Kansas State University - Polytechnic Campus is a community of more than 180 faculty and staff and approximately 800 students. The 125-acre campus is located in Salina, a city of approximately 47,000 residents. K-State Polytechnic has not experienced a significant number of major crimes in the past, but it must be noted that crime is a national concern that affects us all.

Established in 1965 as the state's first public college of technology, K-State Polytechnic has been growing and changing to meet the needs of business and industry in our state, our nation and the world. The Salina campus is located on the former Schilling Air Force Base and has been known as Schilling Institute, Kansas Technical College, Kansas College of Technology, and Kansas State University Salina. In 1991, it merged with Kansas State University and became the ninth college of the University. In 2015, it changed names from Kansas State University Salina to Kansas State University Polytechnic.

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Introduction
Kansas State University is committed to providing a safe and inclusive environment for all people. To help members of the K-State community make informed decisions regarding their safety, the university’s Annual Security Report is published each year. While K-State has not experienced a significant number of major crimes in the past, crime is a national concern that affects us all. Developing a safe and secure environment at an academic institution is the responsibility of the entire community: security personnel, faculty, staff, students and visitors. The Department of Public Safety on the Kansas State University Manhattan campus and the Police and Security Department on the Polytechnic campus have the responsibility to identify programs, methods, and approaches to help the Polytechnic campus maintain a reasonably safe and secure environment. Additional administrative units that assist with campus safety are Student Services, Student Life, Residence Life, Recreational Services and the Student Governing Association.

The Office of Student Life annually prepares and distributes the Kansas State University Annual Security Report in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” formerly known as the “The Student Right to Know and Campus Security Act.” It provides students and employees of the University with information on: the University’s security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the University will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees 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 & Security Department, as well as other campus security authorities including local law enforcement.

The University distributes a notice of the availability of the Annual Security Report by October 1 of each year to every member of the University community. Anyone, including perspective students and employees, may obtain a paper copy by contacting the Office of Student Life.

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

Physical well-being
• Stat Care (100 S. Ohio), 785-827-6453, offers comprehensive and high-quality outpatient care.
• Comcare (520 S. Santa Fe), 785-823-7470, offers comprehensive and high-quality outpatient care.
• Urgent Care Clinic Salina Regional Health Center (2265 S. 9th St), 785-452-6000, offers comprehensive and high-quality outpatient care.
• MedExpress Urgent Care - Salina (2770 S. 9th St), 785-827-3551, offers comprehensive and high-quality urgent care.
• Student Life Center (2310 Centennial Rd), 785-826-2667, develops, promotes and manages the administration of recreational and fitness facilities, services and programs for the campus, including intramural/recreational sports, and sport clubs.
• Wildcat Walk with Security, 785-826-2952, provides escorts for students to on-campus destinations by K-State police and security officers.

Mental well-being
• Veridian Behavioral Health (730 Holly Lane, Salina KS), 785-452-4930, provides consultation and crisis support; offers individual and group therapy; and training for stress management and other skills for student success.

Academic well-being
• Tutoring Services (K-State Polytechnic Library), 785-826-2636, offers free tutoring by request and walk-in.
• Professional Education and Outreach (Outreach Center), 785-826-2633, offers exam administration and proctoring.
• Diversity Office (College Center 208), 785-826-2674, offers support services for students with disabilities.
• Student Support Services (College Center 208), 785-826-2973, offers support services for students with disabilities.
• Student Life (College Center 112), 785-826-2971, provides crisis response; assists students with problem-solving and provides campus and community resources; and provides advocacy on a student’s behalf.

Individual well-being
• LGBT Resource Center: 207B Holton Hall, 785-532-5352, serves the lesbian, gay, bisexual, transgender, queer and allied community. The center provides support and resources for student issues dealing with sexuality and gender identity.
• Student Legal Services, 201 Holton Hall, 785-532-6541, provides free consultation for students regarding legal options and services.
• Office of Institutional Equity, 103 Edwards Hall, 785-532-6220, evaluates reports of discrimination, harassment or sexual violence.
• Employee Assistance Program: 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.

Financial well-being
• Student Money Management Center (K-State Polytechnic Library), 785-826-2636, provides free peer-to-peer financial advice and resources on budgeting, credit use, saving, loan management and transitioning into work.
• Financial Aid (College Center 209), 785-826-2638, provides financial assistance with grants, scholarships, loans and work-study.
• 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.

Campus Resource Organizations

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Care</td>
<td>100 S. Ohio St, Salina, KS 67401</td>
<td>785-827-6453</td>
</tr>
<tr>
<td>Comcare</td>
<td>520 S. Santa Fe, Salina, KS 67401</td>
<td>785-823-7470</td>
</tr>
<tr>
<td>Urgent Care Clinic - Salina Regional Health Center</td>
<td>2265 S. 9th St, Salina, KS 67401</td>
<td>785-452-6000</td>
</tr>
<tr>
<td>Student Life Center</td>
<td>2310 Centennial Rd, Salina, KS 67401</td>
<td>785-826-2667</td>
</tr>
<tr>
<td>Veridian Behavioral Health - Counseling</td>
<td>730 Holly Lane, Salina KS 67401</td>
<td>785-452-4930</td>
</tr>
<tr>
<td>Center for Advocacy, Response and Education</td>
<td>201 Holton Hall, Manhattan, KS</td>
<td>785-532-6444</td>
</tr>
<tr>
<td>Academic Services</td>
<td>College Center 208 Salina, KS</td>
<td>785-826-2674</td>
</tr>
</tbody>
</table>
Alcohol

Alcohol and drug abuse is a serious issue on almost all college campuses, and it is important you to be aware of the signs of alcohol abuse and the resources available to help.

**Signs of alcohol poisoning:**
- Passed out or difficult to wake.
- Cold, clammy, pale or bluish skin.
- Slowed breathing.
- Vomiting while asleep or awake.

**Know how to help:**
- Turn a vomiting person on his or her side to prevent choking.
- Keep the person awake.
- Never leave the person unattended.
- **Never** be afraid to get the help an individual needs. Call 911 or Salina Security at 785-826-2952.

**“Lifeline 911 policy”**

**“Because it is important that victims of alcohol-related emergencies receive medical treatment, Kansas State University students seeking 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.”**

The Lifeline 911 policy allows students to seek immediate medical assistance for an alcohol related emergency on behalf of themselves or another person without the fear of punishment. 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 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.

**Suicide-risk factors, signs and prevention**

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

**Depression**

This can include feelings of hopelessness, sleep difficulties, appetite changes, loss of enjoyment in previously enjoyable activities, and themes of death in conversation or other communication including social media and texts.

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.”

**Increased Alcohol or Substance Abuse**

Someone under the influence of alcohol or drugs is at greater risk to act on suicidal thoughts.

**Behavioral Cues**

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, or 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, unable to sleep or sleeping all the time.
- Dramatic mood changes.
- Expressing no reason for living or no sense of purpose in life.
Prior suicide attempts
If you observe any of these warning signs in yourself, or someone you know, it is crucial you take steps to get help. Asking someone if they are considering suicide DOES NOT increase risk of them taking action. Research has shown that once a person has been asked about suicide, they experience relief, not distress. Once the question has been asked, fully LISTEN to what that person has to say and take steps to persuade them to get help. You may ask the individual any of the following:
- Will you go with me to see a counselor?
- Will you let me help you make an appointment with a counselor/doctor/etc.?

If you or someone you know is experiencing thoughts of suicide, consult with a mental health professional. Resources on campus include Student Life and Academic Services, who can refer students to Veridian Behavioral Health.

Sexual Violence
If someone you know has been the victim of a crime or violence:
Believe: Tell them you believe what they are saying and you are there to support them.
Empower: Support your friend, do not tell them what to do, but encourage them to report and utilize resources
Connect: Talk about Kansas State University and community resources that might help.

Procedure to follow if a Crime or Sexual Assault, Dating Violence, or Stalking has occurred
Numerous options are available for support and reporting on campus and within the Salina community if an individual is a victim of sexual assault, dating violence, or stalking. Accessing these options will depend on the wishes of the victim, 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 the Campus Advocate.

Healing from an attack takes time. Know that if you or someone you know is experiencing thoughts of suicide, consult with a mental health professional. Resources on campus include Student Life and Academic Services, who can refer students to Veridian Behavioral Health.

Available Victim Services
Victims should provide written notification about existing coursework, health, mental health, victim advocacy, legal assistance, and other services available to them, both within the University and in the surrounding community. Those services include Counseling Services through Veridian Behavioral Health (730 Holly Lane), 785-452-4930, http://www.veredianbh.com/ and health services through Salina Regional Health Center (400 South Santa Fe, Salina KS), 785-452-7000, http://www.shrc.com/.
Additionally, the Domestic Violence Association of Central Kansas, 785-827-5802, located off campus, can also provide assistance to victims of domestic abuse and sexual assault.
Many individuals have found it useful to speak with our Campus Advocate.

The Campus Advocate provides 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 advocate provides 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 Office of Student Life.

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

Additional tips and strategies for information 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 someone.
- 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.

Reporting
Consider talking to a counselor — Seeing a counselor or therapist may be important in helping victims understand their feelings and begin the process of recovery
Consider talking to a Center for Advocacy, Response, and Education (CARE) — CARE Providers coordinate 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.
Consider talking to Office of Institutional Equity (OIE) — Act of Sexual violence, domestic violence, dating violence, or stalking may violate the University’s Policy Prohibiting Discrimination in Employment, Academic, Housing, 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.

Academic
- Discrete professed notification and accommodation (e.g., receiving extensions, rescheduling exams, etc.)
- Alternative course completion options (e.g., course load reduction or withdrawal)
- Voluntary leave of absence
- Academic support, such as tutoring

Housing
- Change in campus housing
- Change in dining/laundry
- Assistance in finding alternative housing

Support
- Access to counseling both on and off campus
- Medical services
- Arrangements to ensure safety and access to other support services
- Assistance identifying an advocate to help secure additional resources or assistance
- Assistance with visa and immigration procedures

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

Financial Aid
- Emergency funds or loans
- Potential waiver of tuition and fees as a result of alternate course completion

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

* Other reasonable changes may be tailored to the involved individuals in respect to each unique circumstance.
Violence is of the upmost importance. The state of Kansas allows victims of sexual assault to preserve evidence, and the community at large on a variety of issues. Programs are offered throughout the academic year and summer, and specific program frequency may vary. Such events may, however, inform the need for campus wide education and prevention efforts, and the University may provide information about Title IX rights and University training, prevention, and/or programming efforts at these events.

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. The 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, confronting or reporting people who seclude, hit on or sexually assault people who are incapacitated;
- Speaking up when someone discusses plans to take sexual advantage of another person;
- Calling the police when a person is being physically abusive towards another;
- Refusing 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;
- Ensuring community members who are incapacitated are not left alone or in vulnerable situations;
- Referring people to appropriate University and community resources.

Programs informing students, staff, and faculty about campus security procedures and the prevention of crimes OR Crime Prevention and Awareness Programs

Crime Security Access

Crimes and Physical or Sexual Violence

The following information outlines a victim’s options, should a sexual or physical assault occur.

- First and foremost, find a safe space — Safety should always be the priority following an assault.
- Consider taking steps to preserve all physical evidence — the victim is advised not bathe, shower, brush teeth, douche, or change clothing until they receive a medical examination.
- Find support — Contacting a close friend, relative, or victim advocate who can provide support and accompany the victim to the medical exam and/or police department, show them the way to go. Advocates from the Domestic Violence Association of Central Kansas (DVACO) are available to the victim to provide support.
- Get medical attention as soon as possible — An exam may reveal the presence of physical injury that the victim is unaware of. The health and safety of all victims is of the utmost importance. The state of Kansas allows victims of sexual assault to preserve evidence, with or without reporting to law enforcement. If you choose at any time of your exam not to report to law enforcement, the evidence collected at your exam will be sent to the Kansan Bureau of Investigation and held for 5 years. A Sexual Assault Forensic Exam (SAFE) can be performed at your local 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 presents 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.

Crime Prevention

Crime prevention demands constant interaction and outreach to the community. The K-State Polytechnic Safety & Security Department distributes materials directed toward familiarizing students, faculty, and staff with their responsibility in reducing criminal opportunity. Crime prevention brochures, posters, and handouts are used to help make all members the campus community aware of the potential for crime. K-State Polytechnic Security relies on the media to present information to the community about situations that may pose a potential threat to its members. The Office of Student Life and the Office of Residence Life additionally offer programs, information, and resources to students, faculty, and staff in order to provide further opportunities for campus community members to educate and protect themselves while helping to prevent crime. In an effort to promote safety and security awareness, Kansas State University offers a wide variety 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, and specific program frequency may vary. Such events may, however, inform the need for campus wide education and prevention efforts, and the University may provide information about Title IX rights and University training, prevention, and/or programming efforts at these events.

Crime Prevention

Campus Law Enforcement

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Residence halls

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

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

Crime Security Access

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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 phone on campus.
- Report any suspicious activity or person to the police immediately.
- Walk and jog with a friend, and use Wildcat Walk when available.
- 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.

### Prevent theft

- Don’t leave personal items such as laptops, phones, or textbooks unattended — even for a short amount 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 fraud

- Keep a list of valuable possessions including the makes, models, and serial numbers.
- Engrave your valuable items at the University 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.

### How to report crimes and other emergencies occurring on-campus

Preventing campus crime is a shared responsibility between K-State Polytechnic and its campus community members. Public apathy is a criminal’s greatest ally. Campus community members should not assume that someone else has reported suspicious or criminal activity. Suspicion is the only reason anyone needs for calling the police. Crimes, suspicious activity, or other emergencies on campus should be reported immediately. If a campus community member suspects a crime has been or is being committed, s/he should call campus security at 785-826-2952 or 785-826-2909, or call the Salina Police Department immediately at 9-911. K-State Polytechnic Security officers are located in the Science Center, nd are always available by phone when they are on patrol. K-State Polytechnic Security officers will immediately report to the scene of a reported or suspected crime. Do not assume that someone else has reported harmful, suspicious or criminal activity.

### Campus Security Authorities (CSA)

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

<table>
<thead>
<tr>
<th>Campus Security Authorities for K-State Polytechnic Campus</th>
<th>Official</th>
<th>Individual</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean</td>
<td>Alyssa Munt</td>
<td>785-826-2616</td>
<td></td>
</tr>
<tr>
<td>Student Development Coordinator</td>
<td>Kelly Camico</td>
<td>785-826-2984</td>
<td></td>
</tr>
<tr>
<td>Executive Director of Enrollment Management</td>
<td>Dean Fisher</td>
<td>785-826-2639</td>
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<tr>
<td>Student Life Coordinator</td>
<td>Amy Sales</td>
<td>785-826-2971</td>
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<tr>
<td>Student Life Center Coordinator</td>
<td>Kyle Chamberlin</td>
<td>785-826-2665</td>
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<tr>
<td>Residence Life Coordinator</td>
<td>Cody Waterman</td>
<td>785-826-2957</td>
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<tr>
<td>Academic Advisor</td>
<td>Julia Roe</td>
<td>785-826-8524</td>
<td></td>
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<tr>
<td>Academic Advisor</td>
<td>Garrett Ludlum</td>
<td>785-826-2649</td>
<td></td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Alyssa Mustard</td>
<td>785-826-2663</td>
<td></td>
</tr>
<tr>
<td>Assistant Director of Student Support Services</td>
<td>Jess Simpson</td>
<td>785-826-2645</td>
<td></td>
</tr>
<tr>
<td>Academic Services Coordinator for Student Support Services</td>
<td>Alyssa Munt</td>
<td>785-826-2969</td>
<td></td>
</tr>
</tbody>
</table>

*Any University Registered Student Group Advisor*  
K-State Polytechnic has more than 10 registered student organizations

### 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**
- **Alert beacons**
- **Police public address systems**
- **Campus carillon in the Anderson Hall tower**
- **Tornado warning sirens**
- **K-State staff carrying radios**
- **Postings to the K-State website**

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

To receive emergency notifications by text or phone, you must enroll in K-State Alerts through the eProfile system. Only current faculty, staff, and students with an active eID are eligible to subscribe to messages or phone alerts. This includes K-Staters at the Manhattan and Salina campuses, distance students and those at research and extension offices. Eligible K-Staters can also subscribe to the list of your campus authorities, and the option to stay anonymous. You can even start a live chat.

**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.

**How to use the Faculty/Staff Student of Concern Guide**

When a student of concern has been identified by the Faculty/Staff Student of Concern Guide provides a quick overview of K-State student support offices and emergency services. The
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 Crime Statistics and Crime Rates

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by Kansas State University. The data covers a 12-month period—January 1 through December 31—for each year listed. The Office of Student Life prepares this report in cooperation with K-State Polytechnic’s Residence Life, K-State Polytechnic’s Security, and K-State’s non-academic judicial programs and local law enforcement agencies.

Information about select crimes is collected from the K-State Police Department, the Saline County Police Department, and any campus or community member who may elect to file a confidential and anonymous crime or suspicious activity report through the K-State Police Department’s “Silent Witness” program found at https://www.ksu.edu/police/silent/.

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 Salina community may be obtained from the Saline County Police Department.

<table>
<thead>
<tr>
<th>Resource</th>
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<td></td>
<td>(after hours)</td>
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<td></td>
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<td>K-State Polytechnic Security</td>
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</table>

Crime Statistics

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## Kansas State University Polytechnic Crimes Statistics by Year


### Offenses

<table>
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### Sex Offenses

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### Arrests

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### Referrals

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<tr>
<td>Weapons Possession Arrests Referred for Disciplinary Action*</td>
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*If the disciplinary action is the result of an arrest, the Campus Security Act requires that it not be counted here, but that the violation be counted as an arrest only.

*Unfounded Crimes: No crimes were determined to be unfounded for the 2015, 2014, or 2013 year.

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

***The definition of Sex Offences were revised to remove references to “forcible and non-forcible” sex offences after 2013, and the offences now reflect the UCR definitions for rape, fondling, incest, and statutory rape.
Definitions of reportable incidents and locations

FBI Uniform Crime Reporting National Incident Base Reporting Board Standards definitions. When not in conflict with the Clery Act, the standards of the FBI's Uniform Crime Reporting program are used.

Reportable Crimes:

Muder 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 temporary or permanent mental or physical incapacity.

Incest

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

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Robbery

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

Aggravated Assault

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

Burglary

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Arson

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

Arrest

Persons processed by arrest, citation or summons.

Referral for Disciplinary Action

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

Illegal Weapons Possession

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

Drug Law Violations

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

Liquor Law Violations

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

Hate Crimes

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

Bias

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

Laney-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 in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

Violence committed by a person —

(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 the reporting party’s statement and with 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.

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.

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.

Safety on Campus

Respecting Calls

K-State Polytechnic security officers carry cellular telephones and can be reached in case of emergency anytime at 785-632-2909. Emergency calls received by security officers are promptly referred to Police, Ambulance, or Fire Departments as necessary. Security officers also notify the appropriate campus administrator and provide a written incident report on all emergency situations. Criminal investigations, vehicle accidents, and/or moving violations are referred to the part-time Police officer or the Salina Police Department.

Salina security officers periodically drive through the campus as part of their routine patrol practices. The Salina Police and Fire Department respond to all police and fire calls on the campus. Offenses occurring off campus are recorded daily in the Salina newspaper. The Salina Police Department and Saline County Sheriff’s Office furnish limited information to the University about crimes occurring adjacent to the campus. The University attempts to monitor off-campus incidents and alerts the University community of those incidents that may be of concern to the safety and welfare of University community members.

The Security officer will also notify other university offices, including the Office of Student Life or the Campus Advocate, which may need to respond. Other means to report crimes include the LiveSafe app; or anonymously online at KSUSD’s crime reporting website, k-state.edu/police/silent.

Monitoring and recording of criminal activity

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

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 Dispatch, Edwards Hall, for the public to view upon request. The link to the Kansas Bureau of Investigation Registered Offender website is http://www.kbi.ks.gov/registeredoffender/

Daily Crime Log
A daily crime log documenting incidents reported to KSUPD is kept in accordance with the Higher Education Opportunity Act. Crime information, included when and where a crime occurred, as well as a description of the crime in the daily crime log. Anyone, including perspective students and employees, may obtain a copy of the Daily Crime log at http://www.k state.edu/police/log/ or by contacting KSUPD at 785-532-6412.

Emergency Management Plan What to do in an emergency
Due to unforeseeable aspects, it is impossible to establish procedures for every type of emergency, but the following guidelines cover many emergency and hazardous situations. Be prepared and aware of your environment! Anticipate the unexpected.

Figure 1: Immediate Notification Authorization Process

Threat or emergency situation reported to K-State PD.
- K-State PD confirms the situation immediately. phone call to security of campus population. (23/24)
- K-State PD command determines that a notification will not compromise response efforts.
- K-State PD command authorizes emergency notification.
- K-State PD command authorizes emergency notification.

Figure 2: Urgent Notification Authorization Process

Threat or emergency situation reported to K-State PD.
- K-State PD confirms the situation immediately. phone call to security of campus population. (23/24)
- K-State PD consults with AHP/ APD police chief who may notify university president and cabinet.
- K-State PD command authorizes emergency notification system.

Figure 3: Informative Notification Authorization Process

Nonemergency event occurs and is affecting the campus community.
- The president’s cabinet/ responsible university authority determines the need to inform the campus population.
- The president’s cabinet/ responsible university authority may authorize emergency notification system.

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

Medical Emergencies
For any situation requiring emergency medical assistance on campus, call 911 or 785-826-2952 and relay information to the dispatcher.

Tornado and Severe Weather
Go to the designated tornado shelter for the building. In most cases this is the lowest floor, in the central core of the building, and away from glass windows. Outdoor sirens will sound a steady three-minute blast when the operation plan is in the area. The University’s Reverse personnel who will alert the classrooms. If you are outside when the sirens go off, seek shelter immediately. Go into the closest building and seek out the lowest floor in the center of the building. After the tornado has passed, report any injuries. Call 911 for ambulance and fire; call the University Police (785-826-2952) to report building damage.

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

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

Early detection of individuals having personal or family problems or psychiatric or threatening behavior is the best method for reducing the likelihood of “active threat” events. The University has exceptional resources to assist these persons through the Office of Student Life (785-826-2971) and the Human Resources Department for Faculty and Staff (785-826-2611)
- Active Shooter: Call 911 if safe to do so. Remain calm and keep out of plain sight. Do not put yourself in harm’s way. If you can do so safely, inform building occupants, then lock doors, block windows and close blinds. Seek protective cover. Place signs in exterior windows to identify your location. Stay in place until Police clear the building. Consider utilizing procedures outlined in ALICE training—Alert, Lockdown, inform, Counter, and Evacuate. ALICE training is offered throughout the year and upon request by KSUPD.

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

Policies for timely warnings
The Safety and Security Department, in consultation with campus partners such as the Office of Student Life and the Division of Communications and Marketing, issues timely warnings to give students, faculty, and staff timely notification of crimes that the division deems serious or ongoing threats to the campus community 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 conviction of the offender.

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Emergency management plan activation
When the Kansas State University Police Department (KSUPD) or another entity determines there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, designated senior university administrators will be contacted in the following order: university president, vice president for administration and finance, provost, vice president for student life, and police chief. If the university president is unavailable (i.e., not on campus or within a 10-minute drive of campus), the next person will be contacted. If none of these senior university administrators is immediately available, the assistant vice president for public safety has the authority to activate the plan. Upon receipt of the call, the senior university administrator will immediately determine the scope of the incident and, as needed, will contact the appropriate parties.

Levels of emergency notification
The process for activating K-State Alerts immediately begins when a threat or emergency situation is reported to the KSUPD or to another responsible university authority. There are four levels of notifications under K-State Alerts: Immediate, Urgent, Informative and Status Update/All-Clear.

Immediate Notification
An Immediate Notification through K-State Alerts to the campus community is made when KSUPD or another responsible university authority has confirmed that an emergency exists and, as needed, will contact the appropriate parties.

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

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

Emergency management plan activation
When the Kansas State University Police Department (KSUPD) or another entity determines there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, designated senior university administrators will be contacted in the following order: university president, vice president for administration and finance, provost, vice president for student life, and police chief. If the university president is unavailable (i.e., not on campus or within a 10-minute drive of campus), the next person will be contacted. If none of these senior university administrators is immediately available, the assistant vice president for public safety has the authority to activate the plan. Upon receipt of the call, the senior university administrator will immediately determine the scope of the incident and, as needed, will contact the appropriate parties.

Levels of emergency notification
The process for activating K-State Alerts immediately begins when a threat or emergency situation is reported to the KSUPD or to another responsible university authority. There are four levels of notifications under K-State Alerts: Immediate, Urgent, Informative and Status Update/All-Clear.

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An Immediate Notification through K-State Alerts to the campus community is made when KSUPD or another responsible university authority has confirmed that an emergency exists and, as needed, will contact the appropriate parties.

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

Urgent Notification
An Urgent Notification to the campus community is made immediately when KSUPD or another responsible university authority has confirmed that an emergency situation may pose a threat to life safety or security of the campus population. The KSUPD command staff or the university president’s cabinet may authorize a K-State Alerts notification that warns campus populations of the situation’s location and provides precautionary actions.
As necessary, the assistant vice president/chief of police will notify the university president and president’s cabinet of the situation, notifications authorized/issued (or not authorized/issued), and any other actions taken. Examples, but not limited to, of possible situations for Urgent Notification: Fire, bomb threat, building evacuation, hostage situation, terror-related event, natural gas or propane leak/eruption, chemical spill, power failure in multiple buildings, entrapment in building or equipment, winter storm or tornado warning.

Informative

An Informative Notification to the campus community is made when the president’s cabinet or another responsible university authority has confirmed there is a need for the campus population to be notified of a specific nonemergency event. The KSPU|PD command staff, Division of Communications and Marketing (DCM) or the president’s cabinet may authorize a K-State Alerts notification that informs the campus community of the occurrence. Examples, but not limited to, situations that could active and Informative Notification: Personal injuries, medical problems, thefts, minor protests, fire alarms, building power failures, broken pipes, minor chemical spills, gas pipeline leaks, technology outages, etc.

Status Update/All-Clear

A Status Update Notification is made when there is new information or instructions for the campus population; it may provide an update on the situation or change protective actions. An All-Clear Notification indicates that the emergency has been contained. Status Update and All-Clear Notifications should be timed such that messages do not overlap.

Emergency notification system authorizations

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

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<table>
<thead>
<tr>
<th>Level</th>
<th>Authorized by</th>
<th>Issued by</th>
<th>Channels activated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate</td>
<td>K-State PD command staff, K-State PD dispatcher (for weather alerts), or designated senior university administrators</td>
<td>K-State PD dispatch</td>
<td>K-State Alerts: text message, voice message, K-State email, Alertus beacons, police public address systems, CCTV override</td>
</tr>
<tr>
<td>Urgent</td>
<td>K-State PD command staff, or designated senior university administrators</td>
<td>K-State PD dispatch or DCM</td>
<td>K-State Alerts: text message, voice message, K-State email, Alertus beacons, police public address systems, K-State website</td>
</tr>
<tr>
<td>Informative</td>
<td>K-State PD command staff, DCM or designated senior university administrators</td>
<td>K-State PD dispatch or DCM</td>
<td>K-State Alerts: text message, K-State email, K-State website, Social media: Facebook, Twitter</td>
</tr>
</tbody>
</table>

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Emergency notification procedures

In the event of a situation that may endanger life or adversely affect the university in any campus location (internal or external), the situation should be reported immediately by calling K-State Polytechnic Police at 785-826-2952 or by calling 911. Only a security officer confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community is occurring; an emergency notification will be sent. A message will be crafted by a senior duty staff, or a DCM news and communications staff member and sent to the campus community — unless it is determined that a segment or segments of the campus community should not receive the notification. K-State Alerts emergency notification system will be used to notify faculty, staff and students of an existing threat to K-State. K-State Alerts will use text messaging, voice messaging, automated telephone calls, emails to all @ksu.edu accounts, alert beacons, police public address systems, tornado sirens with speakers, K-State staff carrying radios, and postings to the K-State website to notify faculty, staff and students of an emergency.

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

Emergency Notification System

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

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

Emergency Guide

K-State Salina also provides an Emergency Guide to the entire campus community that provides Emergency Numbers, Evacuation Procedures, Medical Procedures, Fire, Tornado and Severe Weather Information, and other emergency situations. This guide is found at http://www.salina.k-state.edu/emergency/index.html. There is also an Emergency Preparedness Guide that can be found at http://salina.k-state.edu/security/Flow%20Chart.pdf.

Student Life Office

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

Emergency Evacuation Procedures for Individuals with Disabilities

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

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

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

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

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

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

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

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

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

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

Emergency 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 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 conducts fully audible tests of emergency warning and notification systems a minimum of once a semester. This test will, whenever possible, be coordinated with all campus drills. A full test will activate the K-State Alerts system, text/voice, sirens/PA system, and all other resources included 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.

Emergency operations center drills

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

Emergency Exercises

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

University leadership emergency exercise

K-State's Emergency Management will, in coordination with its county partners of Riley County Emergency Management, Riley County EMS, the Manhattan Fire Department and the Riley County Police Department, attend workshops, tabletops, drills or exercises addressing a specific emergency topic. When there is an exercise with our partners on campus, a notification of the event will be distributed by K-State's Division of Communications and Marketing. The university's emergency management staff will keep a record of the exercise as well as a review of the events assessment. These records will indicate whether the test was announced or unannounced, the date and time it was conducted and a description of the test or exercise. Moreover, in conjunction with at least one test per calendar year, the University will publicize to students and employees the University's emergency response and evacuation procedures.

K-State Polytechnic Residence Life

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

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Fire Safety Report

Salina 2016

Fire Safety Systems

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

Residence Halls

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

Policies on portable electrical appliances, smoking, and open flames

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

Emergency evacuation procedures

In the event of an emergency in a student housing facility, first contact the Kansas State University Salina Security at 785-826-2952 or 911 and describe the emergency. Since emergency evacuation procedures are room/site specific, each sleeping room has an evacuation map and procedure posted. Building staff are instructed on building specific evacuation procedures and written procedures are made available.

Fire safety education and training policies

Fire safety in student housing facilities is a very serious matter. Students, faculty, and staff are expected to learn the fire safety policies and guidelines. To assist in this learning process, Kansas State University has several training programs and policies for fire safety education:

1. Instruction to each student during the first floor meeting
2. Educational bulletin boards
3. Train professional and graduate-level staff on building fire safety systems
4. Train para-professional staff on fire safety at the beginning of each semester
5. Conduct Fire Prevention Week activities for the residence halls, including fire extinguisher training and educational material distribution

Reporting Fires

In the event of a fire in a student housing facility, the K-State Polytechnic Safety and Security office should be contacted immediately by phone. Police dispatch can be reached at either 785-826-2952 or 911. In addition, general fire alarm notifications are sent electronically to Residence Life staff on site or on call. These individuals include the residence life coordinator, safety officer, facilities director, fire alarm systems manager, and staff on duty. This system is in place to provide
Future improvement plans

There are several future plans and goals for improvement in fire safety in residence life at Kansas State University Polytechnic. First, Kansas State University Polytechnic intends to continue to train professionals and staff on fire safety systems and procedures during RA Training and In-service Training. This includes incorporating more time for the professional staff with building-specific systems. Second, Kansas State University Polytechnic wants to expand active and passive educational programs to include more information about fire safety in the residence halls. Third, Kansas State University Polytechnic will continue to educate students on proper evacuation procedures during the first floor meetings in the fall semester and will seek to provide more education to our expanding international student population, including some in languages other than English for those who are not fluent. Fourth, we plan to continue to conduct the required fire drills (2 per semester), and additional drills if needed. Fifth, Kansas State University Polytechnic will continue to work with Kansas State University Fire Marshal to provide quality programs for our students.

Campus fire statistics

The following table contains the fire statistics for all on-campus student housing facilities at Kansas State University Salina. The information contains the date, time, location, description, and estimated cost of damage for each fire incident in 2015.

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

Fire Safety Report 2015 Fire Statistics

Definitions

Property Damage

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

Fire

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

Missing Student Policy and Procedure

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

Initial concerns about a missing student should be referred immediately to the K-State Security at 785-826-2952. Efforts to locate the student will be directed by the campus police in collaboration with the Office of Student Life, Residence Life, local authorities and friends and family members of the missing student. The campus police will conduct a formal investigation. If the student has been missing for more than 24 hours, the campus police, in collaboration with the Dean of Students, will notify the confidential contact person identified by the missing student within 24 hours after such determination that the student is missing. If a resident student has been missing for more than 24 hours and that resident student is unemancipated and under 18 years of age, then that student’s custodial parent or legal guardian will also be notified within 24 hours.

Official Notification Procedures

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

- All resident students may designate a confidential contact person to be notified not at more than 24 hours after the student is determined to have been missing for 24 hours. Students may identify this contact using the Confidential Contact Form available at their residence’s front desk or from their building’s Residence Life Coordinator. Completed forms will be maintained in the RLC’s office. The confidential contact information provided by the student will be accessible only to authorized campus personnel, including law enforcement officials in connection with a missing person investigation. If the student does not register a confidential contact person, then the student’s designated emergency contact person(s) shall be contacted.

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

Kansas State University’s Policy Prohibiting Discrimination, Harassment, Sexual Violence, and Stalking, and Procedure for Reviewing Complaints define sexual violence:

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.

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 occurred, whether 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 actions outside of the University, including alleged 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.

If you wish to report sexual violence for criminal investigation, contact the KSU Police Department (785-532-6412) or local law enforcement. If you wish to report sexual violence for investigation by the University, contact the Office of Institutional Equity at 785-532-6220. You can make reports and request that an investigation not take place at the Center for Advocacy, Response, and Education 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. Kansas State will provide written notification to students and employees regarding health, mental health, victim advocacy, and legal assistance.

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. Persons who violate this Policy are subject to sanctions, up to and including violation specific educational programming, warning, probation, restricted access to university property, no contact directives, suspension, expulsion from the University, and 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, revocation of a grade, an evaluation completed by someone other than the instructor, consideration of an application for employment, placement in a position, back pay and lost benefits, withdrawal of a disciplinary action, or a change of housing. For more information, contact the Office of Institutional Equity at 785-532-6220.
Information for crime victims about disciplinary proceedings

Kansas State University will, in accordance with Section 487 (a)(26) of the Higher Education Opportunity Act, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of title 18, United States Code), or sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a person 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 report on the results of any disciplinary proceeding conducted by an official or entity authorized to resolve disciplinary proceedings conducted by officials who do not have authority over such individual will be made promptly to the alleged victim’s next of kin. The report will contain a statement that the University is not waiving any rights it may have under law to limit who receives such information. More information is available if requested by a victim.

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 proceeding 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.
• The right to have a full and prompt 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 the 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 the 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 a protective order shall be based on 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’s consent to sexual activity may be inferred from silence or passivity alone. Sexual violence is considered sexual harassment, and is therefore considered to be discrimination. This policy covers, but is not limited to, invasions of personal privacy, 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 the alleged victim to a state of no greater harm than would have resulted had 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. This 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, temporary 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 so that they can 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 University policy for anyone to retaliate, intimidate, threaten, coerce or otherwise discriminate against persons exercising their rights or responsibilities under the Clery Act.

Victims to Receive Written Notification of Rights

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

If you wish to report sexual violence for criminal investigation, contact the K-State Police Department at 785-532-6412 or local law enforcement. 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 nonclassroom 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 alcoholic beverages on their campus is governed by the Kansas Alcoholic Beverage Control 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 DUl. If an individual is found to be under the influence while operating a motor vehicle and a motor vehicle accident resulted in personal injury or death, that individual will not be eligible for a diversion agreement (i.e. community service, driver’s school, etc. in place of incarceration in jail).
  - to refuse to submit to tests for the presence of alcohol or drugs when lawfully requested to do so by a law enforcement officer. Such refusal will result in a loss of driver’s license for one year.
  - to display or possess a canceled, fictitious, fraudulently altered or fraudulently obtained identification card.
  - to lend or permit the use of one’s driver’s license or identification card by another person.
  - to, in any way, create a reproduction of a driver’s license.
  - The City of Manhattan has adopted as city ordinances similar laws relating to the control of alcoholic liquor and cereal malt beverages. Further, under city ordinance among other matters it is unlawful:
    - for persons under 18 years of age to remain in any tavern after the hour of 8:00 p.m. unless employed by the establishment or accompanied by a parent or guardian.
    - to willfully disturb the peace and quiet of any person, family or neighborhood or to engage in disorderly conduct.
    - to fail to depart from an unlawful assembly after being directed to do so by a law enforcement officer. An unlawful assembly is a meeting or coming together of five or more persons engaging in conduct which constitutes disorderly conduct, a riot, disturbing quietude or disturbing the peace.

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

Parental notification of drug and alcohol policy violations

The U.S. Congress passed an amendment to the Family Educational Rights and Privacy Act (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 of 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.