2013 Emporia State University
Annual Security and Fire Safety Report

In 1991, the U.S. Congress passed the Student Right-to-Know and Campus Security Act, which requires colleges and universities to report the three previous years of crime statistics and campus security information and policies. The act was amended in 1992, 1998, and 2000. Further, in October of 1998, President Clinton signed an amendment renaming the Student Right-to-Know and Campus Security Act, the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”. Additionally, this amendment required campuses to report specific crimes motivated by hate or bias and include such reports in the campus statistics. The Clery Act requires institutions to disclose crime statistics for the following offenses: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Sex Offenses, including: Forcible Non-forcible, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Vandalism of Property motivated by bias, Illegal weapons possession, Violation of drug and liquor laws.

The Higher Education Opportunity Act of 2008 added additional reporting requirements including but not limited to: emergency response and evacuation procedures, expanding the list of crimes motivated by hate or bias, reporting of fire safety information, and establishing a missing student notification policy.

In 2013, The “Violence Against Women Reauthorization Act” (VAWA) was signed into law requiring additional crime reporting of domestic violence, dating violence, sexual assault, and stalking. In addition to the new categories associated with crime reporting, the VAWA requires institutions of Higher Education to create policies and practices that address reporting, investigation, discipline, and care for victims associated with acts of sexual harassment including sexual violence.

Emporia State University is committed to maintaining an environment in which students, faculty, staff, and guests can learn and work together free from all forms of harassment, exploitation and intimidation. The University will act to prevent, discourage, correct, and if necessary discipline behavior that violates this standard of conduct. Emporia State University recognizes the importance of establishing and maintaining a safe and secure environment in which the academic and social endeavors of its members can be fully accomplished. The university holds the success of each student as highly important. Students contribute to the environment in which success is most readily realized therefore each student is responsible to be an active participant in the exercise of personal safety. The university encourages all crimes to be reported to its Office of Police and Safety. By accepting this responsibility members of the university community foster a safe and secure academic and living environment.

In its effort to keep the university community prepared for and informed during campus emergencies, Emporia State University maintains a campus alert button in its homepage. Members of the community receive emergency alerts at www.emporia.edu, on their mobile device, by email, and by subscribing to the RSS emergency alert feed by using http://bit.ly/esuRave
The Annual Security Report

The purpose of this report is to provide students, faculty, staff, and other stakeholders with campus safety information including crime statistics and procedures to follow to report a crime. This report is prepared by the Dean of Students and is available electronically at www.emporia.edu. Requests for printed copies and any questions regarding this report should be directed to the Office of Student Affairs, telephone 620-341-5269, or e-mail at jbrinkm1@emporia.edu.

This report does not include privileged counseling or medical information from Student Health Services or the Counseling Center. Emporia State University does not have a policy which encourages pastoral or professional counselors, at their discretion, to inform those they counsel to report crimes voluntarily and confidentially. Lyon County operates Crimestoppers – a confidential and anonymous reporting system available to anyone who elects to report crimes or suspicious activity.

General Security Information

Emporia State University enrolls approximately 6,100 students and employs 744 full-time and part-time faculty and staff members. Approximately 928 undergraduate students reside in two residence hall complexes on the main campus.

All students, faculty, staff, and guests should report any criminal activity, accidents, suspicious persons, suspicious activity, or emergencies immediately to Emporia State University Police and Safety at 620-341-5337 or by dialing 911. Individuals may also report incidents in person by visiting the Emporia State University Police & Safety office located near the northeast corner of Welch Stadium. Witnesses and victims of crimes may report them on a voluntary basis and in a confidential manner.

Allegations of unlawful discrimination based on age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam veteran, gender identity, gender expression, genetic information or sexual orientation can be reported to the Title IX Coordinator housed in the Office of Human Resources, 620-341-5379, Plumb Hall Room 212, the Office of the Dean of Students, 620-341-5269, Room 260 Memorial Union, and/or Police and Safety, 620-341-5337.

To report violations of any University policy related to the well-being of members of the University community, a report suspicious persons, or report criminal activity immediately contact Emporia State University Police and Safety at 620-341-5337, or one of the offices listed below:

- Emergency Off-Campus 911
- Student Affairs 620-341-5269
- Student Wellness 620-341-5222
- Student Health Center 620-341-5222
- Lyon County Crimestoppers 620-342-CARE (2273)
- Residential Life 620-341-5264
- SOS (Domestic Violence/Rape) 620-343-8799
- Newman Memorial Hospital 620-343-6800
- Emporia Police Department 620-343-4200
- Lyon County Sheriff’s Department 620-342-5545
Access to Campus Facilities and Residence Halls

Students, faculty, staff, and the public have access to academic, recreational, and administrative facilities on campus during regular hours of operation. During non-regular hours of operation the public can attend cultural and recreational events on campus with their access limited only to the facilities in which these events are held.

Access to residence halls is limited to students and their guests according to the guest procedure found in the Residential Life Student Handbook & Policies; and authorized university employees on an “as needed” basis. Strict key control procedures are managed through University Facilities. Hornet Card access procedures are managed through Residential Life and the Department of Information Technology.

To report any violations of this facilities access policy, contact Emporia State University Police and Safety at 341-5337 or the Office of Residential Life at 341-5264.

University Police and Safety

Campus safety and security is coordinated by the university police department, referred to as Emporia State University Police and Safety, which employs a force of nine full-time commissioned police officers. Emporia State University police officers are qualified commissioned officers who have attended the Kansas Law Enforcement Training Center (KLETC) where they receive fourteen weeks of formal basic training. After KLETC certification, Emporia State University officers complete an intensive field training program supervised by certified Field Training Officers. Additionally, all officers must attend a minimum of forty hours of continuing education training annually. University police officers have the same training, authority, and responsibilities as police officers employed by City of Emporia and Lyon County law enforcement agencies.

The objective of this department is to help provide and foster a safe, secure environment conducive to living and learning; and to protect the lives and property of the students, faculty, staff, and visitors of Emporia State University. This objective is pursued within the framework of Emporia State University’s rules and regulations as well as local, state, and federal laws.

The investigation of crimes committed on campus falls under the jurisdiction of the Emporia State University Police and Safety.

Relationships with Other Police Departments

Emporia State University Police and Safety work closely with the City of Emporia police department, Lyon County Sheriff’s department, Kansas Highway Patrol and various other state and federal law enforcement agencies.

Criminal activity at off-campus locations occupied by students is monitored by Emporia State University Police and Safety in cooperation with the City of Emporia Police and the Lyon County Sheriff's Department. These agencies may also assist Emporia State University Police and Safety.

Note, students in off-campus situations involving alcohol/drug offenses or other criminal activities may be referred to the campus judicial program.
Daily Log

Emporia State University Police and Safety maintains a daily crime log. The log is available for public view at the Police and Safety office which is located near the northeast corner of Welch Stadium. This daily log documents police activity and all crimes reported to Emporia State University Police and Safety. Information is recorded by date and time and includes general location as well as complaint disposition. Logs are created on a daily basis and are typically made available for public view the following day. Weekend activity logs are generally posted on Monday mornings.

In certain cases, the release of information may jeopardize or hamper investigatory activities. The office of the Chief of Emporia State University Police and Safety may classify an incident “confidential” to protect the identity of victims/witnesses and/or the integrity of a case.

Registered Offenders

The Campus Sex Crimes Prevention Act requires states to obtain information concerning the enrollment or employment of registered offenders at institutions of higher education and to provide this information to campus police.

The Kansas Bureau of Investigation provides the Emporia State University Police & Safety Office with a list of registered offenders who are enrolled or employed at the institution. The list is available at the Police & Safety Office, located near the northeast corner of Welch Stadium.

A list of all registered offenders in Kansas is available from the Kansas Bureau of Investigation at www.emporia.edu/right2know/offenders.html

Campus Facilities and Grounds

University Facilities maintains campus buildings and grounds with a focus on safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows and locks. Efficient bright LED lighting has been installed throughout campus outdoor areas.

For concerns about the physical safety of campus buildings and grounds, call University Facilities, Monday through Friday, 8:00 a.m. to 5:00 p.m., at extension 5331. For emergencies during non-business hours, call Emporia State University Police and Safety at 341-5337 or 911.

Crime Prevention Education and Awareness

Members of the campus community are urged to secure their valuables and be aware of their surroundings at all times. To assist in this endeavor, Emporia State University Police and Safety, the Department of Student Wellness, Residential Life and Associated Student Government hold educational programs each semester on a variety of topics including personal safety awareness and security, sexual assault awareness and prevention education, operation identification, and security surveys. Information on safety and security is shared often with students and regularly provided upon request to students and employees via presentations, posters, brochures, college student newspaper, and other printed materials.

Students are also informed of many personal safety services available on campus. Such services include campus escort, sexual assault counseling, personal counseling services, and emergency medical care, and operation identification.
Crime Prevention Brochure

*Staying Safe on Campus* brochures are provided to students living in the residence halls and through Emporia State University for students living off campus. This brochure provides helpful information on how to stay safe in various situations and also provides helpful tips on keeping your belongings secure.

**Emergency Blue Light Phones**

Emporia State University has ten emergency blue light telephones strategically located around campus. They allow an individual in need of assistance to speak directly to Emporia State University Police & Safety. For information on where the emergency blue lights are located, visit [http://www.emporia.edu/police/general.htm](http://www.emporia.edu/police/general.htm)

**Courtesy Escort Service**

Any student, faculty, or staff on or off campus may call the Emporia State University Police and Safety for an escort if he or she feels endangered. On campus, the escort service may take the form of the officer walking with the person to his or her destination. If a student is off campus and feels threatened and has no other means of transportation, the individual may call the Emporia State University Police and Safety and request an escort.

**Emergency Messages Delivered**

Emporia State University Police and Safety is open 24 hours a day 365 days a year. In the event of a family emergency, the department will deliver emergency messages to students.

**Courtesy First Aid Service**

When students, faculty, or staff are injured or become seriously ill on campus, phone 911 and request ambulance service. Then, immediately call 341-5337 and report the incident to Emporia State University Police and Safety. All officers have first aid training and will transport individuals with minor injuries.

**Operation Identification**

The “Operation Identification” program encourages engraving personal identification numbers on valuable property. If an item is stolen and later recovered, the identification number will assist law enforcement agents in returning it to its rightful owner. An engraver is available for use at Emporia State University Police and Safety; or individuals can purchase engravers at most hardware or discount stores.

When marking valuables, students are encouraged to use their driver’s license number with first letter state identifier (K00-00-0000). Engrave the number on an area that cannot be easily dismantled, and which is not easily seen.

After marking property, students are encouraged to make a list of valuables and keep a copy of the list in a safe place where you could quickly access the information.
Campus Safety Committee

The Campus Safety Committee was established in the spring of 2002 to meet and discuss issues regarding the safety of the University community and its guests.

Each year members of Associated Student Government invite University personnel to participate in a campus safety walk and complete a security survey. Generally this group consists of 25 – 30 volunteers, primarily students, with the primary goal of surveying the campus to identify areas in need of repair as well as areas where an individual’s safety may be at risk.

A report of the findings is submitted to the Emporia State University administration. The University Facilities Department follows through with addressing any identified concerns and associated safety upgrades.

Crime Prevention Tips

Being safe on campus is a community responsibility. Faculty, staff, students, and visitors are reminded and encouraged to be aware of their surroundings and report any suspicious activity immediately to Emporia State University Police and Safety.

To prevent theft and protect personal safety:

- Recognize and become familiar with how to operate the emergency blue-light phones on campus.
- Exercise and walk with a friend, use the buddy system
- Use the Emporia State University Police and Safety escort program
- Use well-lit and direct routes at night.
- Ask visitors to identify themselves before allowing access to your residence.
- Engrave valuable items: stereos, televisions, computers, etc.
- Park your vehicle in lighted areas.
- Always lock the door to your residence.
- Always lock your car, bike, and other valuables.
- When returning to your vehicle, have your keys out and ready to open the door.
- Never prop open exterior doors to buildings.
- Always be fire safety conscious.
- TRUST YOUR INSTINCTS! If you feel uneasy about a situation, take action immediately.
Policy Information

Timely Warning and Emergency Notification Policy

Emporia State University Police and Safety and other law enforcement attempt to identify crime patterns and trends in and near the University community, which pose a safety threat to the University community. In the event a situation arises, on or off campus, that constitutes an ongoing or continuing threat to the University community a timely warning will be issued to the University community. This determination is made jointly by Emporia State University Police and Safety and the members of the Emergency Notification Team. Depending on the type of situation, consultation with the Vice President of the affected area and University General Counsel may occur. When issuing any Timely Warning as required by the Clery Act, Emporia State University withholds the names of victims.

If circumstances dictate an urgent campus wide notification, an alert stating the event, location, approximate time, and recommended course of action by individuals will be sent via email, text message, RSS feed, Twitter, Facebook and placed on the University homepage www.emporia.edu/ to all subscribers of the alert platform. All students are automatically subscribed to the alert platform and can only discontinue to receive the alerts by “opting out”.

Emergency Preparedness

Under the guidance of the University’s Critical Incident Planning Group a detailed Emergency Operations Plan has been developed to prepare for, prevent, respond to, and recover from emergency situations. In addition to community and state first responders, the University is well-prepared to respond to a full range of critical incidents. The University emergency operations plan can be found at http://www.emporia.edu/dotAsset/547e8b50-d70a-4752-a603-8a68772d5641.pdf

The Critical Incident Planning Group and its sub-committees, work with offices and departments to ensure emergency protocols and plans are updated as needed, and are applicable as new risks are identified.

Emporia State University uses an Emergency Alert service for sending timely information to students, faculty, staff, and other members of the campus community via email, text messaging, Facebook, RSS feed, Twitter, and the University main web page. Students, faculty, and staff are automatically set up to receive emergency notifications and may update their information by logging into their Buzz-In accounts and following the instructions in the Emporia State Emergency Alerts link or by going http://www.emporia.edu/alerts/.

Sexual Violence Information

Emporia State University prohibits all forms of harassment and violence including domestic violence, dating violence, sexual assault and stalking. The institution has educational and training programs designed to prevent such offenses. Educational/prevention programs designed for students are generally developed within the Wellness Center. Training programs directed toward faculty and staff focusing on prevention are generally implemented by Human Resources and/or Student Affairs. The following are examples of educational initiatives at Emporia State University.
NFORMD ON SEXUAL ASSAULT
This program features pre- and post-test to measure learning. The learning modules include a discussion about rape myths, differences between male and female communication styles, cultural forces (media, language, peer pressure), that contribute to the prevalence of rape. Further, alcohol (the number one date rape drug) and other date rape drugs, aggressive cues in potential rapists, bystander intervention tactics, exit strategies when facing a potentially dangerous situation, and what to do in the case of sexual assault are also included in this program.

THRIVE (The Healthy Relationships and Interpersonal Violence Education)
Educational outreach and prevention programming designed to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking are implemented by THRIVE. The program includes both primary prevention, ongoing prevention, and awareness campaigns for the campus community. THRIVE educates individuals about safe and positive options a bystander can employ when he or she witnesses potential domestic violence, dating violence, sexual assault, or stalking.

NATIONALLY RECOGNIZED SPEAKERS DURING NEW STUDENT ORIENTATION
The New Student Orientation Program engages nationally recognized speakers focusing many presentations on dialogue associated with healthy relationships, by-stander intervention techniques, and the development of culture based on safety and respect.

CAMPUS PRESENTATIONS
Trained professional Student Affairs staff meet with all new student athletes and fraternity and sorority members regarding healthy relationships, legal definitions of consent, sexual intercourse, and rape, as well as the University’s responsibility for investigating reports of sexual harassment and sexual violence.

CAMPUS CLIMATE SURVEY
Distributed electronically, with anonymous response features, the Campus Climate Survey asks students for information regarding their knowledge of laws, policy, support services, and their personal experiences regarding possible inappropriate sexual encounters. Survey results are used to inform needs for future educational programming, campus policy, and safety measures.

CAMPUS COMMUNITY PARTNER
SOS, a local United Way agency providing services for rape victims and battered women, collaborates with Emporia State University to house a Sexual Assault Educator/Advocate on campus. This individual works with the Emporia State Student Wellness Center staff and helps advise the Emporia State University student organization S.A.F.E. This organization is dedicated to promoting awareness and information to the campus and the community on such topics as human trafficking, dating violence, and abuse as well as providing support for SOS, through volunteer work.
**Victim Actions**

Victims of sexual violence should immediately report an assault to Emporia State University Police and Safety at 620-341-5337, or one of the offices listed below. Individuals who represent Emporia State University will assist a victim in making any of these contacts if requested.

- Emergency Off-Campus: 911
- Human Resources, Title IX Coordinator: 620-341-5379
- Student Affairs: 620-341-5269
- Student Wellness (Counseling/Health): 620-341-5222
- Lyon County Crimestoppers: 620-342-CARE (2273)
- Residential Life: 620-341-5264
- SOS: 620-343-8799
- Newman Memorial Hospital: 620-343-6800
- Emporia Police Department: 620-343-4200
- Lyon County Sheriff’s Department: 620-342-5545

**Institutional Response To Reported Sexual Violence**

Emporia State University is committed to providing an environment where all individuals may pursue studies, activities, and careers in an atmosphere free of threat of unwelcome and unwanted sexual actions. The University will respond promptly, fairly, and decisively to all reports of sexual violence. When the university receives any report of sexual harassment/violence, the University's Title IX Coordinator will immediately be notified of the allegation by the office receiving the report. The Emporia State University Title IX Coordinator is Judy Anderson. The Title IX Coordinator’s office is 212 Plumb Hall and the email address is jander21@emoria.edu. Reports of sexual violence will be investigated by the Title IX Coordinator and/or the Title IX Deputy’s.

The Title IX Coordinator will promptly begin an investigation to determine what occurred. The University will investigate all complaints providing for prompt, fair, and impartial investigations and resolutions. If the victim requests confidentiality or asks that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a victim insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the University's ability to respond may be limited.

The following definitions provide a context in which the University operates when conducting investigations of sexual harassment.

**Sexual Misconduct:** Any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can occur between persons of the same or different sex and is represented by a continuum of conduct from forcible rape and sexual assault to non-physical forms of pressure that compel individuals to engage in sexual activity against their will. It includes any physical contact of a sexual nature that is committed either by force, coercion, intimidation, or manipulation or through the use of a
person’s mental or physical incapacity, including incapacitation caused by the use of drugs or alcohol.

**Dating Violence:** Violence that occurs between individuals who are in a dating relationship. For the purposes of this definition, “dating relationship” means a social relationship of a romantic nature. In addition to any other factors the university may consider the following when making a determination of whether a relationship exists or existed: Nature of the relationship, length of time the relationship existed, frequency of interaction between the parties and time since termination of the relationship, if applicable.

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

**Stalking:**

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

(2) Engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person's safety or the safety of a member of such person's immediate family; or

(3) After being served with, or otherwise provided notice of, any protective order included in K.S.A. 21-3843, prior to its repeal or K.S.A. 2013 Supp. 21-5924, and amendments thereto, that prohibits contact with a targeted person, recklessly engaging in at least one act listed in subsection (f)(1) that violates the provisions of the order and would cause a reasonable person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear.

**Consent:** A freely and affirmatively communicated willingness to participate in sexual activity, expressed either by words or clear, unambiguous actions. It is the responsibility of the initiator of the sexual activity to ensure he or she has the others person’s consent to engage in sexual activity. Consent must be present throughout the sexual activity by all parties involved. At any time, a participant can communicate that he or she no longer consents to the continuing activity. Consent may never be:

A. Obtained through the use of force, coercion, intimidation, or manipulation or if the individual is mentally or physically disabled or incapacitated, including through the use of drugs and/or alcohol, or

B. Assumed because of the existence of a dating relationship between the persons involved or due to the existence of a current or previous sexual relationship between the persons.
The University will strive to complete complaint investigations, including issuance of a report of the findings to the complainant and respondent, in as timely and efficient a manner as possible within sixty (60) calendar days of receipt of a complaint. However, this timeframe may be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks including summer break, and the complexity of the complaint. If an investigation cannot be completed within sixty (60) days of receipt of the complaint, the investigator(s) will notify the complainant and respondent of that fact and provide a timeframe for completing the investigation.

All parties involved will be made aware that the standard of evidence that applies to the investigation is one of “preponderance of the evidence” and that each party has the right to have an advisor present during the investigation process. Further both the accuser and the accused will receive simultaneous written notice regarding the outcome of an investigation/hearing, the appeals process, any change to the results before the results are final and when the results become final.

Emporia State University will control access to information pertaining to reports, investigations, and outcomes of sexual harassment complaints by means appropriate to the circumstances. The institution follows all local, state, and federal mandates regarding privacy and confidentiality.

Retaliation against persons who file discrimination complaints or persons who participate in an investigation of a complaint, whether by an individual directly involved or by his/her associates, is a violation of University and Board of Regents policy as well as State and Federal law. Retaliation may take the form of unwanted personal contact from the respondent or giving additional assignments that are not assigned to others in similar situations, poor grades or unreasonable course assignments. Phone calls, e-mail or other attempts to discuss the complaint may be perceived as retaliation under certain circumstances. Disciplinary action, harassment, unsupported evaluations, or other adverse changes in the conditions of employment or the educational environment may also constitute retaliation. Retaliation will not be tolerated and could result in suspension, reassignment, salary reduction, termination, expulsion or other disciplinary action. Should any type of retaliation against someone filing a sexual or racial harassment complaint occur, it will be treated as an additional violation of the sexual or racial harassment policy.

Allegations of sexual assault or rape occurring off campus should be reported immediately to the Emporia Police Department or the Lyon County Sheriff's department. Telephone numbers for these agencies are listed above.

Reporting may help to prevent other assaults from occurring. Reporting does not obligate the victim to follow through with criminal prosecution. When requested by the victim, University personnel will assist in notifying authorities. Efforts will be made to ensure the confidentially of all reports, except as necessary and required to investigate the alleged offenses.

University authorities may issue a safety alert to the university community identifying the area and nature of the crime. Victims may provide information to Emporia State University Police and Safety or local police agencies, and may choose either criminal prosecution and/or adjudication through office of the Title IX Coordinator. During the disciplinary hearing process both the
accused and the accuser are entitled to the same opportunities to have an advisor present. When investigations involve students, the Title IX Coordinator manages the process and may use sanctions related to on-campus discipline as outlined in the Student Code of Conduct. Sanctions for violations include disciplinary warning, probation, suspension, and expulsion from the University. The accused and accuser will be informed, in writing, of the outcome of institutional proceedings. In addition, if requested, the University will disclose the results of disciplinary proceedings against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the next of kin if the victim is deceased.

The Student Code of Conduct may be viewed in its entirety at:

http://www.emporia.edu/studentlife/deanofstudents/student-code-of-conduct.html

**Steps to follow after any incident of a sex offense, domestic violence, dating violence, or sexual assault:**

Go somewhere safe as soon as possible.

**Do not** bathe, shower, douche, brush your teeth, or change clothes, and if possible, do not urinate. If you agree, a forensic exam will be done to collect medical evidence.

Go to a hospital emergency room as soon as possible. (Evidence can be collected several hours after an attack, but its value may be diminished.) Bring a full change of clothing because the clothing worn at the time of the attack may be collected and kept as evidence.

Follow-up medical care is crucially important. Tests for sexually transmitted diseases and pregnancy are important.

Many survivors of sexual violence say counseling helped them and recommend it for others. Reactions to sexual violence can vary from person to person, and counseling can be very beneficial in the healing process. Confidential counseling services are available at the Emporia State University Student Wellness Center (620-341-5222). Counselors will not report incidents of sexual violence for further investigation but can assist and support survivors who want to pursue further action. No matter when or where the assault occurred, support and referral resources are available.

Consider reporting the incident. Contact Emporia State University Police and Safety (620) 341-5337 and/or Emporia Police Department (620-343-4200) to report the incident. The sooner the better! Collection of evidence at the scene and the examination of evidence is time sensitive. Consider obtaining a protection order which is facilitated at the Lyon County Courthouse, 430 Commercial Street in the Office of the Clerk of the District Court or with the assistance of an SOS advocate.

Create a Plan. Are accommodations needed in order to feel safe on campus? If so, Emporia State University can help! By reporting the incident to the Title IX Coordinator (620-341-5379), assistance with reporting the incident, adjusting on-campus living arrangements, managing academic obligations, and arranging emotional support and medical care will be provided. The Title IX Coordinator will launch an investigation of the incident and pursue prompt and effective remedial actions.
Statement of Victims' Rights

1. Victims have the right to choose counseling and medical treatment, and to prosecute and report their case through the university judicial system and/or the off-campus court system. They also have the right to refuse all these options without reproach from any university personnel.

2. Victims have the right to be treated with dignity and seriousness by campus personnel.

3. Victims of crimes against an individual have the right to be free from intimidation and harm.

4. University personnel are encouraged to inform all victims that: victims are not responsible for crimes committed against them; victims are not negligent toward their own and thus do not assume the risk of crime; victims should always report their crime despite the possibility of adverse publicity for the university.

5. Victims will be made aware of appropriate student services, including counseling.

6. Victims are entitled to the same support opportunities and process available to the accused in a campus disciplinary proceeding.

7. If the accused is prohibited from contacting the victim and/or entering the victim's place of residence, notification will be made that an Emporia State University No Trespassing ban is in effect. If the victim obtains a protection order through the court of jurisdiction, they will be instructed to provide a copy of the official order to Emporia State University Police and Safety who will be responsible for enforcement of the order if a violation occurs on campus.

8. Any victim who does not wish to remain in his/her present residence hall or class section may be granted a transfer to other housing or another class section if available.

9. The victim has the right to information regarding the status of his/her case, including final outcome.

Sexual and/or Racial Harassment

Emporia State University does not tolerate behavior by administration, faculty, staff, or students which constitutes sexual or racial harassment of other students, faculty, staff, administrators, or guests. The University finds harassing conduct directly opposed to the goals of an academic institution. Whenever a specific report of sexual or racial harassment is received by the Office of Student Affairs, it will be promptly investigated and when appropriate will be referred to the Office of Human Resources and the Title IX Officer. As previously stated, when such a compliant is received a formal investigation will ensue. Corrective action will be taken if deemed necessary.

Conduct will be considered harassment when it interferes with an individual’s work and/or academic performance, or when it creates an intimidating, hostile, or offensive work and/or academic environment.

In addition to the work-setting possibilities for discrimination or harassment of staff and students, other possible areas of discrimination concerning students may include housing, employment, organizational membership, university services, evaluation, and recognition.
Any type of retaliation against someone filing a sexual or racial harassment complaint will be treated as an additional violation of the Harassment, Sexual Violence, and Discrimination Prevention policy.

Students, faculty, staff and administrators at Emporia State University who have grievances regarding sexual and/or racial harassment may express them according to established procedures published in University Policy Manual and facilitated by the Emporia State University Office of Human Resources and the Title IX Coordinator in 211 Plumb Hall.

**Alcohol Policy**

Upon approval of the President, Emporia State University permits the service or consumption of alcoholic liquor on campus according to the guidelines found in the University Alcohol Policy is permitted: [http://www.emporia.edu/acadaff/pdf/EmployeePolicyManual.pdf](http://www.emporia.edu/acadaff/pdf/EmployeePolicyManual.pdf) section 3R.01.

Emporia State University follows all Kansas, federal, and local laws regarding the service and consumption of alcohol. Event sponsors as well as the individual consumers are to adhere to the law. Sponsors of events, and not Emporia State University, will be responsible for determining and fulfilling all federal, state, and local requirements for their events.

**The Alcohol/Drug Abuse Prevention (ADAP) Program** is facilitated through the Student Wellness Center in 250 Southeast Morse Hall. The program supports students, faculty, and staff in creating and maintaining a campus environment that encourages and supports healthy lifestyles. In order to foster a learning community focused on student academic success, ADAP educational programs are designed to minimize student misuse or abuse of alcohol and drugs. The University requires newly enrolled, degree seeking students under the age of 22 to complete the AlcoholEdu program.

A comprehensive drug and alcohol information and resources page can be found at: [http://www.emporia.edu/student-wellness/counseling-services/adap/](http://www.emporia.edu/student-wellness/counseling-services/adap/)

**The Alcohol Drug Education Class** facilitated by ADAP is eight hours of instruction which meets the requirements for Alcohol Information School required by court orders. Other ADAP services include tobacco cessation and a resource center which includes both print and non-print materials available for check-out. Information regarding 12-step support groups and community resources is also available. For more information, call 341-5222 or e-mail ddrake2@emporia.edu.


Resources available to employees of Emporia State University through the State of Kansas Employee Assistance Program include short-term counseling and/or referrals for concerns that include alcohol and drug problems. Detailed information regarding the Employee Assistance Program can be found at [http://kdheks.gov/hcf/healthquest/eapservices.html](http://kdheks.gov/hcf/healthquest/eapservices.html).

Emporia State University Police and Safety enforce local, state and federal laws regulating underage drinking.
**Drug Policy**

It is the policy of Emporia State University that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in buildings, facilities, or grounds controlled by the University. Any officer or employees of the University, including faculty, other unclassified staff, university support staff, students, and visitors found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at the University shall be subject to criminal prosecution and disciplinary action in accordance with applicable laws and policies of the State of Kansas, the Board of Regents, and Emporia State University.

Emporia State University Police and Safety enforce laws regulating the use or possession of controlled substances in violation of local, state, and federal law.

Students in need of prescription or over-the-counter drugs should contact the Health Services, 250 Southeast Morse Hall at: 620-341-5867, or e-mail www.emporia.edu/student-wellness/health-services/.

**Weapons on Campus**

To the extent allowed by law and except as otherwise necessary for the conduct of university approved academic programs, activities, or practices; or by university police or security officers acting within the scope of their employment, the campus of each Regents university shall be weapons-free.

Emporia State University Police and Safety enforce laws regulating weapons in violation of local, state, and federal law.

**SECURITY IN RESIDENCE HALLS**

The Emporia State University Department of Residential Life is committed to providing a safe environment in the residence halls. Students are made aware of safety concerns as well as tips on prevention through floor meetings and presentations. *While there are many safeguards in place for residence hall students, each student must do his/her part to assure a safe and secure environment by adhering to the safety related policies and procedures.*

**Residential Halls**

Each residential complex is supervised by a Complex Coordinator (CC) who is a member of the Residential Life professional staff. The CCs live and work in the residential complexes.

Each residence hall floor has a Resident Assistant (RA). A (RA) is an upper-class student who has received extensive training related to the responsibilities of the position. Topics covered in training include enforcing residence hall safety and security policies as well as being aware of potential safety hazards and concerns. The Department of Residential Life provides an "on-duty" Complex Coordinator for the entire system and an "on-duty" RA in each complex every night and on weekends for assistance with any problems.

Every residence hall student is issued a room key and a coded Student ID card for convenience and community safety. Exterior doors of all residential complexes are locked at all times, requiring residents to access the building using their Student ID cards.
To ensure the safety of all residents, no doors in the halls are to be propped open at any time.

**Residence Halls Fire Prevention Information**

Students on the Emporia State University Campus are housed in two separate complexes - Morse Complex and Towers Complex. Fire detection/alarm systems are tied directly to Emporia State University Police & Safety. Residential Life conducts a minimum of two fire drills during the academic year, one per semester.

The Morse Complex is protected by a single detection and alarm system. 20 lb. dry chemical extinguishers are located in all areas of the Morse Complex in addition to one trash chute with sprinkler suppression.

The Towers Complex consists of two eight-story towers, connected at the bottom two levels. The Towers use a single detection and alarm system, and a wet sprinkler suppression system. Each tower of the complex contains a trash chute with sprinkler suppression.

Singular/Trusler Hall sits beside the Towers and is connected by an enclosed bridge on the second level. Singular/Trusler Hall is protected by a single detection and alarm system and a wet sprinkler suppression system throughout.

The detection/alarm systems and trash chute sprinkler suppression units are tested annually. The dry chemical extinguishers are inspected monthly; and the Towers and Singular/Trusler sprinkler systems are inspected on a quarterly basis.

The University requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms and required evacuations may face disciplinary action.

**Missing Person Policy and Procedures for Residential Life**

A faculty, staff, student, or community member who is concerned a resident of on-campus housing (hereafter, resident) may be missing can notify the Department of Residential Life at 620-341-5264. This notification will initiate missing person procedures.

Any resident can register a confidential contact who will be contacted in the event the resident is determined to be missing for a period of more than 24 hours. Prior to this contact being made, Residential Life will establish communication with Emporia State University Police and Safety.

Any resident under the age of 18 who is not an emancipated individual, will provide contact information for a custodial parent or legal guardian. This custodial parent or legal guardian will be contacted within 24 hours of determination the resident is missing.

**Staff Procedures**

- Resident Assistant must notify Complex Coordinator immediately with any missing resident concerns.
- Upon receipt of a missing person report, Residential Life professional staff will attempt to determine the length of time in which the resident has been missing and will go to the resident’s room to see if the resident is present.
  - If contact with resident is made, missing person procedures terminate.
If contact with resident is not made, designated Residential Life staff will attempt to establish contact via phone, e-mail, written notice (at room and in mailbox), roommate(s), and may key into the room if communication with resident is not established through other means. Residential Life staff will maintain a timeline, showing attempted communications and procedures followed.

- If contact is not made with the resident within 24 hours after the resident is reported to be missing for 24 hours, Residential Life staff will notify Police and Safety regarding the missing resident and the procedures that were followed up to that point. This will lead to completion of an official missing person report.
- Appropriate Emporia State University administrators will be notified once the missing person report has been filed.
- Communication with designated contact person(s).
  - Residential Life staff will notify the resident’s Missing Persons Contact. If the missing person contact person cannot be reached, Residential Life will contact the Emergency Contact Person.
  - If the resident is under 18 years of age, Residential Life staff will notify the resident’s custodial parent or legal guardian.
- Police and Safety will notify other appropriate law enforcement agencies.

**Resident Notification Procedures:**
1. Each resident is required to complete a data card which requires a designated emergency contact.
2. Data card will inform resident of the missing person notification and allow resident to designate a missing person contact in addition to emergency contact. They can be one in the same contact.
3. Emergency contact for residents under the age of 18 will be custodial parent or legal guardian. Contact will be mandatory if resident is determined to be missing.

**Campus Crime Statistics**

**Procedures Used for Collecting, Compiling and Reporting Crime Statistics**

Information about Clery crimes is compiled from statistics obtained from reports filed with the following offices: Emporia State University Police and Safety, Dean of Students, Affirmative Action Officer, Director of Residential Life, and Director of Athletics.

Crime statistic information for areas defined as "public property" and "non-campus buildings and property" are requested from the Emporia Police Department, Lyon County Sheriff’s Office, and police agencies at distance learning locations.

**Counting and Classifying crimes**

The Clery Act requires institutions to classify and count crime data based upon three general crime categories: 1) types of offenses; 2) hate crimes; and 3) arrests and disciplinary referrals.
The Uniform Crime Reporting (UCR) crime definitions:

1. **Criminal Homicide**
   - **Murder and Non Negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.
   - **Negligent Manslaughter** - The killing of another person through gross negligence.

2. **Sex Offenses**
   - **Forcible** - any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.
   - **Non-forcible** - unlawful, non-forcible sexual intercourse.

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

4. **Aggravated Assault** - An unlawful attack by one person upon another for inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an 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.)

5. **Burglary** - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safe-cracking; and all attempts to commit any of the aforementioned.

6. **Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft: all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

7. **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.

**Hate Crimes** – include any of the above crimes, in addition to larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property where the victim was intentionally selected because of the perpetrator’s bias of race, gender, perceived gender identity, religion, sexual orientation, ethnicity/national origin, disability.

**Arrests & Disciplinary Referrals:**

- **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.
- **Drug Abuse Violations**

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making or narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

- **Liquor Law Violations**

The violation of laws or ordinances prohibiting the manufacturing, sale, transporting, furnishing, possessing or 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.)

Once classified and counted, data are presented for review according to: 1) on-campus locations; 2) non-campus buildings or properties, and 3) public property immediately adjacent to and accessible from campus; 4) Arrests & Disciplinary referrals; and 5) Hate crimes. A map of campus can be found on the Emporia State University web site at:

http://www.emporia.edu/esu/esumap/campus.htm

**On-campus** statistics include all incidents occurring in any building or property on the Emporia State University campus, including incidents occurring in the residence halls. Therefore, residential facilities are a subset of On-Campus statistics.

**Non-campus** statistics are reported for properties owned and/or controlled by the university outside the campus boundaries that appear on the map. Other non-campus buildings or property may also be owned or controlled by a student organization that is officially recognized by the institution such as fraternity and sorority houses.

**Public Property** includes thoroughfares, streets, sidewalks, and parking facilities within campus or immediately adjacent to and accessible from the campus. *Private homes or businesses, areas surrounding non-campus properties, and property separated from campus by barriers or fences are not public property.* (Information regarding crime rates in the Emporia community may be obtained from the Emporia Police Department at 620-343-4200.)

**Arrests & Disciplinary Referrals.** A section of the crime statistics report also includes arrests and disciplinary referrals made to campus authorities for alcohol, drugs, and illegal weapons possession. The Clery Act defines a disciplinary referral as the referral of a person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Hate Crimes.** Emporia State University is also required to report hate crimes in the annual security report. For this reporting, a hate crime occurs when a person is victimized intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. There were no offenses that were classified as hate crimes in 2013.
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<th><strong>RESIDENTIAL FACILITIES</strong></th>
<th>NON CAMPUS</th>
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**CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON-CAMPUS CATEGORY.**
2013 Emporia State University
Annual Fire Safety Report
In compliance with the Higher Education Reauthorization Act

Students on the Emporia State University Campus are housed in two separate complexes: Morse Complex and Towers Complex. Fire detection/alarm systems are tied directly to Emporia State University Police & Safety, and Residential Life conducts at least two fire drills during the academic year, one per semester.

MORSE COMPLEX consists of five buildings connected end to end. The oldest was built in 1923 and the newest in 1965. All are of brick and mortar construction with flat, built up roofs except the oldest which has a pitched wood and shingle roof. All are protected by a single detection and alarm system which was installed in 2001. Twenty pound dry chemical extinguishers are located in all areas of the Morse complex, and there is one chute with sprinkler suppression.

TOWERS COMPLEX consists of two eight-story towers connected at the bottom two levels, and Singular/Trusler Hall. Singular/Trusler Hall sits beside the Towers and is connected by an enclosed bridge on the second level. Towers was built in 1971 and completely remodeled in 2007. It is brick and mortar construction with built up flat roofs. Both Towers use a single detection and alarm system, and wet sprinkler suppression system which were installed in 2007.

Singular (built -1959) and Trusler (built-1963) are connected end to end and are of brick and mortar construction with built up flat roofs. The most recent renovation project for both facilities was completed in August 2014. Both are protected by a single detection and alarm system installed in 2000 and a wet sprinkler suppression system which were installed in 2014. There are two trash chutes with sprinkler suppression.

Emporia State University has discontinued the operation of its Family Housing which consisted of 96 apartments in eight separate two-story buildings. The University owns the property but does not house students on the premises any longer. The apartments were officially closed on August 12, 2012. All are of brick and mortar construction and have built-up flat roofs. Four twenty pound dry powder extinguishers are located in external walkways of each building. Each apartment has an independent hard wired smoke detector and CO detector.

All systems report locally and to Emporia State University Police & Safety. The detection/alarm systems and trash chute sprinklers are inspected and tested annually. All fire extinguishers are checked monthly.
Residence Hall Policy for Fire Emergency

Any emergency call involving fire should be made through the Residential Life staff person on-duty. In cases of emergency, students are instructed to contact one of the following:

1. Police and Safety at 341-5337
2. 911
3. A Resident Assistant on the floor
4. The Professional Staff Member on duty

Fire Safety Education

Residents and staff receive fire safety education and training through a variety of methods in the residence halls. Educational methods include, but are not limited to: floor meetings, in-services, fire and evacuation drills, in-hall programs (active and passive), presentations by fire safety experts, electronic and hard copy communication.

Fire Alarms

State law, as well as residence hall policy, requires all students to leave their room and/or public areas and evacuate the building when a fire alarm is sounded. Failure to do so may result in disciplinary and/or legal action. If the fire alarm sounds, take the following action:

1. Wear a coat or blanket and hard-soled shoes.
2. Leave room, take your key and close and lock door.
3. Go to your nearest exit, walking swiftly: do not run or push.
4. Assemble outside of the hall at least 50 feet from the building.
5. Do not return to the building until a university official has given an all-clear signal.

Falsely activating a fire alarm or tampering with alarm equipment is a violation of state and local law. It is viewed as an extremely serious offense and disciplinary action will be taken generally resulting in termination of a housing contract with full cancellation charges as well as the possibility of criminal charges. Unnecessary use or misuse of a fire extinguisher or fire safety equipment will result in disciplinary action and a possible monetary fine. Any student found responsible for starting a fire will be removed from housing immediately.

Candles/Incense/Open Flames/Fireworks/Flammable Liquids Policy

Candles, incense, open flames, fireworks and/or firecrackers; and flammable liquids such as gasoline, kerosene, propane, naphtha or benzene are not permitted at any time in the residence halls.

Electrical Appliances Policy

Students are limited in the type of electrical appliances used in the residence hall rooms. Only items with enclosed heating elements that are UL approved are permitted. These include portable
electric hair dryers, portable refrigerators (not to exceed 5 cubic feet), razors, radios, computers, TVs, stereos, air popcorn poppers, coffee makers, crock pots, and microwaves (not to exceed 700 watts). Both the appliance and any cord used in connection with it must have a UL approved label. Power strips, surge protectors, or appliance drop cords should be used for refrigerators, microwaves, computers, and electronic equipment. When using these appliances, care should be taken to ensure that no damage is done to university property. Amplifiers, toasters, George Foreman-type grills, toaster ovens, hotplates, and sun/halogen lamps or lamps which produce heat sufficient enough to create a fire hazard (250 watts) are not permitted in the residence halls.

Space heaters are not allowed unless provided by Residential Life staff. Tampering with electrical systems (dimmer switches, circuit breaker boxes, wiring, etc.) is not permitted to ensure the safety of all residents.

Smoking is prohibited in the residence halls and within 30 feet of the building.

**Fire Safety Improvements**

To ensure the safety of all residents, the Department of Residential Life assesses equipment and system needs on a routine basis. Any improvements in fire safety are determined in cooperation with Residential Life professionals and University Facilities staff.

**Fire Log and Statistics**

The annual fire log for Residential Life is maintained in the main Residential Life office, 308 South Morse Hall. The fire log for the most recent 60-day period is open to public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days will be available within two business days of a request for public inspection.

During calendar year 2013 there were two small fires, both contained in trash cans. One trash can was located outside of the building and the other had been placed on an exterior window ledge.