The Clery Act Annual Security Report
The Annual Fire Report
Calendar Year 2013

The Clery Act Annual Security Report Year 2013 is part of the University of Kansas's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act requires institutions to disclose the following crime statistics:

- Criminal Homicide
  - Murder and Non-Negligent Manslaughter
  - Negligent Manslaughter
- Sex Offenses
  - Rape
  - Sodomy
  - Sexual assault with an object
  - Fondling
  - Incest, and
  - Statutory rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
  - Any of the above-mentioned offenses and
  - Larceny-Theft
  - Simple Assault
  - Intimidation
  - Destruction/damage/Vandalism of Property
- Hate Crimes Bias Categories
  - Disability
  - Ethnicity
  - Gender
  - Race
  - Religion
  - Sexual Orientation
  - Gender Identity
  - National Origin
- Stalking
- Dating Violence
- Domestic Violence
Arrests and Referrals for Disciplinary Action for:
- Illegal weapons possession
- Violation of drug and liquor laws

In this report you will find information about:
- Reporting Crime
- Safety and Security Policies and Programs
- Crime Statistics

The University of Kansas recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized. The university has the utmost concern for the success of each student and endeavors to allow each student maximum freedom to live his/her life free from interference. With this freedom, however, each student is responsible to be an active participant in the exercise of personal safety. While the University of Kansas strives to provide a safe environment, criminal incidents and other emergencies may occur despite reasonable efforts.

No community's security plan can attain maximum effectiveness unless everyone contributes to making it work. Safety and security are both personal and shared responsibilities. The university encourages all crimes to be reported to its Office of Public Safety. In addition, the university requires employees to report crime in accordance with the university’s Crime Reporting Policy. http://policy.ku.edu/chancellor/crime-reporting. By accepting this responsibility members of the university community foster a safe and secure academic environment. Crime prevention programs are presented to new students at programs offered by the Office of First Year Experiences, to new employees at New Employee Orientation, and as requested.

Information about the University of Kansas Medical Center is available through the Medical Center Police Department. The University of Kansas Medical Center Campus Security Report is found here: http://www.kumc.edu/police/campus-security-and-the-clery-act.html.

Information about the University Kansas Edwards Campus is found here: http://edwardscampus.ku.edu/about. The Edwards Campus Security Report is found here: http://edwardscampus.ku.edu/safety.

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REPORTING CRIME

How to report crimes and other emergencies occurring on the Lawrence campus

Preventing campus crime is a shared responsibility between the university and the campus community. In case of a crime or other emergency, students, faculty, staff and visitors are expected to notify the KU Office of Public Safety. If you suspect that a crime is being committed, call the KU Office of Public Safety at 785-864-5900 or 911. Their offices are located just west of 15th Street and Iowa Street at the corner of Bob Billings Parkway and Crestline Road. Their website is www.publicsafety.ku.edu.
The Office of Public Safety responds to calls by dispatching an officer to meet with the caller. If assistance is required from the Lawrence Police Department or the Lawrence/Douglas County Fire and Medical Department, the Office of Public Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Public Safety Officer, will offer the victim a wide variety of services. More information is available in the Sexual Assault section.

**KU Office of Public Safety**

The Office of Public Safety is comprised of 28 commissioned University police officers, 9 communications operators, 17 uniformed security officers, and 20 student security monitors. University police officers receive their law enforcement authority from Kansas Statutes Annotated (K.S.A.) 76-726. Every University police officer is certified as a Law Enforcement Officer in the State of Kansas and receives basic law enforcement training from the Kansas Law Enforcement Training Academy. Officers receive a minimum of 40 hours of in-service training each year to maintain their state certification.

The Office of Public Safety operates a Community Support Section which provides educational programs, materials and services on an on-going basis and on demand for the entire campus community. These include KU Crime Stoppers, equipment engraving, and personal safety educational programs. Information on specific campus crimes and overall crime statistics are made available and published in campus and area media to make members of the campus community aware of the environment in which they work and study. Based upon this information, students, faculty, and staff are expected to make reasonable decisions about their own security.

The Office of Public Safety has both full time and part time security officers. Security personnel are responsible for monitoring entrances, unlocking and locking designated buildings, and performing routine laboratory and building inspections for fire and safety-related problems. Security personnel also patrol buildings and campus grounds to report suspicious activity and unsafe conditions.

The Communication Center provides emergency and non-emergency call taking and dispatching services for the University community, to include police, safety and security, maintenance, and parking services. In a support role, our Communications Center functions as a backup to the Douglas County Emergency Communication Center. The KU Communication Center communicates with local and state police agencies as needed.

The Communications Center maintains radio and/or telephone contact with all Douglas County Emergency Services agencies: KU Police, Lawrence Police, Douglas County Sheriff's Office, Kansas Highway Patrol, and Lawrence/Douglas County Fire/Medical departments. Personnel working in the Communications Center also handle additional radio traffic for other University departments, including Facilities Services, Parking Services, and the University-wide Security Network.

The University has closed circuit security cameras located in many areas of campus, including the central academic area, around all major residence halls and parking lots. There are more than eighty emergency (blue) phones on campus that upon being picked up, dial the 911 operators on campus.

The Office of Public Safety uses the Kansas Standard Offense Report:
- to record criminal activity
- to tabulate and report crimes to the Kansas Bureau of Investigation
• to compile the crime statistics necessary for the Annual Security Report.

The Office of Public Safety does make a provision for including confidential reports of crime in this Annual Security Report.

The Office of Public Safety does not routinely monitor off-campus activity. The Student Involvement and Leadership Center maintains contact with registered fraternity and sorority organizations. Public Safety members do not provide law enforcement service to off-campus residences or recognized fraternity and sorority organizations nor at activities off-campus recognized by university authority. Criminal activity at registered fraternity and sororities residences is monitored and record by the Lawrence Police Department. At the discretion of the Lawrence Police Department the University is notified of incidents.

WHOM DO I CALL
In the case of an emergency dial 911.

To report a crime:
• Crimes on campus should be reported to the KU Office of Public Safety, located at 1501 Crestline Drive. Telephone at 785-864-5900. Website: www.publicsafety.ku.edu.
• Crime in the city of Lawrence, including fraternities and sororities, is reported to the Lawrence Police at 785-832-7509. http://police.lawrenceks.org
• Crime outside the city and in Douglas County are reported to the Sheriff: 785-832-7509 www.dgso.org
• To learn more about crime prevention visit: www.publicsafety.ku.edu or www.lawrencepolice.org/index.php?page=preventiontips
• To learn more about the University community’s commitment and obligation to report crime, visit the Crime Reporting Policy at: http://policy.ku.edu/chancellor/crime-reporting

To seek mental health help:
• Call Counseling and Psychological Services (CAPS) which offers a variety of counseling services for KU students. Call 785-864-2277 or visit www.caps.ku.edu
• The KU Psychological Clinic provides mental health services to KU students. Call 785-864-4121 or visit: www.psych.ku.edu/psych_clinic/clinic/overview.shtml.
• To learn more about mental health and college students, visit: www.caps.ku.edu/~caps/selfhelp.

To report sexual assault, domestic violence, dating violence, or stalking:
• Call the KU Office of Public Safety at 785-864-5900 to make a criminal report, www.publicsafety.ku.edu.
• You may also report sexual assault to the Office of Institutional Opportunity and Access to get information about resources or pursue an internal University complaint. Ask for the Title IX Coordinator at 785- 864-6414 or email sexualharassment@ku.edu. You may also visit www.sexualharassment.ku.edu for more information.
• You will find information and support through the Emily Taylor Center for Women and Gender Equity at 785-864-3552 or http://emilytaylorcenter.ku.edu/sexual-violence-prevention

To report threatening or dangerous behavior:
• Call the KU Office of Public Safety 785-864-5900 www.publicsafety.ku.edu.
• Call the Office of Student Affairs at 785-864-4060 and ask to speak with the Student Conduct Review Team.  

**To report odd or unusual student behavior:**
• Call the Office of for Student Affairs at 785-864-4060 and ask to speak with the Student Concern Review Team.  
• You may find information from the Counseling and Psychological Services:  
  http://www.caps.ku.edu/why-caps

**To report concerns about building security on campus:**
• Call the KU Office of Public Safety 785-864-5900

**Complete Campus Crime Statistics**
The KU Office of Public Safety annually produces a comprehensive set of crime data for the campus. This list is in addition to those statistics provided in the Annual Safety Report. The Office of Public Safety crime statistics are found here:  
  www.publicsafety.ku.edu/statistics.

**Police Authority and Jurisdiction**
The police officers employed by the Office of Public Safety are certified law enforcement officers in the State of Kansas, and have full power of arrest. Kansas law (K.S.A. 76-726 and 22-2401a) provides for jurisdictional authority of university police officers to include property owned or operated by the University, endowment association, alumni association, athletic association or recognized student organizations. It also allows for jurisdictional authority on streets, property and highways immediately adjacent to campus and within Lawrence when officers are following up on crimes committed on campus.

In addition, the City of Lawrence and the University of Kansas have a jurisdiction agreement that allows university police officers to exercise police authority in areas of the city off campus when the officer has probable cause to believe a violation of law is occurring. The agreement (pursuant to K.S.A. 22-2401a (4)(c)) authorizes the university police officer to exercise all power and authority as may lawfully be exercised by a Lawrence police officer, until such time as a Lawrence police officer is able to respond.

The Office of Public Safety is responsible for investigating criminal cases, enforcing traffic laws, and University rules and regulations. All reported crimes are investigated immediately. Follow-up investigation occurs to identify the criminal(s). Completed investigations are presented to either the City of Lawrence Municipal Court or Douglas County District Court for adjudication. Information concerning criminal activity occurring on campus is shared with campus administration when appropriate. Victims and witnesses are strongly encouraged to report criminal activity to the Office of Public Safety.

**KU Office of Public Safety and Local, State and Federal Law Enforcement**
The Office of Public Safety works closely with the Lawrence Police Department on a daily basis. In addition to sharing crime information, both departments have the ability to ask for immediate assistance through a shared radio communication system, as well as a direct phone line between the KU Emergency Communications Center and the Douglas County Emergency Communication Center. Cooperative investigations with and referrals to Lawrence Police are done as appropriate. The Lawrence Police Department monitors and records criminal activity on public property.
surrounding campus and at fraternities and sororities, and provides this information to the University for inclusion in its crime statistics, as required by the Clery Act.

The Office of Public Safety maintains a working relationship with other local, state and federal law enforcement agencies including the Douglas County Sheriff’s Office, Kansas Bureau of Investigation, Kansas Highway Patrol and Federal Bureau of Investigation (Kansas City and Topeka field offices). Administrators with the Office of Public Safety maintain periodic contact with administrators from other law enforcement agencies, and information is shared with these agents as needed.

Anonymous and Confidential Reporting of Crime

Anonymous reporting is allowed at the University. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it to the Crime Stoppers Program operated by the Office of Public Safety. Additionally, crime can be anonymously reported though the Crime Statistics Report Form found on the Student Affairs website: [http://studentaffairs.ku.edu/campus-security-authority-report-form](http://studentaffairs.ku.edu/campus-security-authority-report-form). Reports filed anonymously as described above are counted and disclosed in the University’s annual crime statistics.

A victim may also report information about a crime to the Office of Public Safety and may ask that a criminal report not be filed. Information about that confidential report will be shared with necessary university departments, such as Student Affairs, and the Office of Institutional Opportunity and Access.

University faculty and staff members are required to inform the Office of Institutional Opportunity and Access (the University’s Title IX Coordinator) when they have been told of an incident of possible sexual harassment (including sexual assault, domestic violence, dating violence, and stalking).

Crimes Disclosed to Pastoral or Mental Health Counselor

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in their roles of pastoral or professional counselors. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled or to make reports mandated by law. When speaking to a victim or witness to a crime, counselors are encouraged, if and when they deem appropriate, to inform the individual of procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A mental health counselor is a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

Emergency Management

The University has adopted an Emergency Management Plan to guide emergency management and coordination of all phases of emergency management operations. Confirmation of a significant
emergency or dangerous situation involving an immediate threat to health or safety is carried out in accordance with the Plan.

The University’s emergency response and evacuation procedures will be tested at least annually as outlined in the University’s Emergency Management Plan, and the procedures will be publicized in conjunction with at least one test per calendar year. Annual testing may be either announced or unannounced and will be publicized on the Office of Public Safety website. Documentation of the testing, to include a description of the exercise, the date, time and whether it was announced or unannounced, will be maintained in accordance with the Emergency Management Plan and retained by the University’s Emergency Management Coordinator.

The KU Public Safety Office has a comprehensive Emergency Management website found at http://www2.ku.edu/~kucops/emergencymanagement/. The KU Emergency Management Plan is found at: https://policy.ku.edu/sites/policy.ku.edu/files/EMERGENCY_MANAGEMENT_PLAN_PUBLIC.pdf

**Emergency Notification System**

To keep students, faculty, staff and visitors informed in the event of an emergency that could affect their health and safety, the University’s Crisis Communications Plan, included in the KU Emergency Management Plan, sets forth the process for initiating the notification system, determining the content of the notification, and determining the appropriate segment or segments of the campus community to receive the notification. Notifications do not include information that identifies the victim.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, 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 contain, respond to, or otherwise mitigate the emergency.

In accordance with the Crisis Communication Plan, supervisors in the Office of Public Safety have the authority to activate the emergency notification system by alerting police dispatch and University Communications when the supervisor determines there is an immediate threat to health or safety before and until the Emergency Operations Center manager is notified and/or an Emergency Operations Center has been established on campus. Depending on the situation, the broadcaster of the notification may be the Office of Public Safety Dispatch, University Relations or Information Services.

To reach the most people in a timely manner, KU has invested in a multi-tiered emergency notification system designed to reach students, employees, campus visitors and the larger community:

- **Text messaging:** Cell phone text messages alerting recipients to emergency situations and campus closures.
- **Public address system:** The system allows emergency dispatchers in the 911 center to provide real-time voice messages to an individual building, a group of buildings or to all equipped buildings. The public address system includes most classroom and gathering spaces on campus.
• E-mail alerts: The University has established an emergency broadcast e-mail system to reach KU e-mail accounts.
• Voice mail: Faculty and staff with voice mail-equipped phones can receive a broadcast voice mail message.
• KU web site: www.alert.ku.edu provides emergency preparedness information and is the central location for updates during a crisis.
• Local media: The University will utilize local media to inform the university community.

The KU Emergency Management Plan, which includes the Crisis Communications Plan, is found at: https://policy.ku.edu/sites/policy.ku.edu/files/EMERGENCY_MANAGEMENT_PLAN_PUBLIC.pdf.

Timely Warning

The university issues timely warnings called Crime Alerts, in addition to the timely warnings communicated through the Emergency Notification System discussed above, to notify members of the campus community about criminal incidents reported on campus, when it is determined that the incident may pose an ongoing threat to community members. The University does not identify the victim in Crime Alerts.

The Crime Alerts provide information about the incident and safety tips so community members can take steps to protect themselves or their property and to aid in the prevention of similar crimes.

The issuance of a Crime Alert is decided on a case-by-case basis by Chief of Police or his designee in light of all the facts surrounding an incident, including factors such as the nature of the crime (if any), the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Crime Alerts are produced by the Office of Public Safety as soon as pertinent information is available and a need is determined. Completed Crime Alerts are:
• Sent via e-mail to certain administrative offices on campus, such as Chancellor, Provost, etc.,
• Sent via e-mail and/or delivered to Department of Student Housing for distribution within housing facilities,
• Posted on available University bulletin boards,
• Posted on the website of the Office of Public Safety (http://www2.ku.edu/~kucops/statistics/crimealerts.shtml),
• Sent via e-mail to all KU e-mail addresses
• Posted at or delivered to specific campus locations as determined by the incident, if applicable, and
• Sent to local media outlets.

Additional Crime Alerts may be produced to provide updated information or to announce the arrest or identification of a suspect or the resolution of the incident. Depending on the circumstances, information contained in any Crime Alert may also be announced through the university’s Emergency Notification System discussed above.

Daily Crime Log

Federal law requires every university that maintains a police or security department of any kind “shall make, keep, and maintain a daily log, written in a form that can be easily understood, recording all crimes reported to such police or security department” to include the nature, date, time and general location of each crime and the disposition of the complaint, if known. The law requires
that this initial information be open for public inspection within two business days of the report of
the crime unless the release of the information would jeopardize an ongoing investigation, cause a
suspect to flee or result in the destruction of evidence. New information about entries must be made
available within two business days.

Criminal offenses reported to the KU Public Safety Office are written using the Kansas Standard
Offense Report form. All completed reports are reviewed by police supervisors, who input data
from the Kansas Standard Offense Report form into the Crime Log database. Extraction of that data
and uploading of it to the Daily Crime Log is done every business day. If a specific day is not listed,
then no crimes were reported on that day. The Daily Crime Log does not include non-criminal
reports, accidents or traffic law violations. The disposition of the crime is “case open, investigation
continuing, with available information” unless indicated otherwise in the entry.

The Daily Crime Log is posted at: www.crimereports.com/map?search=jayhawk+blvd+lawrence+ks

**Fire Log**

Federal law requires that every university that operates on-campus student housing facilities maintain a
written and easily understood log of all fires that occur in such facilities, including records of the nature,
date, time and general location of each fire. The law requires that the log be available for public
inspection for the most recent 60-day period and that additions or changes to the log be made within two
business days of the receipt of the information. It also requires that any portion of the log older than 60
days be made available within two business days of a request for inspection.

All fires reported to the KU Public Safety Office are included in this log, and those fires reported as
occurring in an on-campus student housing facility are so designated. For purposes of this fire log a
“fire” is defined as “any instance of open flame or other burning in a place not intended to contain the
burning or in an uncontrolled manner”. If a specific day is not listed, then no fires were reported on that
day.

The Fire Log is also available on the Crime Reports website at:
www.crimereports.com/map?search=jayhawk+blvd+lawrence+ks

The annual fire safety report pertaining to on-campus student housing is available online at
https://housing.ku.edu/sites/housing.ku.edu/files/docs/fire%20safety%20report%202014.pdf.

**Registered Sex Offenders**

A federal law, the Campus Sex Crimes Prevention Act amendment to the Jacob Wetterling Crimes
Against Children and Sexually Violent Offender Registration Act, requires registered sex offenders
to indicate when they are enrolled or employed at institutions of higher learning. The law further
requires the state law enforcement authority, the Kansas Bureau of Investigation, to provide the
University of Kansas Public Safety Office with a list of registered sex offenders who have indicated
that they are either enrolled or employed at the University of Kansas-Lawrence campus.

The University of Kansas informs the campus community of the list of registered sex offenders for
review at: www.publicsafety.ku.edu/docs/CSCPAlist.html.

A list of all registered offenders is available from the Kansas Bureau of Investigation at:

**SAFETY AND SECURITY POLICIES AND PROGRAMS**

**Weapons on Campus Policy**

In accordance with Board of Regents policy, the University prohibits students, employees, and visitors from possessing, carrying or using weapons on property owned by or under the control of the University. Violations of this policy may result in disciplinary action, up to and including dismissal of employees or expulsion of students. Violators also may be asked to leave University property, and if they refuse to do so, such refusal may constitute an unlawful trespass. The full policy is here: [http://policy.ku.edu/provost/weapons-on-campus](http://policy.ku.edu/provost/weapons-on-campus).

**Storage of Civilian Firearms**

The KU Public Safety Office will make secure storage available for the safe keeping of rifles and shotguns belonging to currently enrolled KU students, faculty or staff who reside in on-campus housing. University departments having ownership of firearms for work related reasons may also utilize this storage option. Persons utilizing this service will not be in violation of the University’s weapons policy. The full policy is here: [www2.ku.edu/~kucops/docs/civilian_firearms_storage.pdf](http://www2.ku.edu/~kucops/docs/civilian_firearms_storage.pdf).

**Whistleblower Policy**

The KU Whistleblower Policy protects any KU employee or other member of the KU community who makes a good-faith disclosure of suspected wrongful conduct. The full policy is here: [http://policy.ku.edu/internal-audit/whistleblower-policy](http://policy.ku.edu/internal-audit/whistleblower-policy).

**Missing Residential Students Policy**

This policy describes the process to assist in locating students living in on-campus housing who, based on facts and circumstances known to the University, are determined to be missing. The full policy is here: [http://policy.ku.edu/student-affairs/missing-residential-student-policy](http://policy.ku.edu/student-affairs/missing-residential-student-policy).

**Crime Reporting Policy**

The University of Kansas requires all employees and affiliates to report certain known or suspected criminal actions perpetrated against persons in the campus community. The specific reporting requirements are set forth in the full policy, available at: [https://documents.ku.edu/policies/Chancellor/CrimeReporting.htm](https://documents.ku.edu/policies/Chancellor/CrimeReporting.htm).

**Nondiscrimination Policy**

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, retaliation, gender identity, gender expression and genetic information in the University’s programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies and is the University’s Title IX Coordinator: the Executive Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY. The full Nondiscrimination, Equal Opportunity, and Affirmative Action Policy is available at: [http://policy.ku.edu/IOA/nondiscrimination](http://policy.ku.edu/IOA/nondiscrimination).
Racial and Ethnic Harassment Policy

The University of Kansas, Lawrence, is committed to programs and activities that are free of racial or ethnic discrimination. To carry out the mission of this institution, the university community must provide and maintain a working and learning environment that fosters respect among all members of the community. The university’s goal is to provide an environment where individuals are free to develop intellectually, personally, professionally, and socially without intimidation or fear. Intimidation and harassment affect not only those who suffer the harassment but also the entire community. Racial and ethnic discrimination is a violation of University policy and federal and state law, including Title VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. The full policy is here: http://policy.ku.edu/IOA/racial-ethnic-harassment-policy.

Sexual Harassment Policy (Including Sexual Assault, Domestic Violence, Dating Violence and Stalking)

Sexual harassment is a violation of professional ethics as well as a violation of university policy and federal and state law. Specifically, sexual harassment is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Kansas Acts Against Discrimination. Sexual assault and any sexual violence, including Domestic Violence, Dating Violence, and Stalking are forms of sexual harassment. University policy prohibits sexual harassment. The full policy is here: http://policy.ku.edu/IOA/sexual-harassment. The sexual harassment procedure is available here: http://sexualharassment.ku.edu/. A brochure designed for students is here: http://studentaffairs.ku.edu/sites/studentaffairs.ku.edu/files/docs/4-1-14%20KU%20Sexual%20Harrassment%20Brochure.pdf Information designed for parents is here: http://studentaffairs.ku.edu/sites/studentaffairs.ku.edu/files/docs/Sexual_Harassment_4_Parents.pdf

The University definition of Sexual Harassment and Sexual Violence are as follows:

**Sexual Harassment:** “Sexual Harassment” means behavior, including physical contact, advances, and comments in person, through an intermediary, and/or via phone, text message, email, social media, or other electronic medium, that is unwelcome; based on sex or gender stereotypes; and is so severe, pervasive and objectively offensive that it has the purpose or effect of substantially interfering with a person’s academic performance, employment or equal opportunity to participate in or benefit from University programs or activities or by creating an intimidating, hostile or offensive working or educational environment. Sexual Harassment may include but is not limited to:

1. unwelcome efforts to develop a romantic or sexual relationship;
2. unwelcome commentary about an individual’s body or sexual activities;
3. threatening to engage in the commission of an unwelcome sexual act with another person;
4. stalking or cyberstalking;
5. engaging in indecent exposure; voyeurism, or other invasion of personal privacy;
6. unwelcome physical touching or closeness;
7. unwelcome jokes or teasing of a sexual nature or based upon gender or sex stereotypes;
8. domestic violence and dating violence; and
9. sexual violence, as defined below.

Title IX and University Policy prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

**Sexual Violence:** “Sexual violence” means any physical act which is sexual in nature that is committed by force or without the full and informed consent of all persons involved. Sexual violence may include but is not limited to rape, sexual assault, sexual battery, sexual exploitation, stalking, domestic violence, and dating violence. Sexual violence can occur between strangers or acquaintances, including people...
involved in an intimate or sexual relationship. Sexual violence can be committed by men or by women, and it can occur between people of the same or different sex.

Complaints of sexual harassment, which includes sexual violence/assault, domestic violence, dating violence, and stalking, are handled in accordance with the University’s Discrimination Complaint Resolution Process, available at: http://policy.ku.edu/IOA/discrimination-complaint-resolution.

Additional information about the University’s prohibition against Sexual Harassment, including Sexual Assault, Domestic Violence, Dating Violence, and Stalking, as well as information about the University’s prevention programs and response to complaints of all forms of Sexual Harassment, are set forth below.

Workplace Violence Policy
The University of Kansas is committed to provide a safe and secure work place, free from threats and violence, for all those involved in the business of the University. Personal harassment, abusive behavior, and violence are not tolerated in our workplace. The University fully supports the State of Kansas Workplace Violence Policy. The policy, which applies to all faculty, staff and student employees of the University can be found here: http://policy.ku.edu/human-resources/workplace-violence-policy. The University has developed procedures for responding to situations of potential or actual violence and can be found here: www.hreo.ku.edu/files/documents/workplace_violence_broc.pdf. The state workplace violence policy is here: http://www.da.ks.gov/ps/dapers/workplaceviolence.pdf.

A program addressing how to respond to workplace violence is available by contacting Human Resources or the Office of Public Safety. Crime prevention programs are presented to new students at programs offered by the Office of First Year Experiences, to new employees at New Employee Orientation, and as requested.

Alcohol and Drug Use Policy
The drinking age in Kansas is 21. State law deals strongly with underage drinking, and makes it a crime to furnish alcohol to underage individuals. University policy and enforcement procedures are in full compliance with the law.

The University of Kansas prohibits the unlawful possession, use, manufacture, purchase, or distribution of alcohol or drugs, or any attempt thereof, by students or by employees on its property or as part of its activities. The University is committed to a program to prevent the illegal use of drugs and alcohol by students and employees. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances or alcohol, or whose behavior evidences being under the influence of alcohol or controlled substances, in violation of the law on University property or at University events shall be subject to disciplinary action in accordance with policies of the State of Kansas, the Board of Regents, and the University of Kansas.

For employees, the University will take appropriate personnel action for such infractions, up to and including termination. See the Policy and Procedures on Substance Abuse. Students who violate this policy will be subject to sanctions which include completion of an approved drug or alcohol rehabilitation program, disciplinary warning, probation, suspension and expulsion from the University.

The full policy is found here: http://policy.ku.edu/human-resources/alcohol-and-drug.
The Law: Possession and Consumption

The University provides the following information about University policy and applicable law relating to the possession and consumption of alcohol and drugs to members of the University community annually. In addition to the University of Kansas policies on cereal malt beverage and alcoholic liquor, state laws and City of Lawrence ordinances provide criminal penalties for specific violations occurring on campus. The most common are as follows:

City of Lawrence Ordinance
It is illegal for anyone of any age to possess an open container of, and/or consume alcoholic liquor in Lawrence, except those areas specifically licensed for sale or specifically exempted by state law. **Maximum Penalty**: 6 months in jail or up to $200 fine.

It is illegal in Lawrence to allow individuals under the age of 21 to possess or consume alcohol or cereal malt beverages on any land, building, structure, or room you own, occupy, or procure. **Maximum Penalty**: 6 months in jail; Minimum Penalty: $1,000 fine.

Kansas Law
It is illegal for anyone of any age to consume alcoholic liquor on state or University of Kansas property, except where specific exemptions are provided by law. **Maximum Penalty**: 6 months in jail; $200 fine.

It is illegal for anyone under 21 years of age to possess, purchase, attempt to purchase or consume cereal malt beverage or alcoholic liquor except where specific exemptions are provided by law. **Maximum Penalty**: 1 month in jail; $200 minimum fine (18-21 years of age); $500 fine (under 18 years of age); perform 40 hours of public service; and attend an alcohol education program and up to 1 year suspension of driving privileges.

It is illegal for anyone to furnish cereal malt beverage or alcoholic liquor to another person under 21 years of age. **Maximum Penalty**: 6 months in jail; $200 minimum fine; and attend an alcohol education program.

It is illegal for anyone to host a person under 21 in such a manner that permits the minor to consume alcoholic liquor or cereal malt beverages. **Maximum Penalty**: 1 year in jail, $1,000 minimum fine; perform community service.

DRIVING UNDER THE INFLUENCE

Kansas Law
In Kansas it is illegal for anyone to operate a vehicle under the influence of alcohol, drugs, or both alcohol and drugs, with a breath or blood alcohol content of .08 or more. For anyone under 21, it is illegal to do so with a breath or blood alcohol content of .02 or greater. If convicted, you are subject to the following penalties:

First Conviction (Misdemeanor)  
**Maximum Penalty**: 6 months in jail; $1,000 fine; required completion of an alcohol education program; suspended driver’s license for 30 days; then use of ignition interlock device for 180 days (1 year suspension and subsequent 1 year ignition interlock device if alcohol concentration is .15 or greater)

Second Conviction (Misdemeanor)  
**Maximum Penalty**: 1 year in jail; $1,750 fine; completion of alcohol treatment program; suspended driver’s license for 1 year; then use of ignition interlock device for 1 year (2 years, if alcohol concentration is .15 or greater)
Third Conviction (Misdemeanor) (Felony if prior conviction within preceding 10 years)
**Maximum Penalty:** 1 year in jail; $2,500 fine; completion of alcohol treatment program; suspended driver’s license for 1 year; use of ignition interlock device for 2 years (3 years, if alcohol concentration is .15 or greater), with costs.

Fourth Conviction (Felony)
**Maximum Penalty:** 1 year in jail; $2,500 fine; participation in alcohol abuse program; required mental health evaluation; suspended driver’s license for 1 year, then use of ignition interlock device for 3 years (4 years, if alcohol concentration is .15 or greater), with costs.

Fifth & Subsequent Conviction (Felony)
**Maximum Penalty:** 1 year in jail; $2,500 fine; participation in alcohol abuse program; required mental health evaluation; suspended driver’s license for 1 year, then use of ignition interlock device for 10 years, with costs.

Refusal to Submit to Alcohol or Drug Testing (Felony)
**Penalty:**
1st time - suspended driver’s license for 1 year; driving is restricted by ignition interlock device for two years.
2nd time - suspended driver’s license for 1 year; driving is restricted by ignition interlock device for three years,
3rd time - suspended driver’s license for 1 year; driving is restricted by ignition interlock device for four years,
4th time - suspended driver’s license for 1 year; driving is restricted by ignition interlock device for five years,
5th time – suspended driver’s license for 1 year; driving is restricted by ignition interlock device for ten years.

**USE, AND MISUSE, OF FORMS OF IDENTIFICATION**
Possession, use, attempting to obtain, sale, and manufacture of altered or false driver’s licenses or identification cards are prohibited by criminal laws. Criminal convictions may jeopardize employment status in professions requiring licensing, certification or security clearance.

In Kansas, it is also illegal to lend a driver’s license or identification card to another person under 21 years of age in order to obtain cereal malt beverage and/or alcoholic liquor.

**Kansas Law**
- Possession or display of any fictitious or fraudulently altered driver’s license or identification card is a Class B nonperson misdemeanor.
  **Maximum Penalty:**
  6 months in jail; $1,000 fine; completion of alcohol/drug education or training program.

- Lending a driver’s license or identification card to a person under 21 years of age for use in obtaining cereal malt beverage and/or alcoholic liquor, is a Class B nonperson misdemeanor (first conviction).
  **Maximum Penalty:**
  At least 100 hours public service, $500 fine, 6 months in jail; (severity level and penalties increase with subsequent convictions).
Other crimes relating to false identification can be more severe. Dealing in false identification documents is a severity level 8 nonperson felony. Penalties will vary based upon factors considered in sentencing guidelines.

**Maximum Penalty:**
23 months in prison; $100,000 fine.

**DRUGS**

**Kansas Law**
The illegal possession or illegal use of drugs may subject individuals to criminal prosecution. The University will refer violations of proscribed conduct to appropriate authorities for prosecution.

Kansas law also mandates for certain offenders a non-prison sanction of placement in drug abuse treatment programs. Certain other offenders, including habitual drug users and those convicted of unrelated felonies, remain subject to punishment of imprisonment.

- The manufacture of a controlled substance is a drug severity level 2 felony.
  
  **Maximum Penalty:**
  12 years imprisonment; $500,000 fine.

- Illegal possession or use of opiates, amphetamines and narcotics is a drug severity level 5 felony.
  
  **Maximum Penalty:**
  3 1/2 years imprisonment; $100,000 fine.

- Unlawful possession or use of depressants*, stimulants, hallucinogenic drugs (including marijuana and K-2), anabolic steroids, simulated controlled substances and paraphernalia, as well as unlawfully obtaining and distributing prescription drugs is a Class A nonperson misdemeanor and may escalate to a level 5 felony.
  
  **Maximum Penalty:**
  1 year imprisonment; $2,500 fine. With a prior conviction for this offense: 3 1/2 years imprisonment; $100,000 fine.

- The sale or distribution of these drugs is a drug severity level 4 felony and may escalate to a level 1 felony.
  
  **Maximum Penalty:**
  4 years & 3 months imprisonment; $300,000 fine. With a prior conviction for this offense: 17 years imprisonment; $500,000 fine.

*Depressants include barbiturates and barbital; hallucinogens include LSD and psilocybin.

**Federal Law**
The Federal Controlled Substances Act provides penalties for the following:

- Intentional unlawful distribution or possession with intent to distribute controlled substances.
  
  **Maximum Penalty:**
  Life imprisonment; $10,000,000 fine (first conviction). With a prior conviction for this offense: fine amount is $20,000,000. With two prior convictions for this offense: life imprisonment without release.

- Unlawful possession of a controlled substance.
  
  **Maximum Penalty:**
  3 years imprisonment; $5,000 fine.
• Unlawful distribution of a controlled substance, manufacturing, or employing or persuading a person under 18 to unlawfully distribute a controlled substance on or within 1,000 feet of a school or university.  

**Maximum Penalty:**
Up to three times the term of imprisonment and fine otherwise authorized by law.

**Parental Notification Policy for Drug and Alcohol Violations**

The University of Kansas will notify the parent/legal guardian of a student enrolled on the Lawrence campus who is under 21 years of age:

- Following the first known violation of university policy or state law regarding drugs.
- Following the first known violation of university policy or state law regarding alcohol, when the suspected use of alcohol has
  a. placed the student in a life-threatening situation as determined by an attending medical professional or as reasonably determined by the Vice Provost for Student Affairs or designee.
  b. caused the student to be in a physical or mental state that has prompted intervention by university personnel, police, or medical personnel out of concern for the student’s wellbeing or to address the student’s conduct.
  c. endangered the health or welfare of another person, including any report by police of arrest for driving on campus while under the influence of alcohol.
- Following the second known violation of university policy or state law regarding alcohol.
- Following a violation of university policy or state law regarding alcohol or other drugs that results in the cancellation of the student’s university housing contract.

In addition, the University of Kansas will notify the parent/legal guardian of any student enrolled on the Lawrence campus, **regardless of age**, when there is a life-threatening situation as determined by an attending medical professional, unless the student specifically instructs the medical professional at that time not to notify his/her parent/legal guardian.

The University will notify the parent/legal guardian as outlined above using the contact information that is provided by the student and stored in the University’s student administration (Enroll & Pay) computer system. Students are prompted to update this contact information each semester. If no contact information is available or it is incorrect, the University will make a reasonable effort to contact the parent/legal guardian.

Students can be referred to the Student Health Services Health Education Resource Office for alcohol education sanctions as a result of a student conduct process or as referred by an off-campus entity who seeks assistance for a student related to alcohol or drug abuse.  

Students found responsible for a second violation of University or State drug policies/laws or a third violation of University or State alcohol policies/laws will be subject to further sanctions as provided by University Code.

The services provided by the Health Education Resource Office are available to all University residences, fraternities, sororities and to off-campus residences, regardless of the age of the student.

A summary of Frequently Asked Questions about parental notification is found here:  
http://www.vpss.ku.edu/parent_notification.shtml.

**Amnesty Policy**

University of Kansas students seeking immediate medical assistance on behalf of persons experiencing alcohol-related emergencies will not be sanctioned for violations of University and/or
Department of Student Housing alcohol-related policies. This program is designed to promote the health and safety of our community. Any student who abuses this policy can be subject to disciplinary action for impeding the orderly process of the University.

The policy is found at: http://policy.ku.edu/student-affairs/amnesty.

Alcohol and Drug Education Programs

The University provides drug and alcohol abuse education. The University requires newly enrolled, degree seeking students under the age of 21 to complete the AlcoholEdu program. The University also subscribes to e-CHECKUP TO GO which is a self-assessment that provides students with accurate, detailed, and personalized feedback on use of alcohol. The Student Health Services offers a certified peer educator program that helps with wellness education programs and promotions.

A comprehensive drug and alcohol information and resources page is found at: www.alcohol.ku.edu.

A description of drug and alcohol education programs through the Student Health Services Health Education Resource Office is found at: www.studenthealth.ku.edu/services/hero.shtml.

The description of community education programs, including drug and alcohol education programs, through the KU Office of Public Safety is at: www.publicsafety.ku.edu/policeservices.

The University of Kansas requires a mandatory alcohol assessment classes for newly enrolled degree seeking students under the age of 21. The complete policy is found at: http://policy.ku.edu/student-affairs/mandatory-alcohol-education-policy

The Department of Student Housing does not allow alcohol in its residence halls, scholarship halls, or Jayhawker Towers. Student Housing provides alcohol education programs to its residents on a voluntary basis or as a requirement when disciplinary action has occurred for violation of its policy. The Office of Institutional Opportunity and Access provides training on the use of alcohol and drugs, as it relates to consent and sexual assault. The University promotes the Jayhawk Buddy System as a way to encourage bystander intervention and curb high risk drinking behavior. In addition, there are other alcohol education organizations on campus, such as Alcoholics Anonymous.

Many organizations affiliated with the university have their own unique policies and procedures. For example, Kansas Athletics, Inc., has its own screening program for substance abuse for student athletes. The Interfraternity Council and the Panhellenic Association govern fraternities and sororities and have established alcohol policies for their members.

Employees can receive assistance through Human Resources for a voluntary, confidential, free service that provides employees and their immediate family with professional counseling and referral services. Additional information about the Employee Assistance Program can be found here: http://www.kdheks.gov/hcf/healthquest/eap.html

The state of Kansas Substance Abuse Policy is found at: http://policy.ku.edu/provost/substance-abuse

Campus Facilities and Grounds

The University of Kansas is committed to maintaining an environment in which students, faculty, staff, and guests can work without interference. The University of Kansas is a public institution and as such access to many areas and facilities of the campus is open to the general public and their use
is encouraged. Vehicular access to central campus is limited during business hours by traffic control stations at entry points. Campus buildings are open during regular hours as published in the University Directory. Access to some buildings, including student housing units, is limited to those with proper identification.

Use of campus facilities for meetings, speakers and other events is governed by the Guidelines for University Events and Registered Organizations under the authority of the University Events Committee and the Student Organizations and Leadership Development Center. Use of University grounds for activities such as assemblies, rallies or other gatherings is governed by the Policy on Public Assembly Areas. Policies of the Board of Regents also limit the use of campus facilities, including for fund raising and political activity.

The Office of Public Safety has both full- time and part- time security officers. Security personnel are responsible for monitoring entrances, unlocking and locking designated buildings, and performing routine fire and safety-related inspections of laboratories and buildings. Security personnel also patrol buildings and campus grounds to report suspicious activity and unsafe conditions.

The University staffs an Office of Design and Construction Management which is responsible for designing and constructing campus facilities in compliance with applicable codes. It also oversees the campus lighting plan as well as the design and construction standards for all KU buildings. The Department of Facilities Services is responsible for maintaining buildings and grounds. Facilities Services Grounds Crew regularly trims trees, shrubs, and other vegetation to ensure that exterior lights are not blocked. Any exterior doors found to be malfunctioning are reported Facilities Services for immediate attention.

Any concerns about or suggestions for campus safety improvement can be submitted to the Office of Public Safety (864-5900) as well as to the Office of the Vice Provost for Student Affairs(864-4060).

The Student Senate has a Student Safety Advisory Board that works with the University administration to maintain a safety environment. The Student Safety Advisory Board advises the University on student safety concerns and provides some funding for improvements.

The campus is regularly inspected by the Kansas Fire Marshal’s Office. Additionally, KU has its own Fire Marshal—KU’s Department of Environment, Health and Safety is committed to aiding the campus in the protection of human health, safety and the environment in a manner that enhances the quality of education, research and public service on campus.

**PERSONAL SAFETY TIPS**

As part of its effort to maintain a safe environment, the University offers the following safety tips for consideration:

**At home**

- Install quality locks on doors, windows and sliding glass doors.
- Keep doors locked, even when at home.
- Install and use peepholes.
- Don’t leave keys hidden under mats, above the door or near the door.
- Leave lights or a radio on a timer to give the appearance that someone is home.

**On campus**
Know where the emergency (blue) phones are on campus to call for immediate help.
For a safe ride home, call Safe Ride at (785) 864-SAFE.
If living on campus, don’t leave rooms unlocked even if occupied or when nearby.
Do not attach anything to key rings that indicate place of residence.
If your instincts tell you something’s wrong, trust them and get away.
When in a public place, keep valuable possessions out of sight. If you must leave an area for any length of time, take personal items with you.

In relationships
- When going out with someone new, go on a group date or meet in a public place
- Arrange your own transportation to and from dates
- Alert friends/family to where you will be going
- If drinking, be mindful of how alcohol can impair decision making

On the streets
- Walk in well-lit areas and be aware of surroundings
- Walk with another person.
- Use your cell phone judicially – don’t let it distract you
- Carry your car keys when approaching your vehicle so you can enter quickly.
- Call ahead when driving or walking to your hall or apartment late at night and have someone watch you walk from your car to the residence.

For more tips, visit:
- Emily Taylor Center for Women and Gender Equity at 785-864-3552 or www.emilytaylorcenter.ku.edu.

Safe Ride and Safe Bus
SafeRide is a fare-free transportation service for KU students that operates from 10:30 p.m. to 2:30 a.m. every evening during the academic year. The intent of the SafeRide program is to provide KU students with safe transportation to their residence. Summer hours are Thursday, Friday and Saturday from 10:30 p.m. until 2:30 a.m.

SafeBus operates Thursdays, Fridays and Saturdays from 9 p.m. to 3 a.m. while school is in session. Eight accessible buses will be covering four separate routes; with two buses on each route. All rules that apply to daily KU on Wheels and Park & Ride routes also apply to SafeBus. Each bus is equipped with 6 security cameras for rider safety.

The SafeRide and Safe Bus program are run by KU on Wheels. It is funded by the SafeRide student fee, and promotional materials are partially funded by the Kansas Drunk Driving Prevention Office, through grants from the Kansas Department of Transportation.

For complete information visit: http://safebus.drupal.ku.edu/.

KU- Operated Housing Security
Residence Hall Access
Our residential units are locked 24/7 and Student Housing staff are available around the clock to help maintain a safe environment. In consideration of and respect for residents' privacy, security, and property, all halls are secured and all exterior doors locked 24 hours a day. Residents may enter their
assigned residence hall by using their KU Card at designated card reader doors. Each hall’s main entrance is equipped with card readers and can be accessed 24 hours a day. Some halls have additional card reader doors which can be accessed between 7:00 a.m. to 11:00 p.m. After 11:00 p.m., residents may only enter through the main entrance and must present their KU Card. Guests must present photo identification and be escorted at all times by a resident of the hall.

**Scholarship Hall Access**

In consideration of and respect for residents’ privacy, security, and property, all Scholarship halls are secured and all exterior doors locked 24 hours a day. Residents are able to access their Scholarship hall by using a code and/or their KU Card. This code should not be shared with non-residents of the hall.

**Jayhawker Towers Access**

In consideration of and respect for residents’ privacy, security, and property, all Towers are secured and all interior glass doors locked 24 hours a day. Residents are able to access their Tower by using their KU Card at designated card reader doors. Visitors should be met by their host at the interior glass door and escorted throughout the duration of their stay.

In addition, each apartment entrance door has been equipped with deadbolt and chain locks. Residents should deadbolt their apartments each time they leave.

**Stouffer Place and Sunflower Apartment Access**

Each apartment entrance door has been equipped with a deadbolt lock. Residents should deadbolt their apartments each time they leave.

**Fraternity and Sorority Housing Security**

Fraternity and sorority houses are located off campus; these residences are privately owned by alumni/ae associations. Criminal activity within these units falls under the jurisdiction of the Lawrence Police Department. Houses have building keys or combination locks, and the majority of chapters have a house director in residence. Security and access policies of these off-campus organized living groups are determined by those individual groups. The Interfraternity Council and Panhellenic Association govern fraternities and sororities and set policies on alcohol use, other issues. The Student Involvement and Leadership Center provides support to these student organizations and can be reached at (785) 864-4681.

**Student Conduct Program**

All students are governed by The Code of Student Rights and Responsibilities (the Code). Sanctions for violations of the code are outlined in Article 19. The complete conduct code is found at: [http://policy.ku.edu/student-affairs/student-rights-responsibilities-code](http://policy.ku.edu/student-affairs/student-rights-responsibilities-code).

Information on how due process is provided is found at: [http://policy.ku.edu/sites/policy.ku.edu/files/non-academic-student-conduct_0.pdf](http://policy.ku.edu/sites/policy.ku.edu/files/non-academic-student-conduct_0.pdf).

The Office of Student Affairs administers the Code and the standard of evidence is the preponderance of the information (more likely than not). Both the accused and the victim are informed of the outcome and sanctions imposed under the Code resulting from a crime of violence or sexual offenses and for violations of the University's Sexual Harassment Policy.

Sanctions for violations of the Code of Student Rights and Responsibilities include:
• Warning: Notice in writing that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

• Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

• Fine: A money payment to a designated University fund.

• Disciplinary Probation: Disciplinary probation shall have as its purpose the rehabilitation of the student or organization and may include suspension of specified privileges for a definite period not to exceed two years. Disciplinary probation may also require the student or organization to participate in specified activities, including one counseling information session, or may prescribe any program which is deemed just and fair under the circumstances of the case. The authority imposing this sanction may assign any qualified person within the University community, other than an undergraduate student, to act as a probation supervisor. The probation supervisor shall report periodically to the appointing authority. If the probation supervisor should report that the student is not fulfilling probation requirements, the case will be reviewed by the appointing authority and remaining members of the original hearing panel, who may recommend additional sanctions.

• Campus/Community Service: Students or organizations may be required to complete a specified number of service hours to an identified campus or community agency. The authority imposing this sanction may assign any qualified person to serve as the service supervisor. If the service supervisor should report that the student or organization has not fulfilled the service requirements, the case will be reviewed as in Article 22 E.4.

• Student Suspension: Exclusion from classes and other University privileges and activities as set out in the order after a hearing, for a definite period not to exceed two years. The conditions of re-admission shall be stated in the order of the suspension.

• Organization Suspension: Exclusion from University privileges and activities as set out in the order after a hearing, for a definite period not to exceed two years. The conditions of reinstatement shall be stated in the order of suspension.

• Student Expulsion: Termination of student status for a minimum of two years. The conditions of re-admission, if any, shall be stated in the order of expulsion.

• Removal of Organization Registration: Termination of registered organization status for a minimum of two years. The conditions of re-admission, if any, shall be stated in the order of removal of registration.

Notification to Victims of Crimes of Violence

Upon written request, the University will disclose to the victim of any crime of violence or non-forcible sex offense, the report on the final results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the victim of such crime or offense is deceased as a result of that crime or offense, the next of kin shall be treated as the victim.

SPECIFIC SAFETY RELATED PROGRAMS for 2013

The University’s work on campus safety is not limited to physical improvements. There are numerous programs that promote safe living at the University. During both student and employee
orientation participants are informed of the services offered by the KU Office of Public Safety. Crime prevention and sexual assault prevention programs are offered on a continual basis and as requested. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Information is disseminated to students and employees though Crime Alerts (timely notices) articles in the student newspaper and through the emergency notification system (text messages, email, and voice mail), if appropriate.

Below are offices that offer specific safety related programs for students and or employees.

**The Office of Public Safety**

In 2013, the Public Safety Office presented 36 safety related programs to various university groups. Topics included General Safety, Alcohol Awareness, and Preventing Violence in the Workplace. Additionally PSO officers participated in New Student Orientation provide safety information to the groups of incoming freshmen, transfer students and parents.

**The Office of Study Abroad**

The OSA places the utmost importance on the safety, security, and well-being of study abroad program participants. Overseas programs are carefully planned, vetted, and annually evaluated to ensure all aspects of the experience are safe, secure, reliable and of high quality. All programs must file comprehensive itineraries, communication plans and emergency contact information with the OSA prior to departure. In addition, the OSA requires mandatory orientation programs of students and staff prior to travel abroad. All students must attend three pre-departure orientation workshops as a condition of participation in Study Abroad. These include: 1) a Travel Health Consultation (presented in collaboration with Student Health Services) in which we discuss general health concerns for international travelers; immunizations for international travel; traveling with medications; physical and mental health history and preparing for international travel; sexual health and safety abroad; food/water safety; etc; 2) a general pre-departure orientation covering cultural adjustment and culture shock; personal safety (including violence and sexual assault prevention); alcohol, drugs and the legal environment abroad; general health guidelines for studying abroad (including health insurance, SES and tips for staying healthy) and handling emergencies; and 3) a program-specific meeting that addresses the above topics in relation to the specific country to which an individual student will be traveling. In addition, all students are provided a copy of the Study Abroad Program Handbook, the Travax Report specific to their destination country(ies); and information on safety and security provided by the FBI.

All faculty directors of KU study abroad programs are also required to attend a mandatory orientation prior to program leadership to prepare for issues they may encounter while leading students abroad. These sessions cover issues of personal and institutional liability; student physical and mental health; conditions of participation, student conduct and disciplinary concerns/dismissal; and emergency management. The Office of Student Affairs, General Counsel, and the OSA conduct these sessions.

During 2013, the OSA conducted 6 travel health consultations, 3 pre-departure orientations, and 90 program-specific sessions serving more than 1100 students. Three faculty orientations serving approximately 50 KU faculty and staff members were conducted.

**The Emily Taylor Center for Women and Gender Equity (ETC4WGE)**

The Sexual Violence Prevention Services (SVPS) is an active component of the ETC4WGE. The programs deal with personal safety issues, sexual assault as well as healthy relationships. SVPS provides workshops to the campus community every semester and are available by request to living groups, campus groups and departments and student organizations. SVPS also provides in-class
presentations upon request. During 2013 the SVPS presented 50 programs to mainly students that reached a minimum 3500 individual students and distributed over 1500 pieces of printed materials to students containing information on personal safety tips and sexual assault prevention programs.

**The Department of Student Housing**

KU Student Housing provides its residents opportunities for learning through a residential education plan that focuses on social responsibility. Residential staff provide information and implement activities that foster personal, community and global responsibility. Specific outcomes of the residential plan target self-advocacy, understanding how alcohol and drugs affect the mind, body and decision making, and increasing awareness of how one’s actions impact others. Residential staff members are trained by KU Public Safety, the Office of Institutional Opportunity and Access, University Conduct, Student Affairs, and Counseling and Psychological Services to understand their role as mandatory reporters of crime and increase their awareness and reporting of possible safety concerns. All Student Housing communities provide mandatory fire safety training in September of each academic year. Additional programs that focus on sexual responsibility and dating, personal safety, alcohol and drug use are offered by the student government organizations in the living communities.

**Student Involvement & Leadership Center**

The Student Involvement and Leadership Center (SILC) discussed personal safety and risk management in multiple ways. For Student organizations at the Student officer training day this information was provided during a short general session, there is also a section dedicated to risk management as part of the registered student organization advisor tutorial program required for all new advisors.

SILC coordinated educational programs and speakers on risk management, student safety and alcohol awareness. Working with the four Greek governing councils, risk management training session were held each semester to address policies and best practices related to hosting social events with alcohol and replacing hazing activities with positive opportunities in new member education. Prior to the start of the spring semester, SILC also conducted its annual Council Officers Retreat and Chapter Presidents Academy where Greek leaders received skills-based training on confronting difficult issues and have critical conversations related to risk management and student safety. During National Hazing Prevention Week, the governing councils hosted an anti-hazing speaker with nearly 500 Greek members in attendance. In the spring, SILC also assisted Sigma Kappa and Sigma Phi Epsilon in promoting David Westol for a facilitated conversation with officers and a large group presentation about hazing prevention and risk SILC staff members and Greek governing council officers participate on the University’s Title IX roundtable. Through the KU Greek Community Standards Program, each registered fraternity and sorority is required to review risk management policies annually and participate in educational programming each semester on topics including, but not limited to, alcohol/substance abuse, hazing, and sexual assault. Additionally, each housed fraternity and sorority engages in annual fire safety training and inspections held by the local fire department, and SILC assisted in helping Greek leaders host the first Greek fire academy for officers of housed organizations.

**Student Health Services**

Student Health Services Health Education Resource Office (HERO), provides prevention education and wellness with programming focusing on 6 priority health areas, including alcohol; tobacco; other drugs; sexual health; nutrition and weight management; and stress management. From January 1, 2013 to December 31, 2013, HERO had more than 20,000 contacts with students and parents via presentations, events, and programs. Many presentations were given to students within University housing, Fraternities & Sororities, and the classroom addressing safety in regards to alcohol, other drugs, and STIs (sexually transmitted infections). Events and programs included Alcohol & Drug Sanctions Program; Smokeouts; Sex Olympics; Eat Well, Live Well; Stress Busting Study Breaks; and Wellness Fairs to name only a...
few. HERO strives to provide innovative approaches for achieving optimal health and maximizing
academic and professional success.

The Department of Human Resources
The Department of Human Resources offers a variety of training for KU employees. Those dealing
with Workplace Violence are covered through Human Resources in conjunction with the Office of
Public Safety. The training sessions cover a variety of topics including: defining workplace
violence, statistics, KU and State of Kansas policy issues, conflict management, prevention, and
what to do if actually subjected to violence. They also provide classes on civility in the workplace.

Office of Institutional Opportunity and Access (IOA)
IOA is the office on campus responsible for the University’s Nondiscrimination policies and the
Executive Director of IOA is the University’s Title IX Coordinator. IOA conducts investigations into
complaints of sexual harassment, including acts of sexual violence, that occur on campus or have
affected the environment on campus. As part of its campus responsibility IOA, in collaboration with
other campus partners, provides annual sexual harassment training for all faculty, staff and students.
Over 30,000 members of the campus community completed the online training in 2013. In addition to
this training, IOA has provided live training to many first responders to complaints of discrimination,
harassment, sexual assault, domestic/dating violence and stalking, including: KU Student Housing, the
KU Office of Public Safety, and various student groups and academic units. IOA completed 31 separate
live trainings in 2013.

Department of Environment, Health and Safety
Occupational safety and environmental safety programs were presented periodically with faculty,
staff and students learning about work place safety.

Office of First-Year Experience
In 2013, the Office of Public Safety and the Office of Institutional Opportunity and Access participated
in the information fair at summer orientation (25 sessions total). The Office of First-Year Experience
also presented an orientation parent session in collaboration with colleagues in Student Affairs that
included information about wellness and safety. As part of Hawk Week, all new students are strongly
couraged to attend informational rotations, which includes information about campus safety facilitated
by the Office of Public Safety and the Office of Institutional Opportunity and Access. Students living in
campus residence halls attend these sessions with their Resident Assistant or Hawk Week Leader.
Additionally, the Office of First-Year Experience coordinates the University’s orientation course, PRE
101, which includes a presentation on Bystander Education. This class had approximately 700 students
enrolled in the fall 2013 semester.

KU Athletics, Inc.
Kansas Athletics, Inc. offers comprehensive programming to promote student-athlete welfare and
leadership development. In 2013-14 it provided a variety of programs through both their KU LEADS
program and their student-athlete welfare committee. All freshmen student-athletes participate in a
mandatory leadership mentor program. The 12 week program covers a wide range of topics including
sessions on character development and threats to sport performance, as well as financial literacy,
problem solving, and bystander intervention. Additionally, an online, interactive alcohol mandatory
educational program that addresses the many high-profile issues associated with high-risk college
drinking was provided to all student-athletes. The Jayhawk Emergent Leaders Retreat is offered two
times throughout the year to student-athletes who are nominated by their head coaches. Over 50 student-
athletes participated in 2013. Retreat topics included decision making, identifying team welfare issues,
character/integrity, bystander intervention, and how to promote positive change. Compliance staff
members meet with each team at least once a year to provide education about issues including hazing and gambling. Finally, KU Athletics partners with other university offices to offer programs on diversity training, anti-hazing, and self-defense programs.

**The Memorial Unions**  
The Union offers many programs throughout the year that involve healthy life style choices as well as presentations on social responsibility including alcohol education & sexual assault awareness. The Dining Services offers crime prevention programs to its employees as part of orientation.

**Sexual Assault Prevention and Response Plan**  
The University prohibits sexual harassment (including sexual assault, domestic violence, dating violence, stalking and other sexual offenses). A copy of the brochure entitled “The Sexual Harassment and Sexual Assault: Information for Students” is available at:  
[http://studentaffairs.ku.edu/sites/studentaffairs.ku.edu/files/docs/4-1-14%20KU%20Sexual%20Harrassment%20Brochure.pdf](http://studentaffairs.ku.edu/sites/studentaffairs.ku.edu/files/docs/4-1-14%20KU%20Sexual%20Harrassment%20Brochure.pdf). Information specifically for parents is available here:  
[http://studentaffairs.ku.edu/sites/studentaffairs.ku.edu/files/docs/Sexual_Harassment_4_Parents.pdf](http://studentaffairs.ku.edu/sites/studentaffairs.ku.edu/files/docs/Sexual_Harassment_4_Parents.pdf)  
The full sexual harassment policy is here: [http://policy.ku.edu/IOA/sexual-harassment](http://policy.ku.edu/IOA/sexual-harassment). Additional information is available on the University’s sexual harassment website at: [www.sexualharassment.ku.edu](http://www.sexualharassment.ku.edu).

**Educational Programs Aimed at Prevention of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**  
The Office of Institutional Opportunity and Access (IOA) delivers annual sexual harassment training to all students, which includes information on the prohibition of sexual assault, domestic violence, dating violence, and stalking and provides definitions of the same, as well as of consent. The training also provides information about prevention, risk reduction, bystander intervention, reporting, university response and procedure, and evidence preservation. IOA offers training for both students, faculty, and staff. Training information is available here: [http://ioa.ku.edu/training](http://ioa.ku.edu/training). IOA provides training to all University employees, as well as more specialized training to certain groups, such as employees of the Public Safety Office, Student Housing and other first responders to reports of sexual assault. IOA also coordinates the Title IX Roundtable, a student-focused group designed to identify and expand effective campus programs targeting sexual assault and sexual violence prevention, as part of an ongoing prevention and awareness campaign for the campus community.

The Sexual Violence Prevention Services (SVPS), a program of the Emily Taylor Center for Women and Gender Equity, provide programs, information, and assistance on issues related to rape, sexual assault, stalking, domestic violence, and other forms of sexual and relationship violence. Workshops are offered to the campus community every semester and are available by request to living groups and student organizations. Workshop topics include:

- Dating attitudes and expectations;
- Sexual aggression;
- Consent; and
- Personal Safety.

SVPS also oversees the coordination of programming during Sexual Violence Awareness Month in April and Domestic Violence Awareness Month in October. In September SVPS coordinates a special Sexual Assault Awareness Week. The Emily Taylor Center for Women and Gender Equity has a collection of books, articles, and materials on related issues that are available to be checked
Training is provided for University employees regarding sexual harassment and sexual assault. Employees can learn more by contacting the Title IX Coordinator at the Office of Institutional Opportunity and Access. 785- 864-6414 or email sexualharassment@ku.edu.

A. Plan for Responding to Sex Offenses

The University encourages the reporting of sexual offenses. A student who has been victimized may choose to report the incident to one or more of the following:

- KU Public Safety Office, for crimes that occur on campus property, 785-864-5900;
- Lawrence Police Department, for crimes that occur off-campus, 785-832-7509;
- Office of Institutional Opportunity and Access (Title IX Coordinator), 785-864-6414;
- Office of Student Affairs, 785-864-4060; and/or
- Department of Student Housing, for students living in campus housing, 785-864-4650.

All University employees are required to report instances of sexual harassment, including sexual assault, domestic violence, dating violence, and stalking of which they are aware, to the Office of Institutional Opportunity and Access (IOA) at 785-864-6414 or sexualharassment@ku.edu. In addition, any University student or other member of the University community may initiate a complaint regarding sexual assault or another sex offense that occurs on the University premises or at a University-sponsored activity or results from an association within the University community. Visitors or other persons attending University programs, utilizing University facilities, or participating in a University-sponsored activity may also make a complaint. Incidents of sexual assault or violence should be reported to the Title IX Coordinator at the Office of Institutional Opportunity and Access at 785- 864-6414 or email sexualharassment@ku.edu. A report may also be submitted electronically at: http://www.ioa.ku.edu/file-complaint.

Once IOA has been informed of an incident, IOA reaches out to the victim directly, or through campus partners as appropriate, to provide information about resources and reporting options. IOA also provides a written explanation of the individual’s rights and options under University policy and the law.

When an incident has occurred, it is important to preserve any possible evidence for the proof of a criminal offense. If a victim decides to go to the hospital and is considering filing a report, a list of things the victim can do to make evidence collection more effective can be found at: http://emilytaylorcenter.ku.edu/faq.

Victims are given information about the options available to them, including pursuing or electing not to pursue a criminal complaint and pursuing or electing not to pursue a complaint with the University. Individuals are also given information about campus and community resources. A list of such resources is available on the university’s website at www.sexualharassment.ku.edu. In processing a report, IOA also provides information about, supports or coordinates the following:

i. Notification to Law Enforcement Authorities

Students or others may choose to pursue criminal prosecution, which involves filing a formal report with a campus or local law enforcement agency. Employees in the Office of Institutional Opportunity and Access or the ETCWGE offices advise students of their rights to pursue
criminal action and can help with reporting the crime to the appropriate law enforcement authorities, if requested.

ii. Notification of Counseling, Mental Health, or Other Student Services
Employees in the Office of Institutional Opportunity and Access or the Emily Taylor Center for Women and Gender Equity offices can also help a student with finding options, emotional support and medical care, both on- and off-campus. The ETCWEG and Counseling & Psychological Services support students who have experienced a sexual assault or other sexual offense. Students can also receive medical attention through the Student Health Services.

The GaDuGi Safe Center in Lawrence has advocates available 24 hours a day/7 days a week who may be contacted by calling 785-841-2345 during business hours. The Emily Taylor Center for Women and Gender Equity can help coordinate services available to students both on- and off-campus.

A list of other services available can be found at: www.sexualharassment.ku.edu.

iii. Interim Measures
IOA works with the parties to identify whether interim or protective measures are necessary to prevent recurrence of the conduct, including issuance of a no contact order and arrangements for academic, living and working situations. In cases where an order of protection has been issued by a court, the University’s no contact order may reiterate the terms of that order of protection. Students who have experienced sexual assault or another sex offense have the option to seek adjustments to academic and/or on-campus living situations after an alleged sexual assault. The Office of Institutional Opportunity and Access assists students in managing academic obligations and adjusting living arrangements.

iv. Investigation
IOA will evaluate and promptly resolve reports of sexual assault, domestic violence, dating violence, and stalking in accordance with the University’s Discrimination Complaint Resolution Process, available at: http://policy.ku.edu/IOA/discrimination-complaint-resolution. More information is available in the Sexual Harassment Procedures at: www.sexualharassment.ku.edu.

All confidential investigations and related disciplinary hearings will be conducted by fair and impartial persons who are trained in handling such matters. All parties to an investigation will be given an equal opportunity to present evidence and respond to the complaint and may be assisted by an advisor of their choice. IOA will provide written notification to all parties of their rights, as well as the outcome of the investigation and any recommendation for disciplinary action, in accordance with University policy. To the extent possible and permitted by law, records relating to the investigation are confidential.

v. Campus Disciplinary Action
After an investigation, if IOA determines that it is more likely than not (preponderance of the evidence standard) that the University’s sexual harassment policy has been violated, IOA will refer the respondent to the appropriate university office for disciplinary action. Student matters will be referred to the Vice Provost for Student Affairs. Hearing procedures for violations of the Code of Student Rights and Responsibilities can be found at http://policy.ku.edu/student-affairs/student-rights-responsibilities-code. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. In cases of sexual assault or a crime of violence, both the student charged and the student bringing charges will be notified
of the outcome and the right to appeal the decision. Other matters will be referred to Human Resources, Academic Units and/or the Office of the Provost, as appropriate.

vi. Sanctions Following a Final Determination
Behaviors and actions that violate University policy, including sexual assault, can be subject to investigation, remedial measures, and sanctions. Remedial measures and Sanctions may include:

**Faculty, Staff, and Student Employees**
- Warning;
- Censure;
- Reduction or elimination of merit salary increases;
- Reassignment of duties;
- Demotion;
- Suspension without pay; and/or
- Dismissal.

**Students**
- Disciplinary warning;
- Disciplinary Probation;
- Campus/Community Service;
- Student Suspension; or Student Expulsion.

**Additional Remedial and Protective Measures that may be imposed:**
- Mandatory training;
- No contact orders;
- Ban from all or parts of campus.

All parties to an investigation will be informed of the imposition of disciplinary action and provided an opportunity to appeal.

**CRIME STATISTICS and RELATED INFORMATION**

**Preparing the Annual Safety Report**
Crime statistics that are provided in this annual report are based upon incidents reported to the KU Public Safety Office (KUPSO), Office of Student Affairs, and the Department of Student Housing. Each year a variety of offices are asked to provide information on the educational and prevention programs conducted during that calendar year. Campus Security Authority Training video is available at: [http://studentaffairs.ku.edu/clery-act-compliance-information-updated](http://studentaffairs.ku.edu/clery-act-compliance-information-updated)

The Department of Student Housing and the Office of Student Affairs keep count of disciplinary referrals made from across the university. The KUPSO provides crime statistics for criminal offenses occurring on the Lawrence campus. In addition, the KUPSO gathers applicable crime statistics for non-campus locations from the law enforcement agencies which have jurisdiction over those locations. The Lawrence Police provides crime statistics for crimes reported at fraternities and sororities, as well as crimes reported on public property surrounding campus.

Each year an e-mail notification is sent to all faculty, staff, and enrolled students to inform them of the University's Annual Security Report. It provides the website to access this report. Annual notice is also in the electronic news, KU Today. Prospective students are provided the Annual Security Report website address within the View Book and on the Admissions website. Human Resources
provides notification to prospective employees in the online application process. Copies of the report may also be obtained at the Office of Student Affairs, 133 Strong Hall or by calling 785-864-4060.

Definitions of Reportable Incidents and Locations

**Offense Type**
As defined by *FBI Uniform Crime Reporting/National Incident Base Reporting Board Standards*

**Manslaughter:** The killing of another person through gross negligence.

**Forcible Sex Offenses:** The carnal knowledge of a person, forcibly and/or against a person's will; or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or physical incapacity (or because of his/her youth).

**Non-Forcible Sex Offenses:** Sex offenses-non-forcible (unlawful, non-forcible sexual intercourse) incest and statutory rape.

**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 putting the victim in fear.

**Aggravated Assault:** An unlawful act by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by a weapon or by aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or theft.

**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.

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

**Hate Crimes**\(^1\): Under the Clery Act for an incident to be considered a hate crime, it must be a component of one of the following crimes: murder, manslaughter, a forcible sex offense, a non-forcible sex offense, robbery, aggravated assault, burglary, arson, motor vehicle theft, larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property. There must be objective evidence that the victim of these listed crimes was chosen on the basis of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. The U.S. Department of Justice defines hate crimes as "a criminal offense committed against a person, property, or society that is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity/national origin”. Before a crime is classified as a hate crime, there must be sufficient, objective facts that indicate that the offender’s actions were motivated, in whole or in part, by bias.

**Drug Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or

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\(^1\) In order to comply with the Campus Sexual Violence Act (“SaVE Act”, the University also reports statistics for applicable crimes in which the victim is intentionally selected because of the actual or perceived national origin or gender identity beginning in this Clery Report. The University is also collecting statistics relating to these crimes accordingly.
cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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 intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of the 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.

CLERY GEOGRAPHY

Campus: Any building or property owned or controlled by the University of Kansas, within the same reasonably contiguous geographical area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. It also includes property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Residential Facility: Those buildings operated by the KU Department of Student Housing.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonably contiguous geographic area of the institution.
Public Property Adjacent to Campus: All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.
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<td>151</td>
</tr>
<tr>
<td>Action</td>
<td>2011</td>
<td>167</td>
<td>0</td>
<td>0</td>
<td>167</td>
</tr>
<tr>
<td>Weapons Law Violations</td>
<td>2013</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Referred for Disciplinary</td>
<td>2012</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Action</td>
<td>2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**HATE CRIME REPORTING:**
In 2013 there were no hate crimes reported.
In 2012 there was one reported Vandalism in the residence hall with a religion bias.
In 2011 there were no hate crimes reported.

Statistics for the KU Edwards Campus in Overland Park may be found at: [www.edwardscampus.ku.edu/safety](http://www.edwardscampus.ku.edu/safety).

Statistics for the KU Medical Center at Kansas City and Wichita may be found at: [http://www.kumc.edu/police/campus-security-and-the-clery-act.html](http://www.kumc.edu/police/campus-security-and-the-clery-act.html).
Fire Safety Report
University of Kansas

Statistics
Information related to fires in on-campus housing facilities is reported on the website of the KU Public Safety Office (KUPSO):  www.crimereports.com/map?search=jayhawk+blvd+lawrence+ks

Fire Statistics in Student Housing - 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Reason</th>
<th>Damage</th>
<th>Injuries</th>
<th>Death</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/21</td>
<td>Ellsworth Hall</td>
<td>Burnt popcorn</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>02/09</td>
<td>Hashinger Hall</td>
<td>Incense burning</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>04/08</td>
<td>Oliver Hall</td>
<td>Burnt popcorn</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>08/20</td>
<td>Tower D</td>
<td>Burning candle/shower steam</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>09/13</td>
<td>McCullum Hall</td>
<td>Cooking candle/shower steam</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>09/27</td>
<td>Templin Hall</td>
<td>Cooking fire</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>09/28</td>
<td>Tower B</td>
<td>Burnt Pizza in oven</td>
<td>$500.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>09/29</td>
<td>Templin Hall</td>
<td>Burning rubber, mechanical</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10/21</td>
<td>Battenfeld Hall</td>
<td>Cooking fire</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10/26</td>
<td>Templin Hall</td>
<td>Cooking fire</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10/29</td>
<td>Ellsworth Hall</td>
<td>Blow dryer heating element</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10/29</td>
<td>Watkins Hall</td>
<td>Burnt food in microwave</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11/08</td>
<td>Stephenson Hall</td>
<td>Cooking fire</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11/11</td>
<td>Grace Pearson Hall</td>
<td>Cooking fire</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12/03</td>
<td>Tower B</td>
<td>Fire Works in Hallway</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12/18</td>
<td>Margaret Amini Hall</td>
<td>Cooking fire</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

16 incidents  
Total  $500.00

Fire Statistics in Student Housing - 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Reason</th>
<th>Damage</th>
<th>Injuries</th>
<th>Death</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/02</td>
<td>Douthart Hall</td>
<td>Dirty cooking surface</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>02/07</td>
<td>Douthart Hall</td>
<td>Hot oil smoking in pan</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>02/21</td>
<td>Hashinger Hall</td>
<td>Smoke from incense burning</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>04/02</td>
<td>Douthart Hall</td>
<td>Burnt food in oven</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>04/25</td>
<td>Watkins Hall</td>
<td>Burnt food, hot pan with oil</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>08/22</td>
<td>Ellsworth Hall</td>
<td>Burnt popcorn</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>08/24</td>
<td>Ellsworth Hall</td>
<td>Burnt food in microwave</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>08/26</td>
<td>Ellsworth Hall</td>
<td>Burnt food in microwave</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>09/06</td>
<td>Amini Hall</td>
<td>Oven Fire</td>
<td>$11,020</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>09/07</td>
<td>Ellsworth Hall</td>
<td>Burned food</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>09/12</td>
<td>Oliver Hall</td>
<td>Burned popcorn</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>09/15</td>
<td>McCollum Hall</td>
<td>Burned food</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10/15</td>
<td>Hashinger Hall</td>
<td>Burned food</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10/21</td>
<td>Ellsworth Hall</td>
<td>Burnt popcorn</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10/22</td>
<td>Miller Hall</td>
<td>Cooking smoke</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10/22</td>
<td>Douthart Hall</td>
<td>Cooking oil/fire</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11/03</td>
<td>Ellsworth Hall</td>
<td>Burnt food</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11/09</td>
<td>Douthart Hall</td>
<td>Cooking smoke</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11/12</td>
<td>Ellsworth Hall</td>
<td>Burnt popcorn</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
11/28  Hashinger Hall  Maintenance issue/steam  $0.00  0  0
11/28  Ellsworth Hall  Hair Blow Dryer overheated  $0.00  0  0

21 Incidents  Total  $11,020

Fire Statistics in Student Housing - 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Reason</th>
<th>Damage</th>
<th>Injuries</th>
<th>Death</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>1/25 Sunflower Apartments</td>
<td>Cooking oil left on stove</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1/29 Jayhawker Tower D</td>
<td>Cooking smoke</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1/30 Jayhawker Tower Apartments</td>
<td>Pizza box burned in oven</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2/13 Jayhawker Tower C</td>
<td>Cooking smoke</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2/14 Jayhawker Tower A</td>
<td>Cooking smoke</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2/16 Templin Hall</td>
<td>Burned food in microwave</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2/22 McCollum Hall</td>
<td>Burned food in microwave</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>3/10 Jayhawker Tower C</td>
<td>Dirty Stove, grease fire</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>3/29 Jayhawker Tower D</td>
<td>Pizza burnt in oven</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>3/30 Jayhawker Tower A</td>
<td>Cooking smoke</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>4/16 Jayhawker Tower D</td>
<td>Food item burnt</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>4/17 Jayhawker Tower D</td>
<td>Cooking Smoke</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>7/26 Jayhawker Tower D</td>
<td>Bacon grease smoke</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>9/18 Jayhawker Tower B</td>
<td>Cooking fire/pot left</td>
<td>$700.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>9/5 Battenfeld Scholarship Hall</td>
<td>unattended</td>
<td>$700.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>9/8 Douthart Hall</td>
<td>Cookie dough microwave</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9/9 Miller Hall</td>
<td>Burnt</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Burnt sausage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9/29 Corbin Hall</td>
<td>Cooking smoke</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>10/8 Jayhawker Tower D</td>
<td>Cooking smoke</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>10/16 Jayhawker Tower D</td>
<td>Burnt popcorn</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>11/5 Miller Hall</td>
<td>Burnt cookies</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>12/9 Watkins Hall</td>
<td>Burnt cookies</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

22 incidents Total  $700.00  0  0

Description of Fire Safety Systems
The following chart depicts the fire safety systems in KU on-campus housing facilities:

<table>
<thead>
<tr>
<th>FIRE SAFETY SYSTEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoke Detectors</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Jayhawker Towers</td>
</tr>
<tr>
<td>Stouffer Place</td>
</tr>
</tbody>
</table>
All facilities operated by the Department of Student Housing are code compliant with regard to fire doors and fire walls. All group living facilities meet code requirements with regard to number and placement of smoke detectors, heat sensors, fire extinguishers, and enunciator panels. All fire alarm panels in group living facilities are tied to the KU Public Safety Office. All residence halls (except McCollum Hall*), scholarship halls, and Jayhawker Towers apartments have sprinklers.

*McCollum Hall will be replaced by two new residence halls after the 2014-2015 academic year.

Policy Information
The Department of Student Housing Handbook lists policies that prohibit the following:

- smoking
- candles and incense
- fireworks and explosive materials
- extension cords and multiple socket plugs
- appliances with exposed heating elements
- gasoline-operated machines
- tampering with fire safety equipment


Fire Safety Education and Training
Residence Life staff receive annual training conducted by the Lawrence Fire and Medical staff. This training includes prevention, response procedures, and fire extinguisher use.

Each living area hosts an annual fire safety education program conducted by the Lawrence Fire and Medical staff. These sessions include prevention and alarm response procedures.

The following fire evacuation drills were conducted in 2013:
<table>
<thead>
<tr>
<th>COMPLEX</th>
<th>DRILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jayhawker Tower A</td>
<td>3</td>
</tr>
<tr>
<td>Jayhawker Tower B</td>
<td>4</td>
</tr>
<tr>
<td>Jayhawker Tower C</td>
<td>4</td>
</tr>
<tr>
<td>Jayhawker Tower D</td>
<td>4</td>
</tr>
<tr>
<td>Ellsworth</td>
<td>4</td>
</tr>
<tr>
<td>Hashinger</td>
<td>4</td>
</tr>
<tr>
<td>Lewis</td>
<td>4</td>
</tr>
<tr>
<td>Templin</td>
<td>4</td>
</tr>
<tr>
<td>McCollum</td>
<td>4</td>
</tr>
<tr>
<td>Oliver</td>
<td>4</td>
</tr>
<tr>
<td>GSP</td>
<td>4</td>
</tr>
<tr>
<td>Corbin</td>
<td>4</td>
</tr>
<tr>
<td>Watkins</td>
<td>4</td>
</tr>
<tr>
<td>Miller</td>
<td>4</td>
</tr>
<tr>
<td>Rieger</td>
<td>4</td>
</tr>
<tr>
<td>Battenfeld</td>
<td>4</td>
</tr>
<tr>
<td>Sellards</td>
<td>4</td>
</tr>
<tr>
<td>Stephenson</td>
<td>4</td>
</tr>
<tr>
<td>Grace Pearson</td>
<td>4</td>
</tr>
<tr>
<td>Margaret Amini</td>
<td>4</td>
</tr>
<tr>
<td>KK Amini</td>
<td>4</td>
</tr>
<tr>
<td>Krehbiel</td>
<td>4</td>
</tr>
<tr>
<td>Douthart</td>
<td>4</td>
</tr>
<tr>
<td>Pearson</td>
<td>4</td>
</tr>
</tbody>
</table>
FIRE ALARM PROCEDURES

Fires should always be reported with a “911” call.

After the fact, information about extinguished fires should be reported to the residence life staff-on-duty, the complex director, the Student Housing office, and/or the KU Public Safety Office. When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

Department of Student Housing (785) 864-4560
KU Public Safety Office (785) 864-5900

The residence life Staff Manual contains the following information that forms the basis for fire emergency response training. This includes information that is shared with students, and the reporting structure in a fire emergency situation.

Purpose: To prevent or reduce loss of life, injury to residents and staff, and damage to property.

Order of Command:
- KUPSO officer in charge
- Fire Department Commander (hereafter referred to as FDC).
- Assistant Complex Director/Complex Director/Scholarship Hall Director (hereafter referred to as ACD/CD/SHD) or person in charge of the hall at that time: If the ACD/CD/SHD is not in the building, a Resident Assistant or Proctor takes charge.

The residence life staff person in charge will report to the front desk immediately and remain there to direct operations until the incident is declared over.

During the incident, staff should follow explicitly the instructions of the fire department commander and KUPSO in charge. If you have concerns or suggestions for modifications, notify your ACD/SHD or CD.

Fire

Remember:
- Fire is FAST.
- Smoke from a fire is a major threat. Even if there are no flames and heat, smoke can be lethal.
- Every time a fire alarm sounds in student housing facilities, the alarm will be treated as a real fire until a trained professional [Lawrence/Douglas County Fire/Medical (LDCFM), Public Safety, etc.] determines otherwise. The actions taken by student and professional staff during EVERY fire alarm should be the same whether there is an actual fire or not.
- During the emergency, staff members should follow the instructions of emergency personnel.
- If residents have information regarding residents needing assistance, notify emergency personnel and/or hall staff at the front desk.
- Residents should not re-enter the building until LDCFM/Public Safety has given the ALL CLEAR.
- Do not enter a stairwell if there is smoke.
- Check any closed door to see if it is hot using the back of your hand; DO NOT open a door that feels hot.
Residence Hall Evacuation Procedures:

**Administrative Associate/Desk Assistant**

- Upon the fire alarm sounding, the Administrative Associate/Desk Assistant will notify the following that a fire alarm has sounded:
  - Public Safety at 911
  - RA On-Duty Cell Phone
  - Senior Staff On-Duty Cell Phone
- Stay at the front desk for the remainder of the incident, unless told to evacuate by emergency personnel.

**Resident Assistants (RA), Assistant Complex Directors (ACD), Complex Directors (CD)**

- Upon the fire alarm sounding, hall staff should report to the front desk using the nearest and/or safest stairwell.
- While exiting, yell “GET OUT,” and knock on doors while traveling to the nearest and/or safest stairwell.
- Only check common areas on the way out (i.e. kitchen, bathrooms, study lounges, etc.) if passing by them on the direct path to the front desk.

**Housing Representative (first RA, ACD, or CD to arrive at front desk)**

- Verify that Public Safety, RA On-Duty, and Senior Staff On-Duty have been called.
- Stay at the front desk for the remainder of the incident, unless told to evacuate by emergency personnel.
- Retrieve the building evacuation checklist (located in the red binder next to fire panel).
- Remove and put on the orange “Housing Representative” vest.
- Direct operations of the residence hall staff, according to the building evacuation checklist.
- **IMPORTANT:** As soon as LDCF/_Public Safety arrive, introduce yourself and your role.
- Once an all clear has been given by LDCF/Public Safety, reset the fire alarm system.
- Upon resetting the fire alarm system, notify staff members outside that they can let people back into the building.
- Facilitate debriefing according to building evacuation checklist.
- Notify CD, Area Assistant Director and the Associate Director for Residence Life via email of the evacuation.
- Complete Fire/Emergency Building Evacuation Log.
- Write an Incident Report.
Scholarship Hall Evacuation Procedures:

Proctors, Food Board Managers (FBM), Scholarship Hall Officers, Scholarship Hall Directors (SHD), Complex Director (CD)

- Upon the fire alarm sounding, hall staff should report to the front door using the nearest and/or safest stairwell.
- While exiting, yell “GET OUT,” and knock on doors while traveling to the nearest and/or safest stairwell.
- Only check common areas on the way out (i.e. kitchen, bathrooms, study lounges, etc.) if passing by them on the direct path to the front desk.

Housing Representative (first Proctor, FBM, SHD, Scholarship Hall Officer, or CD to arrive at front door)

- Verify that Public Safety and Senior Staff On-Duty have been called.
- Stay at the front door for the remainder of the incident, unless told to evacuate by emergency personnel.
- Retrieve the building evacuation checklist (located in the red binder next to fire panel).
- Remove and put on the orange “Housing Representative” vest.
- Direct scholarship hall staff to evacuate building and assist with crowd control.
- **IMPORTANT:** As soon as LDCFM/Public Safety arrive, introduce yourself and your role.
- Once an all clear has been given by LDCFM/Public Safety, reset the fire alarm system.
- Upon resetting the fire alarm system, notify staff members outside that they can let people back into the building.
- Facilitate debriefing.
- Notify CD, Area Assistant Director and the Associate Director for Residence Life via email of the evacuation.
- Complete Fire/Emergency Building Evacuation Log.
- Write an Incident Report.
Jayhawker Towers Evacuation Procedures:

Administrative Associate/Desk Assistant

- Upon the fire alarm sounding, the Administrative Associate/Desk Assistant will notify the following that a fire alarm has sounded:
  - Public Safety at 911
  - RA On-Duty Cell Phone
  - Senior Staff On-Duty Cell Phone
- Stay at the front desk for the remainder of the incident, unless told to evacuate by emergency personnel.

Resident Assistants (RA), Assistant Complex Directors (ACD), Complex Directors (CD)

- Upon the fire alarm sounding, hall staff should report to the main entrance on the West side of each tower (nearest to Iowa Street) using the nearest and/or safest stairwell.
- While exiting, yell “GET OUT,” and knock on doors while traveling to the nearest and/or safest stairwell.
- Only check common areas on the way out (i.e. kitchen, bathrooms, study lounges, etc.) if passing by them on the direct path to the front desk.

Housing Representative (first RA, ACD, or CD to arrive at the main entrance on the West side of each tower)

- Verify that Public Safety, RA On-Duty, and Senior Staff On-Duty have been called.
- Stay at the main entrance on the West side of each tower (nearest to Iowa Street) for the remainder of the incident, unless told to evacuate by emergency personnel.
- Retrieve the building evacuation checklist (located in the red binder next to fire panel).
- Remove and put on the orange “Housing Representative” vest.
- Direct operations of the res. hall staff, according to the building evacuation checklist.
- **IMPORTANT:** As soon as LDCFM/Public Safety arrive, introduce yourself and your role.
- Once an all clear has been given by LDCFM/Public Safety, reset the fire alarm system.
- Upon resetting the fire alarm system, notify staff members outside that they can let people back into the building.
- Facilitate debriefing according to building evacuation checklist.
- Notify CD, Area Assistant Director and the Associate Director for Residence Life via email of the evacuation.
- Complete Fire/Emergency Building Evacuation Log.
- Write an Incident Report.
Apartment Living Evacuation Procedures (Stouffer Place and Sunflower Apartments):

In the event you witness smoke/fire…
- Exit the building using the nearest and/or safest exit.
- Activate the fire alarm using a pull station.
- Alert people in the immediate area of the fire.
- Confine the fire by closing doors as you leave.
- If smoke, heat or flames block your exit route, stay in room with the door closed.
- Signal for help using a bright-colored cloth at the window.
- Call 911 to alert authorities of your situation.
- Report all fires, even those that have been extinguished to Public Safety at 911 and Senior Staff On-Duty.

Note: The first fire engine/truck will always proceed to the scene and search for smoke and fire. Other fire trucks will remain in waiting a short distance from the incident, awaiting orders from fire personnel on scene. Only LDCFM/Public Safety can cancel further fire equipment/personnel.

Other student housing staff: General Maintenance Response Technicians (GMRT) should proceed to front desk to assist with evacuation. All other personnel should immediately evacuate the building.
Evacuating Persons with Disabilities

Persons unable to leave the building unassisted because of a physical disability, injury or obstruction, should:

- Remain in your room, if safe to do so
- Notify Public Safety at 911
- Signal out the window to emergency responders if possible
- Remain calm; responders will arrive

Be proactive and aware of people who may need assistance

**Assisting Blind/Visually Impaired:**
- Clearly announce the type of emergency
- Offer your arm for guidance
- Tell the person where you are going, and alert him/her to obstacles along the way

**Assisting Deaf/Hearing Impaired:**
- Turn off lights on and off to gain the person’s attention
- Indicate directions with gestures or a written note

**Assisting Mobility-Impaired/Wheelchair Users:**
- Elevators should not be used to move people with disabilities
- Advise emergency personnel of the location of individuals needing assistance so that the evacuation can be completed
FIRE/EMERGENCY EVACUATION CHECKLIST

Residence Halls

CALL Verify that Public Safety (911), RA On-Duty, and Senior Staff On-Duty have been called.

STAY Stay at front desk for remainder of incident, unless told to evacuate by emergency personnel.

RETRIEVE Retrieve the building evacuation checklist (located in red binder next to fire panel).

REMOVE Remove and put on orange “Housing Representative” vest.

TELL Tell remaining staff members to evacuate building and assist with crowd control.

WAIT Wait for Lawrence Douglas County Fire/Medical and Public Safety to arrive on scene.

IDENTIFY Identify yourself and your role to LDCFM and Public Safety upon arrival.

TELL Tell LDCFM and Public Safety fire panel read out (location of alarm) upon arrival.

PROVIDE Provide status of fire alarm and listing of individuals needing assistance evacuating (located in fire/building evacuation binder) to emergency personnel.

RESET Once an all clear has been given by LDCFM/Public Safety, reset the fire alarm system. If you are unable to reset the fire alarm system, contact DSH Maintenance at 864-3097 (during business hours) and DSH Emergency Maintenance at 979-5469 (after hours).

RE-ENTRY Upon resetting the fire alarm system, notify staff members outside that they can let people back into the building. Manage re-entry process, sending staff members to complete lockouts.

RETRIEVE Retrieve Public Safety Case Number.

LOG Fill out fire alarm log attached to fire panel.

DEBRIEF Facilitate debriefing for all residence hall staff involved in evacuation.

NOTIFY Email CD, Area Assistant Director and the Associate Director for Residence Life that an evacuation has occurred.

COMPLETE Complete Fire/Emergency Building Evacuation Log.

WRITE Write Incident Report.
CALL       Verify that Public Safety (911), RA On-Duty, and Senior Staff On-Duty have been called.

STAY       Stay at front door for remainder of incident, unless told to evacuate by emergency personnel.

RETRIEVE   Retrieve the building evacuation checklist (located in red binder next to fire panel).

REMOVE     Remove and put on orange “Housing Representative” vest.

TELL       Tell remaining staff members to evacuate building and assist with crowd control.

WAIT       Wait for Lawrence Douglas County Fire/Medical and Public Safety to arrive on scene.

IDENTIFY   Identify yourself and your role to LDCFM and Public Safety upon arrival.

TELL       Tell LDCFM and Public Safety fire panel read out (location of alarm) upon arrival.

PROVIDE     Provide status of fire alarm and listing of individuals needing assistance evacuating (located in fire/building evacuation binder) to emergency personnel.

RESET      Once an all clear has been given by LDCFM/Public Safety, reset the fire alarm system. *If you are unable to reset the fire alarm system, contact DSH Maintenance at 864-3097 (during business hours) and DSH Emergency Maintenance at 979-5469 (after hours).*

RE-ENTRY    Upon resetting the fire alarm system, notify staff members outside that they can let people back into the building. Manage re-entry process, sending staff members to complete lockouts.

RETRIEVE   Retrieve Public Safety Case Number.

LOG        Fill out fire alarm log attached to fire panel.

DEBRIEF    Facilitate debriefing for all residence hall staff involved in evacuation.

NOTIFY     Email CD, Area Assistant Director and the Associate Director for Residence Life that an evacuation has occurred.

COMPLETE   Complete Fire/Emergency Building Evacuation Log.

WRITE      Write Incident Report.
CALL
Verify that Public Safety (911), RA On-Duty, and Senior Staff On-Duty have been called.

STAY
Stay at the main entrance on the West side of each tower (nearest Iowa Street) for the remainder of the incident, unless told to evacuate by emergency personnel.

RETRIEVE
Retrieve the building evacuation checklist (located in red binder next to fire panel).

REMOVE
Remove and put on orange “Housing Representative” vest.

TELL
Tell remaining staff members to evacuate building and assist with crowd control.

WAIT
Wait for Lawrence Douglas County Fire/Medical and Public Safety to arrive on scene.

IDENTIFY
Identify yourself and your role to LDCFM and Public Safety upon arrival.

TELL
Tell LDCFM and Public Safety fire panel read out (location of alarm) upon arrival.

PROVIDE
Provide status of fire alarm and listing of individuals needing assistance evacuating (located in fire/building evacuation binder) to emergency personnel.

RESET
Once an all clear has been given by LDCFM/Public Safety, reset the fire alarm system. If you are unable to reset the fire alarm system, contact DSH Maintenance at 864-3097 (during business hours) and DSH Emergency Maintenance at 979-5469 (after hours).

RE-ENTRY
Upon resetting the fire alarm system, notify staff members outside that they can let people back into the building. Manage re-entry process, sending staff members to complete lockouts.

RETRIEVE
Retrieve Public Safety Case Number.

LOG
Fill out fire alarm log attached to fire panel.

DEBRIEF
Facilitate debriefing for all residence hall staff involved in evacuation.

NOTIFY
Email CD, Area Assistant Director and the Associate Director for Residence Life that an evacuation has occurred.

COMPLETE
Complete Fire/Emergency Building Evacuation Log.

WRITE
Write Incident Report.
# FIRE/EMERGENCY BUILDING EVACUATION LOG

*Please print legibly.*

<table>
<thead>
<tr>
<th>Date:</th>
<th>Start Time:</th>
<th>End Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building:</td>
<td>Location:</td>
<td></td>
</tr>
<tr>
<td>Housing Representative:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Safety Arrival Time:</td>
<td>Public Safety Case Number:</td>
<td></td>
</tr>
<tr>
<td>LDCFM Arrival Time:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nature of Incident</th>
<th>Description</th>
<th>Nature of Incident</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>False Alarm</td>
<td></td>
<td>Smoke/Fire</td>
<td></td>
</tr>
<tr>
<td>Malfunction</td>
<td></td>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Damage/Tampering</td>
<td></td>
</tr>
<tr>
<td>Fire Extinguisher</td>
<td></td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Discharge</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Were residents relocated to another building?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>If yes, for how long?</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was the fire alarm sufficiently audible?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>If no, please explain.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did most residents cooperate during evacuation?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>If no, please explain.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List any problems encountered.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Suggestions for future evacuations.</th>
</tr>
</thead>
</table>

## Basic Principles
Each time the alarm sounds, it is imperative that the staff considers it a real fire.
It is imperative that the staff members report often and accurately to the CD/SHD at the front desk. Await further instructions from the person in charge, complete these tasks, and report what you have done. When the person in charge tells you to leave the building, DO SO. Remember to follow orders NOW and ask questions later, if you wish.
RAs/Proctors should go over the fire alarm procedures from the residents’ point of view at a floor meeting before an alarm. They should close windows, lock doors, take only a towel. Before leaving the room, feel the door; if it is hot, they should remain inside, placing towels (wet, if possible) around the door and hang a sheet out the window to alert the fire department that they need rescuing. They should also call the front desk from inside the room, if possible. If the door is not hot, they should lock their door behind them, taking the key, and proceed down the stairwell and move outside to 100 feet from the building.

Impress upon your residents the serious nature of pulling false alarms.