 38 acres in the Kansas Bio-Science Park in Johnson County, just east of Kansas Highway 7 on College Boulevard. The campus presently consists of a 110,000-square-foot building sitting on eight acres. The remaining acres are for future campus development.

The K-State Olathe campus is a community of more than 100 students and 40 faculty and staff. The combination of classes, events and programs averages 1,500 visitors per month to the campus.

K-State Olathe offers graduate-level programs that are in-demand in the greater Kansas City metro area. With academic programs focusing on animal health and nutrition, food safety and security, and education and leadership dynamics, our students are able to hone their scientific and technical skills while mastering business and leadership practices that will advance their careers and their organizations. As a driving force for research, economic growth and workforce development for Johnson County and the greater Kansas City area, K-State Olathe extends the mission of Kansas State University by fostering new ways of learning and discovery. K-State Olathe is a flourishing hub which integrates education, training, research and entrepreneurship with the goal of meeting employers’ needs in animal health, food science and related sectors.
Introduction

Kansas State University Olathe is committed to providing a safe and inclusive environment for all. To help members of the K-State community make informed decisions regarding their safety, the university’s Annual Security Report is published annually for each campus.

While K-State Olathe has not experienced any 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 K-State Olathe Security Department, Room 102, in cooperation with local law enforcement and K-State Olathe’s Facilities Department, Student Services Department and Human Resources Department, 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.

Its purpose is to provide students and employees 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 perspective students and employees, may obtain a paper copy by contacting the Security Department on the K-State Olathe campus, Room 102. The full text of this report is available at http://olathe.k-state.edu/about/safety/index.html.

Copies of the report can also be obtained at the K-State Olathe Security Department. All prospective employees and students may also access the report by the methods previously mentioned. For questions regarding this report or to obtain a printed copy, contact the Facilities Department at 913-307-7309.

General well-being

Kansas State University Olathe 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 services and resources are just some of the ways the university addresses all aspects of personal well-being.

Physical well-being

Notify Jo-Co: Provides a broad range of services to Johnson County residents, including an emergency alert system and notifications about local emergencies, including tornado warnings, evacuation notices, and public health alerts. Web site: http://www.jocogov.org/department/emergency-management/notify-joco

Mental well-being

- Metropolitan Organization to Counter Sexual Assault (MOCSA): 3100 Broadway, Suite 400, Kansas City, Missouri, 64111-2591, and at hospitals in Olathe and the Greater Kansas City area; 913-642-0233 for Kansas 24-hour crisis line; 816-531-0233 for Missouri 24-hour crisis line; and 1-800-656-4673 for the National Sexual Assault Hotline. MOCSA offers therapy, support and advocacy for victims of rape and sexual assault, for sexually abused children and families, for adult survivors of child sexual abuse and for others affected by sexual violence. Web site: http://www.mocsa.org/

- SAFEHome: Confidential location in Johnson County, 913-262-2868 for 24-hour crisis line. Offers services to victims of domestic violence in Johnson County, including temporary shelter, transitional housing, women’s and children’s counseling, community outreach counseling, housing, court and economic advocacy, court advocacy, substance abuse assessment and rape prevention education. Web site: http://www.safehome-ks.org

- Johnson County Mental Health Emergency Services: 111 South Cherry St., Olathe, KS 66061, 913-268-0156 for 24-hour emergency services or 913-826-4200 for daytime business hours. Web site: http://www.jocogov.org/dept/mental-health

- National Suicide Prevention Hotline: Call 1-800-273-8255 for 24-hour crisis counseling support, including a 24-hour lifeline chat, around-the-clock emotional support, crisis intervention, and suicide prevention services. Web site: http://www.suicidepreventionlifeline.org/gethelp/lifelinechat.aspx


- Center for Advocacy, Response and Education: CARE, 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.

Individual well-being

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

- Employee Assistance Program: 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**: HCS, 103 Edwards Hall, Manhattan campus, 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.

- **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.

- **LGBT Resource Center**: 207B Holton Hall, 785-532-5352, serves the lesbian, gay, bisexual, transgender, sexuality and gender identity.

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

**Academic well-being**

- **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.

- **K-State Olathe Student Services**: K-State Olathe offers a wide range of student services and academic support services to help every student succeed whether they are studying online or on the Olathe campus. For example, K-State Olathe has partnered with K-State Libraries, K-State Access Center, K-State Writing Center and a number of other offices to ensure that K-State Olathe students have the ability to draw on a variety of support services during their time at K-State. If a student is struggling academically, they are encouraged to connect with the student services staff on the K-State Olathe campus, who can provide support and connections to services offered by the University and locally in the Kansas City area.

**Individual well-being**

- **LGBT Resource Center**: 207B Holton Hall, 785-532-5352, serves the lesbian, gay, bisexual, transgender, sexuality and gender identity.

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

**Financial well-being**

- **Powercat Financial Counseling**: 809 K-State Student Union, Office of Student Activities and Services, 785-532-2889, provides free peer-to-peer financial advice and resources on budgeting, credit use, saving, loan management and transitioning into work.

- **K-State Proud**: 2323 Anderson Ave., Suite 500, Kansas State University Foundation, 800-432-1578 or 785-532-7754, is 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 and drug abuse is a serious issue on almost all college campuses, and it is important for you to be aware of the signs of alcohol abuse and the resources available to help.

#### Alcohol poisoning

Alcohol poisoning is a medical emergency. Know the signs and resources to assist in an emergency.

**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

#### Lifeline 911 policy

Because 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 (i.e. drunk driving, alcoholism, and many other titles).
• Local DUI regulations.
• Non-alcoholic beverage recipes.
• Basic assessment and intervention assistance.
• DUI diversion counseling.

Suicide

Suicide-risk factors, signs and prevention
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 Kansas State University community members about suicide prevention strategies.

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
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 knows 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.?
• Will you promise me you will not hurt yourself until we can get help?

If you or someone you know is experiencing thoughts of suicide, consult with a mental health professional.
Crime prevention and safety and security

Safety is a shared responsibility

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.
- Know how to recognize and use the emergency safety phones on campus.
- Report any suspicious activity or person to the police immediately.
- Walk and jog with a friend.
- 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 (no charge).
- Keep a list of valuable possessions including the makes, models, and serial numbers.
- Don’t keep large amounts of money on you.

In an effort to promote safety and security awareness, Kansas State University offers a wide range of 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.

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. See chart below.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Program Type</th>
<th>Frequency</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALICE</td>
<td>Awareness</td>
<td>Each semester, by request</td>
<td>Faculty, staff, students</td>
</tr>
<tr>
<td>International Student Orientation Safety Talk</td>
<td>Awareness</td>
<td>Fall semester</td>
<td>International students</td>
</tr>
<tr>
<td>Safety Awareness and Crime Prevention Awareness</td>
<td>Awareness</td>
<td>Each semester, by request</td>
<td>Faculty, staff, students</td>
</tr>
<tr>
<td>Onboarding Building Safety Orientation</td>
<td>Awareness</td>
<td>By request</td>
<td>New building occupants</td>
</tr>
</tbody>
</table>
Reporting of Criminal Offenses

We encourage all members of the K-State community to accurately and promptly report all crimes and other emergencies to K-State Olath Security Department 913-307-7318 and the appropriate law enforcement, Olath Police Department 911 or non-emergencies 912-782-0720. For non-emergencies the Olath Police Department encourages all crimes to be reported, whether an investigation continues or not, to assure all community safety and security concerns can be addressed. If any member of the university community — student, staff, or guest — is the victim of crime, call the K-State Security Department or Olath Police Department immediately.

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 the K-State Olath Security Department of the Facilities Department immediately. The Security Department is located in the main lobby, and officers are always available by phone when they are on patrol. A K-State Olath security officer will immediately report the scene of a reported or suspected crime. If you suspect a crime has been or is being committed, you should immediately call one of the emergency numbers listed in the table to the right.

### Silent Witness

K-State has provided a Silent Witness program through the Kansas State University Police Department, which is a confidential and anonymous reporting procedure available to anyone who elects to report crimes or suspicious activity. For anonymous reporting via Silent Witness, visit [https://www.ksu.edu/police/silent](https://www.ksu.edu/police/silent).

### Campus Security Authorities (CSA)

While the K-State prefers that community members promptly report all crimes and other emergencies directly to the Olath Security Department or the Olath Police Department, 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” (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. Crime reports may also be made to the K-State Olath personnel who are designated as Campus Security Authorities (CSAs). For Clery reporting purposes, CSAs are officials who have significant responsibility for students and campus activities, including, but not limited to student activities, campus security, staff administration and other personnel designated by K-State Olath as someone to whom crimes should be reported. 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.

Please see the [Campus Security Authorities for K-State Olathe chart](http://www.olatheks.org/Police/Coplogic) on the following page for detailed contact information.

<table>
<thead>
<tr>
<th>Security Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 102 (in lobby)</td>
<td>Office: 913-307-7318</td>
<td><a href="mailto:jbarrow@k-state.edu">jbarrow@k-state.edu</a></td>
</tr>
<tr>
<td>Bill Miller</td>
<td>Office cell: 816-718-3923</td>
<td><a href="mailto:jbarrow@k-state.edu">jbarrow@k-state.edu</a></td>
</tr>
<tr>
<td>Security Manager</td>
<td>Cell: 913-274-6274</td>
<td><a href="mailto:jbarrow@k-state.edu">jbarrow@k-state.edu</a></td>
</tr>
<tr>
<td>(Weekdays, 7 a.m.-3 p.m.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carol Hill</td>
<td>Office: 913-307-7318</td>
<td><a href="mailto:bill12@k-state.edu">bill12@k-state.edu</a></td>
</tr>
<tr>
<td>Security Officer</td>
<td>On campus: 7-3718</td>
<td><a href="mailto:bill12@k-state.edu">bill12@k-state.edu</a></td>
</tr>
<tr>
<td>(Weekdays, 3-11 p.m.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Department</td>
<td>Office: 913-307-7309</td>
<td><a href="mailto:andrena@k-state.edu">andrena@k-state.edu</a></td>
</tr>
<tr>
<td>Room 150A/B (in dock)</td>
<td>On campus: 7-7309</td>
<td><a href="mailto:andrena@k-state.edu">andrena@k-state.edu</a></td>
</tr>
<tr>
<td>Andrena Keese</td>
<td>Cell: 913-953-6050</td>
<td><a href="mailto:andrena@k-state.edu">andrena@k-state.edu</a></td>
</tr>
<tr>
<td>Facilities Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andy Stout</td>
<td>Cell: 913-210-9594</td>
<td><a href="mailto:als9748@k-state.edu">als9748@k-state.edu</a></td>
</tr>
<tr>
<td>Facilities Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Olathe Police</td>
<td>Off campus: 911</td>
<td>Citizens Online Police Reporting at <a href="http://www.olatheks.org/Police/Coplogic">http://www.olatheks.org/Police/Coplogic</a></td>
</tr>
<tr>
<td>501 Old 56 Hwy</td>
<td>On campus: 9-911</td>
<td></td>
</tr>
<tr>
<td>Olathe, KS 66061</td>
<td>Nonemergency: 913-782-0720</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Telephone</td>
</tr>
<tr>
<td>-----------------------</td>
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</tr>
<tr>
<td>Paige Adams</td>
<td>Research Assoc. Professor</td>
<td>913-307-7376</td>
</tr>
<tr>
<td>Janice Barrow</td>
<td>Associate Dean</td>
<td>913-307-7342</td>
</tr>
<tr>
<td>Dianna Bartel</td>
<td>Program Coordinator</td>
<td>913-307-7415</td>
</tr>
<tr>
<td>John Bembry</td>
<td>Security Supervisor</td>
<td>913-307-7318</td>
</tr>
<tr>
<td>Terry Bogina</td>
<td>Admin. Asst. to the CEO</td>
<td>913-307-7304</td>
</tr>
<tr>
<td>Carol Hill</td>
<td>Security Officer</td>
<td>913-307-7318</td>
</tr>
<tr>
<td>Andrena Kessee</td>
<td>Mgr., Facility Operations</td>
<td>913-307-7309</td>
</tr>
<tr>
<td>Bill Miller</td>
<td>Security Supervisor</td>
<td>913-307-7318</td>
</tr>
<tr>
<td>Elaine Money</td>
<td>Front Desk Receptionist</td>
<td>913-307-7312</td>
</tr>
<tr>
<td>Kim Ramacciotti</td>
<td>Dir., Student Services</td>
<td>913-307-7314</td>
</tr>
<tr>
<td>Dana Reinert</td>
<td>Program Mgr., Academic Affairs</td>
<td>913-307-7340</td>
</tr>
<tr>
<td>Ralph Richardson</td>
<td>CEO &amp; Dean</td>
<td>913-307-7315</td>
</tr>
<tr>
<td>Roberta Robinson</td>
<td>HR Liaison &amp; Admin. Asst.</td>
<td>913-307-7316</td>
</tr>
<tr>
<td>Nate Scherman</td>
<td>IT Manager</td>
<td>913-307-7359</td>
</tr>
<tr>
<td>Andy Stout</td>
<td>Lab/Facility Operations Asst.</td>
<td>913-307-7374</td>
</tr>
<tr>
<td>Emily Surdez</td>
<td>Program Asst.</td>
<td>913-307-7349</td>
</tr>
<tr>
<td>Marianne Swaney-Stueve</td>
<td>Research Asst. Prof. &amp; Sensory Lab Mgr.</td>
<td>913-307-7354</td>
</tr>
<tr>
<td>Alisha Thomas</td>
<td>Security Officer</td>
<td>913-307-7318</td>
</tr>
<tr>
<td>Dean Vakas</td>
<td>Exec. Dir., Admin. &amp; Finance/COO</td>
<td>913-307-7310</td>
</tr>
<tr>
<td>Martha Walker</td>
<td>Admin. Events Asst.</td>
<td>913-307-7307</td>
</tr>
<tr>
<td>Andrew Waters</td>
<td>Research &amp; Technical Coordinator</td>
<td>913-307-7356</td>
</tr>
</tbody>
</table>
Reporting to K-State Olathe Security Department

Every call is checked by a campus security officer. Reported criminal acts or emergencies on campus result in a security officer being immediately dispatched to the location of occurrence. The Security Department will investigate the incident, document the information and take appropriate action. This action may involve working with the Olathe Police Department or Johnson County Sheriff’s Office, Johnson County district attorney and other state and federal agencies, as necessary. Cases are adjudicated through either the city or county and/or through K-State’s disciplinary system. The K-State Olathe Security Department will also call in other emergency services, such as fire or ambulance, and aid in contacting other appropriate university offices that may need to respond. Other means to report crimes include in-person reports to the Security Department or Facilities Department phone reports, LiveSafe app, and the KSU anonymous silent witness reporting.

Sexual violence

Procedures to follow if you are a victim of a sexual assault, domestic or dating violence, or stalking

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 one “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 (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 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 (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 and individual 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:

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; or
• 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 issued by a criminal, civil, or tribal court.

Offices of Institutional Equity
The University’s Title IX Coordinator Travis Gill 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 (PPM 3010), and thus violations are subject to disciplinary sanctions through a report to the Office of Institutional Equity. Alleged violations of PPM 3010 will be processed by OIE.

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.

Metropolitan Organization to Counter Sexual Assault (MOCSA): Services are available for victims of rape and sexual assault, for sexually abused children and families experiencing sexual violence. For help, call MOCSA’s 24-hour crisis line. It offers therapy, support and advocacy for adult survivors of child sexual abuse and others affected by sexual violence.

Kansas 24-hour crisis line: 913-642-0233
Missouri 24-hour crisis line: 816-531-0233
National Sexual Assault Hotline: 1-800-656-4673
Main location: 3100 Broadway, Suite 400, Kansas City, Missouri, 64111-2591

Many individuals have found it useful to speak with one of the CARE office’s Advocates.

The Center for Advocacy, Response, and Education (CARE) Coordinators provide assistance for victimized individuals and assist with communication and referrals to other offices and agencies on and off campus, including law enforcement, legal, 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. * Other reasonable changes may be tailored to the involved individuals in respect to each unique circumstance.

<table>
<thead>
<tr>
<th>Reporting Options</th>
<th>Phone</th>
<th>Location</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidential</td>
<td>785-532-6444</td>
<td>206 Holton Hall Manhattan</td>
<td><a href="http://www.k-state.edu/care">http://www.k-state.edu/care</a></td>
</tr>
<tr>
<td>Title IX</td>
<td>785-532-6220</td>
<td>103 Edwards Hall, Manhattan</td>
<td><a href="https://www.k-state.edu/oie/">https://www.k-state.edu/oie/</a></td>
</tr>
</tbody>
</table>

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.

**Reasonable changes can include, but are not limited to:**

<table>
<thead>
<tr>
<th>Academic</th>
<th>Employment</th>
<th>Financial Aid</th>
<th>Safety</th>
<th>Support</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Discrete professor notification and accommodation (e.g., receiving extensions, rescheduling exams, etc.)</td>
<td>• Change in work schedule</td>
<td>• Emergency funds or loans</td>
<td>• No contact directive</td>
<td>• Access to counseling both on and off campus</td>
<td>• Transportation accommodations, such as shuttle service, cab voucher or parking</td>
</tr>
<tr>
<td>• Alternative course completion options (e.g., course load reduction or withdrawal)</td>
<td>• Change in job assignment</td>
<td>• Potential refund of tuition and fees as a result of alternate course completion</td>
<td>• Providing an escort to assure safe movement between class and activities</td>
<td>• Medical services</td>
<td></td>
</tr>
<tr>
<td>• Voluntary leave of absence</td>
<td>• Voluntary leave of absence</td>
<td></td>
<td></td>
<td>• Arrangements to ensure safety and access to other support services</td>
<td></td>
</tr>
<tr>
<td>• Academic support, such as tutoring</td>
<td></td>
<td></td>
<td></td>
<td>• Assistance in identifying an advocate to help secure additional resources or assistance</td>
<td></td>
</tr>
</tbody>
</table>

Confidentiality
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 staling can escalate very quickly and must be taken seriously.
- Remember We are ALL entitled to study and work in a respectful environment.
- 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.
- Refer people to appropriate university and community resources, such as K-State’s CARE — the Center for Advocacy, Response and Education.

More information on resources and campus policies related to sexual violence can be found on pg. 20.

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.
- Connect with campus safety. Share information and safety concerns with K-State police via text, with picture, video and audio attachments, and 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.

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 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, 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**

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, Salina 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.

**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 resource information, and it 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**

The K-State Olathe Security Department helps preserve a safe campus environment where diverse social, cultural and academic values are allowed to develop and prosper. During normal business hours, the Olathe campus is generally open to employees, students, visitors, contractors, guest and invitees. Outside normal operation hours, access cards are required to enter the building.

The campus currently consists of one building. K-State Olathe does not operate any residence halls. The Security Department has two full-time security officers who patrol the campus from 7 a.m. to 11 p.m. Monday through Friday. Officers also are on duty on weekends when the campus is open for scheduled
events. While on duty, officers can be reached via cellphone at 816-718-3923 or at the office number 913-307-7318. In addition, officers from the Olathe Police Department periodically drive through the campus as part of their routine patrols.

The K-State Olathe building is equipped with 38 security cameras, an access control card-key system, and emergency code blue phones in the front and back parking lots. Custodial support for the building is scheduled while security officers are present. The Facilities Department oversees contract services for landscaping to assure trees, shrubs and other vegetation are trimmed back and do not obstruct exterior lighting or hydrants. The Facilities Department also contracts services to perform required inspections and maintenance of backflow, hydrant, emergency exit lights, extinguishers, fire alarm, kitchen hoods, and suppression gas and wet sprinkler systems. In addition, there are contracted services for the maintenance and software upgrades for the surveillance cameras and access control systems.

K-State Olathe Security Department authority and jurisdiction

The K-State Olathe Security Department communicates and coordinates with the K-State Police Department on the Manhattan campus and also maintains a close working relationship with the Olathe Police Department to maximize the services provided to the K-State Olathe community.

Working relationship with local law enforcement agencies

The contracted security personnel on the K-State Olathe campus have no authority to make arrests. They will attempt to apprehend or detain a suspect until the Olathe Police Department arrives to manage the situation or incident. However, if the suspect will not cooperate while being detained, the security personnel cannot force apprehension. The security personnel will assist the Olathe Police Department in containing the situation/emergency as necessary and in providing information as required for an investigation.

Responding to emergency calls

Emergency calls received by security officers are promptly referred to Olathe Police, EMS or Fire departments as necessary. Security officers will 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 Olathe Police Department.

The Olathe Police and Fire departments respond to all police and fire calls on the campus. The Olathe Police Department will provide information to K-State Olathe about crimes occurring adjacent to the campus. The K-State Olathe Security Department attempts to monitor off-campus incidents through police scanners and local media, and will alert the campus community of incidents that may be of concern to the safety and welfare of the 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 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/.

Confidential reporting

Pastoral and professional counselors on college campuses may not be required by law to report crimes for inclusion in the Annual Safety Report. K-State Olathe does not employ any pastoral counselors or professional counselors at this time. Victims of crime will be encouraged to seek help or counseling through referrals to local resource organizations or through a K-State Center for Advocacy, Response and Education, or CARE, coordinator.

Emergency Notification Methods

In the event of an incident that may endanger the life or adversely affect the K-State Olathe campus, the situation should be reported immediately to the Security Dept. 913-307-7318 or 7-7318 if on-campus, the Facilities Dept. 913-307-7309 or 7-7309 if on campus, the City of Olathe Police Dept. 911 or 9-911 if on campus. In addition to the above mentioned means of communication, the K-State Olathe Communications and Marketing Dept. will also seek to notify Johnson County Kansas authorities 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 cell phones unless it is to report on the status of the incident to assure their personal safety or the safety of others. Mass use of cell phone systems typically results in system overloads and the general failure of the system until traffic diminishes.

Once there has been a confirmation that a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, staff and students is occurring, emergency notification will be sent using any combination of the following methods.
The K-State and K-State Olathe Emergency Notification System consists of multiple methods to inform the University community. The appropriate mode(s) of distribution will be dictated by the incident timeline and populations affected. The Emergency Notification System will issue alerts to advise the campus community unless notification would otherwise compromise the effort to assist victims or contain the emergency.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>K-State Alerts</strong></td>
<td>Automated text, email, and telephone calls messaging system 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.</td>
</tr>
<tr>
<td><strong>LiveSafe App</strong></td>
<td>A free app available for the K-State community that provides direct connection with the City of Olathe Police Dept. 911 or K-State Olathe Security Dept. also provides faster access to emergency information and receive important/up-to-date safety notifications.</td>
</tr>
<tr>
<td><strong>Social Media</strong></td>
<td>K-State Olathe Facebook and Twitter will be used to send out safety and emergency notices.</td>
</tr>
<tr>
<td><strong>Public Address System</strong></td>
<td>Emergency alerts will be sounded through an audible system located throughout the building advising of the situation and how to respond.</td>
</tr>
<tr>
<td><strong>Digital Signage in the Building</strong></td>
<td>An emergency alert message will appear on all monitors in hallways advising of the emergency situation and how to respond.</td>
</tr>
<tr>
<td><strong>K-State Olathe Web Site Homepage</strong></td>
<td>An emergency information banner will be posted on the website homepage of the K-State Olathe <a href="http://olathe.k-state.edu/">http://olathe.k-state.edu/</a> and also on the K-State website homepage <a href="http://www.k-state.edu/">http://www.k-state.edu/</a>.</td>
</tr>
<tr>
<td><strong>Public Mass Media Outlets</strong></td>
<td>K-State Olathe Communications and Marketing Dept. will alert local media to inform the Johnson County community of an emergency situation and provide appropriate announcements to update the community as needed.</td>
</tr>
<tr>
<td><strong>Computer Desktop Alerts</strong></td>
<td>An emergency alert message will appear on all university network computers in labs, classrooms, and work areas advising of the emergency and how to respond.</td>
</tr>
<tr>
<td><strong>Campus Main Phone Line Recorded Message</strong></td>
<td>When a decision to close the campus is made, the campus’ main phone line (913-541-1200) will play a recorded message with information about the situation.</td>
</tr>
<tr>
<td><strong>NOAA Weather Alerts</strong></td>
<td>The K-State Olathe Security &amp; Facilities Dept. subscribe to alerts of weather watches/warnings issued by the National Weather Service.</td>
</tr>
<tr>
<td><strong>Fire Alarm System</strong></td>
<td>The building has a fire alarm system, along with flashing strobes and automated PA system announcement to signal when a building evacuation is necessary.</td>
</tr>
<tr>
<td><strong>Security &amp; Facilities Dept. Monitoring</strong></td>
<td>These departments monitor local news and weather alerts to disseminate information, as appropriate.</td>
</tr>
<tr>
<td><strong>Tornado Warning Sirens</strong></td>
<td>The City of Olathe siren system is clearly audible on the campus.</td>
</tr>
</tbody>
</table>
Policies for timely warnings

The K-State Olathe Security Department, in consultation with the Facilities Department, responsible campus authorities and the Olathe Police Department, will issue timely warnings to give students, faculty and staff timely notification of crimes that have been determined to be serious or a continuing threat to the campus community in order to aid in the prevention of similar crimes. Timely warnings are considered a preventative and educational measure as they make the campus community aware of potential dangers to themselves or their property. Timely warnings may also request information that could lead to arrest and convictions of the offender.

A timely warning to members of the campus community is made of the reported occurrence of any crime considered a threat to students and employees that is reported to campus security or local law enforcement agencies. Such crimes include murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter and arson.

Timely warnings can be announced through written crime alerts and/or through the automated calling or the campus Emergency Notification System. Crime alerts are produced by the Security Department in coordination with the Facilities Department. The warning will be posted to the K-State Olathe home page. The information may also be distributed to all students and employees through the K-State Alerts system.

Emergency Management Plan activation

Upon confirmation of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of student, employees or visitors, K-State Olathe campus authorities will, without delay, determine the content of the notification and initiate the notification system. The K-State Olathe Security Department, and Facilities Department and/or appointed authorities of K-State Olathe campus such as the CEO, associate dean for academic affairs and executive education, and executive director of administration and finance have the authority to activate the emergency notification system.

The situation should be reported immediately to the Security Department at 913-307-7318 or 7-7318 on campus; the Facilities Department at 913-307-7309 or 7-7309 on campus; or the Olathe Police Department at 911 or 9-911 on campus.

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 Olathe Security Department, Facilities 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 to the campus community is made when the K-State Olathe Security Department, Facilities Department or another responsible campus authority has confirmed that an emergency situation poses an immediate threat to life safety or security of the campus population (see Figure 1 below). The Security Department, Facilities Department, campus CEO or K-State Olathe executive-level administrators are authorized to make an immediate notification to provide alert, warning, and safety or protection instructions. However, the above listed also have the power not to authorize an immediate notification to the campus if issuing the message will create a more serious emergency and/or compromise the K-State Olathe’s efforts to contain 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 when the Olathe Security Department or another responsible campus authority has confirmed that an emergency situation may pose a threat to life safety or security of campus population (see Figure 2 on the next page). The K-State Olathe Security Department, Facilities Department, campus CEO or executive-level administrators may authorize
a K-State Alerts notification that warns campus populations of the situation’s location and provides precautionary actions. As necessary, the Facilities Department will notify the campus CEO and executive-level administrators 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

An Informative Notification to the campus community is made when the Olathe Facilities Department, campus CEO or executive-level administrators have confirmed that there is a need for the campus population to be notified of a specific nonemergency event occurring on campus (see Figure 3).

The K-State Olathe Facilities Department, Olathe Communications and Marketing Department, campus CEO or executive-level administrators may authorize a K-State Alerts notification that informs the campus populations 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 so that messages do not overlap. Status Update and All-Clear

Notifications are authorized by the person who is incident command. The K-State Olathe Facilities Department or Security Department is authorized to send an All-Clear Notification when a tornado warning is lifted.

Emergency notification system authorizations

This section describes the authorization for issuing K-State Alerts notifications.

Emergency notification procedures

The K-State Olathe Emergency Notification System consist of multiple methods to inform the campus community. The appropriate mode(s) of distribution will be determined by the incident time line and populations affected. The Emergency Notification System will issue alerts to advise the campus community unless notification would otherwise compromise the effort to assist victims or contain the emergency.

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 Olathe Security Office 913-307-7318 or by calling the Olathe Police Department at 911. Once it is confirmed by the Olathe Security officer or Olathe Police 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 K-State Olathe Facilities Department, campus executive level administrators, or K-State Olathe Communications and Marketing Department 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 @ksu.edu accounts, public address systems, 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 Johnson 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 cellphone systems typically results in system overloads and the general failure of the system until traffic diminishes. For more information concerning emergency notification and management, refer to the Emergency Management Plan at k-state.edu/safety/docs/ksu-emergency-management-plan.pdf.

### Emergency drills, testing and evacuation procedures

Kansas State University requires personnel with emergency response duties to take ICS 100, 200 and 700. EOC or command and general staff should also take ICS 300, 400, and 800, and the president’s cabinet should take ICS-402, Summary for Executives. A short training slide set is available on the Environmental Health and Safety Web page, which explains the National Institute Management System structure.

<table>
<thead>
<tr>
<th>Level</th>
<th>Authorized by:</th>
<th>Issued by:</th>
<th>Channels activated:</th>
</tr>
</thead>
</table>
| Immediate     | K-State Olathe Security Department, Facilities Department, campus CEO or executive-level administrators | K-State Olathe Security Department, Facilities Department, or executive-level administrators | K-State Alerts  
• Text message  
• Voice message  
• K-State email  
• Police public address systems  
• Digital signage override  
• Tornado warning sirens  
• K-State website  
• Social media  
• Facebook  
• Twitter |
| Urgent        | K-State Olathe Security Department, Facilities Department, campus CEO or executive-level administrators | K-State Olathe Security Department, Facilities Department, or Communications and Marketing Department | K-State Alerts  
• Text message  
• Voice message  
• K-State email  
• K-State website  
• Social media  
• Facebook  
• Twitter |
| Informative   | K-State Olathe Security Department, Facilities Department, campus CEO or executive-level administrators | K-State Olathe Security Department, Facilities Department, or Communications and Marketing Department | K-State Alerts  
• Text message  
• K-State email  
• K-State Website  
• Social Media  
• Facebook  
• Twitter |
| Status/Update | K-State Olathe Security Department, Facilities Department (tornado warning) | K-State Olathe Security Department, Facilities Department, or Communications and Marketing Department | K-State Alerts  
• Text message  
• K-State email  
• Social media  
• Facebook  
• Twitter |
and responsibilities for faculty and staff. The National Response Plan (NRP) describes how the federal government will work with state, local and tribal governments and the private sector to respond to disasters.

**Emergency warning and notification**

The K-State Alerts system is tested twice a year on specified days. Tests ensure that the K-State Alerts and Rave Mobile Safety service are functioning properly. Notifications in advance of the test will be published.

**K-State Olathe emergency exercises**

K-State conducts fully audible tests of emergency warning and notification systems a minimum of once a semester. A full test will activate the K-State Alerts system, test/voice, siren/PA system and all other resources include in the K-State Alerts system. A K-State Today article will notify the campus of an upcoming test of the alerts, and will also notify campus about any follow-up information.

K-State Olathe conducts an evacuation drill during the fall and spring semesters, and publicizes emergency evacuation procedure on the K-State Olathe website ([http://olathe.k-state.edu/about/safety/index.html](http://olathe.k-state.edu/about/safety/index.html)). In conjunctions the test will be documented, including, a description of the exercise, the date, time and whether it was announced or unannounced. Copies of this documentation may be obtained from the K-State Olathe Facilities Department in Room 150A.

K-State Olathe Leadership emergency exercise

K-State Olathe emergency management team will, in coordination with Johnson County Emergency Management and Communication to conduct and assess two tabletop exercises for the campus CEO and/or the executive-level administrators, and Olathe Communications and Marketing Department during the year.

**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 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

3. 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.

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 but 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 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.

**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 (PPM 3010), and thus violations are subject to disciplinary sanctions through a report to the Office of Institutional Equity (OIE). The Office of Institutional Equity 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 (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 (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 available if requested by a victim.

Restraining orders

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 University Police 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 University Police 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 Olathe Security Offices at 913-307-7318 or the Olathe Police Department. If you wish to report sexual violence for investigation by the university, contact the Office of Institutional Equity (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 (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 to 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), non-forcible 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.
Statements on alcoholic beverages, illegal drugs and controlled substances

The Kansas Alcoholic Beverage Control (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 non-classroom space on property under the control of the Kansas Board of Regents. The policy adopted by the 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% 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% 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% alcohol (for persons under 21 years of age to operate a vehicle with more than .02% alcohol) in his or her blood is presumed to be under the influence. Less than .08% 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.
• 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 which constitutes disorderly conduct, a riot, disturbing quietude or disturbing the peace.

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 Olathe 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 (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.

Crime statistics
This report provides statistics for the previous three years. The data covers a 12-month period, Jan. 1-Dec. 31 for each year listed. The K-State Olathe Facilities Department, Student Services Dept. and Human Resource Office prepares this report in cooperation the campus Security Department and local law enforcement agencies and campus security authorities (CSAs).

Information about crimes is collected by the K-State Olathe Security Department and also the Olathe Police Department, including from any campus and community members and from anyone who may elect to file a confidential and anonymous crime or suspicious activity. The Security Department prepares a log of reported crimes that details, date, time location and disposition of reported incidents occurring on the Olathe campus. Data on reported criminal offenses and arrests on the campus are provided in accordance with the Campus Security Act; additional information regarding crime rates in the greater community may be obtained from the Olathe Police Department.

This daily crime log is available on the K-State Olathe website at [http://olathe.k-state.edu/about/safety/index.html](http://olathe.k-state.edu/about/safety/index.html); to request a printed copy, contact the Olathe Security Department at 913-307-7318.

Currently, the K-State Olathe campus does not have any off-campus student organizations or have off-campus buildings or property.
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*Dating violence, domestic violence and stalking are new categories that were added in 2014.

**The definition of Sex offenses was revised to remove references to “forcible” and “non-forcible” sex offenses after 2013, and the offenses now reflect the UCR definitions for rape, fondling, incest and statutory rape.

***Data reflects only the offenses that have been reported to K-State Olathe Security Department and/or the Olathe Police Department.
**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**
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.

**Arrest**
Persons processed by arrest, citation or summons.

**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 prohibiting the production, distribution and/or use of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate 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.)

<table>
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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, or ethnicity/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, gender or gender identity.

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

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 receiving grant monies, 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 —

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) the length of the relationship
(ii) the type of relationship
(iii) 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 —

(A) fear for his or her safety or the safety of others; or

(B) suffer substantial emotional distress
**General Definitions:**

**Campus Security Authority:** (1) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department. (2) 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. (3) 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. (4) A member of the campus police department or a campus security department of an institution.

**Noncampus Building or Property:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) 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:** (1) 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; and (2) Any building or property that is within or reasonably contiguous to paragraph (1) 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.

**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.

**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.

**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.
How Kansas State University responds to discrimination, harassment, sexual violence and stalking.

Policy and Procedures Manual (PPM3010)

PPM 3010 is Kansas State University’s policy prohibiting discrimination, harassment, sexual violence, dating and domestic violence, and stalking. The university encourages all members of the community to report conduct prohibited by PPM 3010. Consistent with PPM 3010, the university always evaluates and processes all reports of prohibited conduct concerning a member of the K-State community to determine whether a full investigation is necessary. Regardless of whether a reported victim chooses to participate in the PPM 3010 process, K-State will suggest and offer applicable support and assistance services. The university will make every effort to protect the privacy of those involved in the process and will only disclose information to those with a legitimate administrative or legal need to know.

The university will attempt to resolve a complaint filed under PPM 3010 within 60 days of receipt, although some cases may take longer depending on the circumstances. Complainants should report any incidents of suspected retaliation to the Office of Institutional Equity.

The university’s PPM 3010 response is an internal university process that is separate from the criminal justice process. Any questions about the process can be directed to the Office of Institutional Equity at 785-532-6220, equity@k-state.edu, or 103 Edwards Hall, 1810 Kerr Drive, Manhattan, Kansas.

Complainant options

- Complainants will not be forced to participate in an investigation.
- If there is an investigation, the complainant will be informed of the outcome of the investigation and have the right to appeal the outcome on specified grounds.
- Reasonable assistance or reasonable changes in circumstances, — such as no-contact orders, access to counseling services, academic accommodations, change in on-campus housing, class assignments or office location, change in work schedule, job assignments or supervisor(s), and/or public safety escort services, and/or visa immigration assistance — may be given. The Office of Institutional Equity will work with the appropriate campus office(s) to provide reasonable changes.
- An advisor or support person — including an attorney hired at one’s own expense — may provide assistance during the PPM 3010 process when the report pertains to sexual violence or another crime.

Steps for reported victims of sexual violence, dating or domestic violence, or stalking in addition to a PPM 3010 report

Services are available to reported victims through Kansas State University and in the community for counseling, physical and mental health.

Advised steps include:

- Seeking medical attention, both to promote well-being and to preserve evidence.
- Notifying law enforcement that a crime has been committed. Kansas State University’s Center for Advocacy, Response and Education (CARE) can assist with contacting campus police or the local police department.

An additional option is seeking a court order for protection from abuse or stalking. The CARE office can assist with this. K-State Police enforce court orders in areas where they have authority to exercise their police power, including on K-State property.

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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 nondiscrimination policies is the University's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506, (785) 532-6277. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506, (785) 532-6290. The campus ADA Coordinator is the Director of Employee Relations, charlott@k-state.edu, who may be reached at 785 Edwards Hall, Kansas State University, Manhattan, Kansas 66506, (785) 532-6277.