



2023 Annual Security and Fire Safety Report
(Containing Information for the 2023 – 2024 Academic Year)
Lawrence and Edwards Campuses

TABLE OF CONTENTS

MESSAGE FROM THE CHANCELLOR.....	3
PREPARING THE ANNUAL SECURITY REPORT.....	4
CAMPUS LAW ENFORCEMENT	5
CRIME REPORTING	8
VOLUNTARY CONFIDENTIAL AND ANONYMOUS REPORTING.....	11
SECURITY AND ACCESS OF FACILITIES	12
MONITORING & RECORDING OF CRIMINAL ACTIVITY AT STUDENT ORGANIZATION LOCATIONS.....	15
CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS.....	16
MISSING RESIDENTIAL STUDENT POLICY AND PROCEDURE.....	20
RESPONSE TO SEXUAL VIOLENCE AND VAWA POLICIES	21
DEFINITIONS	22
PROCEDURES VICTIMS SHOULD FOLLOW	26
REPORTING SEXUAL VIOLENCE	27
PROCEDURES THE UNIVERSITY WILL FOLLOW	28
ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS	31
INVESTIGATION PROCESS.....	37
DISCIPLINARY PROCEDURES/PROCESSES	45
PROGRAMS TO PREVENT SEXUAL VIOLENCE	61
BYSTANDER EDUCATION	63
RISK REDUCTION	64
REGISTERED SEX OFFENDERS.....	66
ALCOHOL AND DRUG USE POLICY	67
AMNESTY POLICY.....	72
ALCOHOL AND DRUG EDUCATION PROGRAMS	72
TIMELY WARNING NOTICE POLICIES	74
EMERGENCY RESPONSE AND NOTIFICATION PROCEDURES	76
RESPONSE TO EMERGENCIES	76
EMERGENCY NOTIFICATION SYSTEM	77
EVACUATION AND RELOCATION PROCEDURES	79
EVACUATION/RESCUE PLAN FOR PERSONS WITH DISABILITIES.....	81
CRIME STATISTICS	82
LAWRENCE	84
EDWARDS	87
FIRE SAFETY REPORT	89
FIRE ALARM PROCEDURES.....	90
FIRE EVACUATION RELOCATION AREAS	95
FIRE SAFETY SYSTEMS.....	102
FIRE STATISTICS.....	105
LAWRENCE CAMPUS CLERY MAP.....	113

Message from the Chancellor

The mission of the University of Kansas is to lift students and society by educating leaders, building healthy communities, and making discoveries that change the world. As we seek to advance our mission, providing for the health and safety of Jayhawks throughout our community is essential. All members of our community—students, staff, and faculty—can help play a role in this effort to maintain a safe environment. Awareness of potential crimes and criminal activity can help keep you and the entire community safe.

Our annual security report serves as your guide to the safety programs, initiatives, and policies that the University has put in place, and provides information about the crimes that have been reported on campus. That knowledge, along with your active participation in reporting criminal activity or unusual situations as soon as possible, will help provide a safe environment where the entire university community can teach, learn, and grow.

At KU, we are committed to serving our state, the nation, and the world in an environment that is safe for all. Thank you for taking the time to read this report and ensuring that KU remains a safe and welcoming place for our entire community.

Rock Chalk!

Douglas A. Girod
Chancellor



Preparing the Annual Security 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, Office of Civil Rights and Title IX, 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.

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 Department 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 Civil Rights & Title IX**, Room 1082, Dole Human Development Center, 1000 Sunnyside Ave., Lawrence, KS 66045, or by calling **785-864-6414**.

The statements contained in this report apply to both the *Lawrence* and *Edwards* campuses, unless a specific delineation between the two campuses is mentioned.

Campus Law Enforcement

Lawrence Campus

The KU Police Department employs commissioned police officers, 9-1-1 communications operators, uniformed security officers, emergency management personnel, administrative assistants and student security monitors.

Police

University police officers receive their law enforcement authority from Kansas Statutes Annotated (K.S.A.) 76-726 and patrol campus at all times, even when school is not in session. Officers respond to all emergencies that occur on campus including criminal and non-criminal calls for services, medical emergencies, and fires. They also investigate traffic accidents and enforce traffic ordinances. They are supported by detectives in the Investigations Unit for in-depth investigations.

The police officers employed by the KU Police Department 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 KU Police Department is responsible for investigating criminal cases and violations of University rules and regulations, as well as enforcing traffic laws. The officers have the authority to enforce State, Local and Federal laws and University Policies. 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, including in cases involving sexual violence. Victims and witnesses are strongly encouraged to report criminal activity to the KU Police Department.

Security

The KU Police Department has full time security personnel. Security personnel are responsible for monitoring entrances, unlocking and locking designated buildings, and looking for and reporting fire and safety-related problems. Security personnel also patrol buildings and campus grounds to report suspicious activity and unsafe conditions. Security personnel can detain suspects until police arrival but have no power of arrest. Security personnel have the authority to enforce University policies. The Security personnel have jurisdiction to operate on KU - owned or controlled property, but not outside of KU property.

Community Service

The KU Police Department also operates a Community Services Unit that 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.

Communication Center

The Communication Center provides emergency (911) and non-emergency call taking and dispatching services for the University community, to include police, security, maintenance, and parking services. The KU Communication Center works closely with the Douglas County Emergency Communication Center and 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 Facilities Services, Parking Services, and the University-wide Security Network.

Interagency Relationships

The KU Police Department 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. KU has officially recognized student organizations that own or control housing facilities outside of the KU core campus. The Lawrence Police Department monitors and records criminal activity on public property surrounding campus as well as at fraternities and sororities located on non-campus property and provides this information to the University

for inclusion in its crime statistics, as required by the Clery Act. The University and the Lawrence Police Department also have a written memorandum of understanding relating to training and coordination of investigations in cases involving sexual violence (including rape, sexual assault, non-consensual sodomy, sexual battery, domestic violence and stalking); sharing crime statistics; and coordinating emergency notifications and timely warnings.

The KU Police Department 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 the Federal Bureau of Investigation (Kansas City and Topeka field offices). Administrators with the KU Police Department maintain periodic contact with administrators from other law enforcement agencies, and information is shared with these agencies as needed.

Edwards Campus

Security

The KU Police Department maintains a non-commissioned office and security officers on the Edwards campus while the University buildings are open. Security Officers can detain suspects until police arrival but have no power of arrest. KU Security Officers are not commissioned officers, but they have the authority to enforce university policies agreed upon by and in cooperation with Edwards Campus administration. Security Officers document violations of university policy/law and contact local law enforcement agencies to report observed violations of local, state and federal laws. The patrol jurisdiction of security officers is limited to any buildings or properties owned or controlled by KU Edwards. They are available to assist with problems or to put students and/or staff in contact with the appropriate emergency response agency dependent on the situation. Officers also look for other problems that may exist in the buildings they patrol including potential hazards or other maintenance reports. All Security Officers are radio equipped with direct communications to the KU Emergency Communication Center and Overland Park Emergency Communications

Communication Center

The Overland Park Police Communication Center provides emergency (911) and non-emergency call taking and dispatching services for the University community. The KU Edwards Security Officers works closely with the Overland Park Police Department and with other local and state police agencies, as needed. The University has closed circuit security cameras located in many areas of campus, including the central academic area and parking lots. Cameras record at all times and actively monitor during nighttime hours when school is in session.

Interagency Relationships

The KU Police Department works closely with the Overland Park Police Department on a regular basis. In addition to sharing crime information, both departments have the ability to ask for immediate assistance through a shared radio communication system. Cooperative investigations with and referrals to local Police are done as appropriate. The Overland Park Police Department monitors and records criminal activity on public property surrounding campus and provides this information to the University for inclusion in its crime statistics, as required by the Clery Act. There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between KU Edwards and the Overland Park Police Department. The KU Police Department maintains a working relationship with other local, state and federal law enforcement agencies including the Johnson 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 KU Police Department maintain periodic contact with administrators from other law enforcement agencies and information is shared with these agencies as needed.

Daily Crime Log

Federal law requires that every university maintaining 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, and time reported and when the crime occurred, 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, in which cases the information will be withheld until the adverse effect is no longer likely to occur. New information about entries must be made available within two business days.

Lawrence Daily Crime Log is posted at: <https://www.cityprotect.com/agency/kupolice>

Edwards Daily Crime Log is posted at: <https://edwardscampus.ku.edu/safety>

Crime Reporting

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. Crimes should be accurately and promptly reported to campus security and the

appropriate law enforcement agency, including when the victim elects to, or is unable to, make such a report.

Crimes on or around the *Lawrence* campus must be reported to the University of Kansas Police Department **911** or **785-864-5900**, or the Office of the Vice Provost for Student Affairs at **785-864-4060**. Crimes on or around the *Edwards* campus must be reported to the KU Police Department at **911** or **913-897-8700**. Members of the community are helpful when they immediately report crimes or emergencies to the KU Police Department and/or primary Campus Security Authority (CSA) for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notice, when deemed necessary.

The primary CSAs to whom the University would prefer that crimes be reported are:

Lawrence

- KUPD Deputy Chief James Druen, jdruen@ku.edu, **785-864-5900**
- Tammara Durham, Ed.D., Vice Provost for Student Affairs, tdurham@ku.edu, **785-864-4060**
- Katie Treadwell, Ed.D., Assistant Vice Provost for Student Affairs, katie@ku.edu, **785-864-4060**
- Lauren Jones McKown, J.D., Associate Vice Chancellor for Civil Rights and Title IX, Lauren_McKown@ku.edu, **785-864-0542**
- Nicole Corcoran, Deputy Athletics Director, ncorcoran@ku.edu, **785-864-5999**
- Katie Varner, Director of Employee Relations, kdvarner@ku.edu, **785-864-8374**

Edwards

- KU Police Department, **913-897-8700**
- Tammara Durham, Ed.D., Vice Provost for Student Affairs, tdurham@ku.edu, **785-864-4060**
- Lauren Jones McKown, J.D., Associate Vice Chancellor for Civil Rights and Title IX, Lauren_McKown@ku.edu, **785-864-0542**
- Stuart Day, Dean of the School of Professional Studies, day@ku.edu, **785-864-4903**
- Amy Neufeld, Assistant Dean of the School of Professional Students, aneufeld@ku.edu, **913-897-8552**
- Lori Wade, Director of Administrative & Fiscal Services, Edwards Campus, lwade@ku.edu, **913-897-8423**

Reporting Crime on Campus

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 **KU Police Department**. In addition, the university requires employees to report known or suspected crimes committed by or

perpetrated against anyone in the University community, which such suspected actions occur on property owned or operated by the University or in conjunction with a University-sponsored event or activity. <http://policy.ku.edu/chancellor/crime-reporting>.

Employees who do not report criminal activity, as required by this policy, may be subject to appropriate disciplinary action, up to and including termination of employment, in accordance with applicable personnel policies for faculty and staff.

Response to Criminal Reports/Criminal Data Policies

The KU Police Department uses the Kansas Standard Offense Report to: record criminal activity; tabulate and report crimes to the Kansas Bureau of Investigation; and compile the crime statistics necessary for the Annual Security Report.

Lawrence Campus Response

The KU Police Department responds to calls by dispatching officer(s). If assistance is required from the Lawrence Police Department or the Lawrence/Douglas County Fire and Medical Department, the KU Police Department will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including the University police officer, will offer the victim a wide variety of resources, including the presence of a sexual assault advocate.

Edwards Campus Response

The KU Police Department responds to calls by dispatching officer(s). If assistance is required from the Overland Park Police Department or the Overland Park Fire Department, KUPD will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including KUPD, will offer the victim a wide variety of resources, including the presence of a sexual assault advocate.

Reporting Crime off Campus

For emergencies, local law enforcement can be reached by dialing **911**.

Lawrence Off Campus Crime Reporting

If a crime happens off the University of Kansas campus, but within the city limits, those crimes are reported to Lawrence Police Department. This includes fraternity and sorority houses. The **Lawrence Police** may be reached at **785-830-7400**. <https://lawrenceks.org/police/>.

If a crime happens in Douglas County, but not on campus nor in the city, the **Douglas County Sheriff's Office** is called. The Sheriff's Office phone number is **785-841-0007**. <https://dgso.org>.

Edwards Off Campus Crime Reporting

If a crime happens off the KU Edwards campus, but within the city limits, those crimes are reported to the **Overland Park Police Department** at **913-895-6300**.

If a crime happens in Johnson County, but not on campus nor within the city limits, those crimes are reported to the **Johnson County Sherriff's Office** at **913-715-5800**.

Voluntary Confidential and Anonymous Reporting

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 **KU Police Department Crime Stoppers Program** at **(785-864-8888)**.

Reports filed anonymously to Crime Stoppers are counted and disclosed in the University's annual crime statistics. A visual presentation of reporting options is available here: <http://sapec.ku.edu/resources>.

The purpose of an anonymous report is to possibly take steps to promote safety. In addition, KU can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University.

The KU Police Department encourages anyone who is the victim or witness of any crime to report the incident to the police as soon as possible. The police do not have a voluntary confidential reporting process because police reports are public records under state law, thus the police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to any campus security authority (the primary CSAs are identified in the Reporting and Disclosure Procedures above). However, some of the CSAs are also Responsible Employees under Title IX, and they are obligated to share reported information involving sexual misconduct, domestic/dating violence and stalking, including information about the identity of the victim and accused, with the Title IX Coordinator. Reports to advocates and professional and pastoral counselors can be kept confidential. Advocates and professional and pastoral counselors are encouraged to inform their clients, if and when they deem it appropriate, of the procedures to confidentially report crimes to primary CSAs.

University faculty and staff members are required to inform the Office of Civil Rights and Title IX (the University's Title IX Coordinator) when they have been told of an incident of possible sexual harassment (including rape, 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 mental health 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, confidential 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 psychological or 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.

Security and Access of Facilities

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, during normal business hours. Vehicular access to central campus is limited during business hours by traffic control stations at entry points. Campus buildings are open during regular business hours. Access to some buildings, including student housing units, is limited to those with proper identification. Additional detail follows.

Security Considerations Used in the Maintenance of Campus Facilities

Use of University grounds for activities such as assemblies, rallies or other gatherings is governed by the Policy on Public Assembly Area: <https://policy.ku.edu/provost/public-assembly-policy>. Policies of the Board of Regents also limit the use of campus facilities, including for fund raising and political activity.

The University staffs a Facilities Planning & Development Office 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 to KU Operations for immediate attention.

The campus is regularly inspected by the Kansas Fire Marshal's Office as well as KU's Fire Marshal. The KU 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.

Lawrence Campus

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 Involvement and Leadership Center.

Any concerns about or suggestions for campus safety improvement can be submitted to the **KU Police Department** at **785-864-5900** as well as to the **Office of Student Affairs** at **785-864-4060**.

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

Edwards Campus

Use of campus facilities for meetings, speakers, and other events is governed by the KU Edwards Conference Events Department and guiding KU Edwards policies.

Any concerns about or suggestions for campus safety improvement can be submitted to the **KU Police Department** at **913-897-8700** as well as to the **Student Success and Support Services Office** at **913-897-8539**.

The KU Edwards Student Advisory Board works with the KU Edwards administration to inform the campus on student safety feedback and concerns.

Security and Monitoring of University Property

Lawrence – The KU Police Department has both full-time and part-time security officers. Security personnel are responsible for monitoring entrances, unlocking and locking designated buildings, and looking for fire or safety-related problems. Security personnel also patrol buildings and campus grounds to report suspicious activity and unsafe conditions.

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. Cameras are recording at all times and are monitored by student employees when school is in session. There are more than 70 emergency (blue) phones on campus that upon activation, dial the 911 operators on campus.

Edwards – The KU Police Department maintains a non-commissioned office and security officers on the Edwards campus while the University buildings are open. KU Security Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters. Additionally, KU Security Officers monitor campus buildings and grounds via closed circuit cameras.

They are available to assist with problems or to put students and/or staff in contact with the appropriate emergency response agency dependent on the situation. Officers also look for other problems that may exist in the buildings they patrol including potential hazards or other maintenance reports. All Security Officers are radio equipped with direct communications to the KU Police Department Emergency Communications Section and to Overland Park Emergency Communications.

Access to Student Housing Buildings

Lawrence – In consideration of and out of respect for residents’ privacy, security, and property, all Student Housing buildings (residence halls, scholarship halls, and apartment buildings) on campus are secured and locked 24 hours a day. Residents may enter their assigned building by using their KU Card at designated card access doors. Visitors should be met by their host at the building entry areas and escorted throughout the duration of their stay.

Each duplex entrance door at Sunflower Apartments has been equipped with a deadbolt lock. Residents should deadbolt their apartments at all times.

Edwards – The Edwards campus does not have student housing facilities.

Personal Property Security

Lawrence – Facilities for securing the personal property of students, staff, faculty, and visitors are provided in or near many campus buildings. Examples include lockers in the Ambler Fitness and Recreation Center, Robinson Center, lockers in various libraries; gated parking lots; and bicycle racks across the campus.

Edwards – Facilities for security the personal property of students, staff, faculty, and visitors are provided in the Regents Center (Testing Center student lockers) and in the BEST Faculty Hoteling suite (staff lockers).

Housing on Private Property, Including Sorority and Fraternity Housing

Lawrence – Sorority and fraternity houses are located off-campus. These residences are privately owned by alumni/ae associations and/or national organizations. 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 and/or other issues. **The Office of Sorority & Fraternity Life** provides support to these student organizations and can be reached at kusfl@ku.edu or **785-864-4607**.

Those students living in private property facilities have varying security measures as determined by the property owner.

Monitoring & Recording of Criminal Activity at Student Organization Locations

Lawrence Campus

The KU Police Department does not routinely monitor off-campus activity. The Student Involvement and Leadership Center maintains contact with registered fraternity and sorority organizations. KU Police Department members do not provide law enforcement service to off-campus residences or recognized fraternity and sorority organizations non-campus locations nor at activities off campus recognized by university authority. Criminal activity at registered fraternity and sororities non-campus residences is monitored and recorded by the Lawrence Police Department. At the discretion of the Lawrence Police Department, the University is notified of incidents. The KU Police Department does make a provision for including confidential reports of crime in this Annual Security Report.

Edwards Campus – KU Edwards does not have officially recognized student organizations.

Crime Prevention and Security Awareness Programs

The University's work on campus safety is not limited to physical improvements. There are numerous programs that promote safe living at the University. 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.

Lawrence Campus

The University offers a variety of programs designed to maintain or increase campus safety awareness and prevention. In order to learn the most current crime information, University community members are encouraged to read the daily police arrest reports on the KU Police Department website. <https://www.cityprotect.com/agency/kupolice>

The following is a list of some specific programs offered:

1. **The KU Police Department:**
 - a. **RA Training:** Provides training sessions on marijuana detection and police interactions annually to resident assistants within the resident halls.
 - b. **Active Shooter Presentations:** Provides presentations upon request to faculty, staff, and students on the importance and what to do if an active shooter event occurred on campus.
 - c. **Know Your Rights:** Provides training sessions upon request to students about search and seizure, what to do when you are pulled over and police conduct.
 - d. **Workplace Violence:** Provides training sessions upon request to employees on Workplace Violence that covers 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.
 - e. **Alcohol Awareness:** Provides training sessions upon request to students on alcohol usage statistics and safety, including possible medical and legal outcomes.
 - f. **De-escalation:** Provides training sessions upon request to employees on how to spot a potential issue and what techniques can be used to safely de-escalate the situation.
2. **Study Abroad and Global Engagement (SAGE):**
 - a. All students participating in education abroad programs attend three pre-departure workshops as a condition of participation in Study Abroad. Workshops are offered multiple times per semester and in a variety of formats (in-person/online/individual/group). These include:
 - i. A **Travel Health Consultation** (presented in collaboration with Watkins Health Services) covering general health concerns for international travelers; immunizations; traveling with medications; physical and mental

- health histories and preparing for international travel; sexual health and safety abroad; food/water safety; etc;
 - ii. A **general pre-departure orientation** covering cultural adjustment and culture shock; academics abroad, personal safety (including violence and sexual assault prevention); alcohol, drugs, and the legal environment abroad; maintaining physical and mental health abroad; health insurance and evacuation and repatriation coverages; and handling emergencies; and
 - iii. A **program-specific meeting** that addresses the above topics in relation to the specific country and culture to which an individual student will be traveling.
 - b. Faculty directors of KU study abroad programs attend a **mandatory orientation** prior to program departure to prepare for issues they may encounter while leading students abroad. Sessions are offered twice per semester and cover student health and well-being abroad; personal and institutional liability and risk mitigation; conditions of participation, student conduct and disciplinary concerns; and emergency management.
- 3. **The Department of Student Housing**
 - a. Following move-in days in August once most residents have moved to a building, KU Student Housing hosts building and floor meetings in all communities. Residents meet in groups with their student staff member and are presented information about their hall community, Jayhawk Buddy System, the housing/university alcohol and drug policy, campus alerts system, Safe Ride/Late Bus/Police Department Safety Escort, and emergency resources.
- 4. **Student Involvement & Leadership Center (SILC)**
 - a. Provides training annually for student organizations at the Student Organization Officer Training Day. Students are provided information about personal safety and risk management, and a video recording can be found on the SILC website Training Archives (<https://silc.ku.edu/training-archives>).
 - b. Sorority and Fraternity Life (SFL) conducts its annual Officers Retreat where SFL leaders receives skills-based training on confronting difficult issues and have critical conversations related to risk management and student safety.
 - c. Through the KU SFL 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 prevention.
- 5. **The Office of Civil Rights and Title IX (OCRTIX)**
 - a. Provides **Mandatory Reporter/Responsible Employee Training** to employees annually.
 - b. Hosts several **Town Hall** sessions for faculty, staff, and students on the OCRTIX process and resources that the office has to provide.
 - c. Attend several **Information Fairs** at various campus information fairs for students and provide resources about OCRTIX.

- d. Host **General Awareness Events** for specific groups to explain the Civil Rights and Title IX grievance procedures as well as information about OCRTIX as a resource.
 - e. OCRTIX/HRM provide annual University-wide required **online training** aimed to educate employees regarding their obligation to report discrimination, harassment, sexual misconduct, and sexual violence.
6. **International Support Services (ISS)**
- a. The topics of campus safety, identity theft and scams, sexual harassment/assault, and appropriate relationships are addressed three times annually during **New International Student Orientation** prior to each semester.
7. **Academic Success**
- a. *UNIV 101* – All instructors receive training on policies and procedures for mandatory reporting. The Office of First-Year Experience regularly shares information with UNIV 101 instructors (weekly email) about awareness and safety programs across campus including those planned and promoted by the Sexual Assault Prevention and Education Center (SAPEC), Student Affairs, and the Emily Taylor Center for Women and Gender Equity.
8. **KU Athletics, Inc. (KAI)**
- a. **Gender Based Violence (GBV) Prevention Seminar:** GBV provides ongoing education about sexual and intimate partner violence for students. KAI believes so strongly that this education is a critical component of all students’ development and well-being that we require all incoming, including transfer, student-athletes to annually enroll in the LDST 301 course.
 - b. Student-athletes are provided resources annually on how/when to report crimes, including sexual assault (hard copy and online presence). Social media apps used to distribute resources and reporting information to student-athletes.
 - c. KAI staff are provided resources annually on how/when to report crimes, including sexual assault.
9. **Transportation Services**
- a. SafeRide is an on-going student-sponsored transportation service that provides a safe ride home for KU students at night. A SafeRide driver will pick up passengers (whether at the library, a bar, work, etc.) and drive them home anywhere within city limits. Drivers will not take passengers to another bar. For complete information visit: <https://transportationservices.ku.edu/saferide>
10. **Sexual Assault Prevention and Education Center (SAPEC)**
- a. Provides unique primary prevention educational and awareness programs annually and frequently. In doing so, the department is able to engage students, faculty, and staff through in person conversations about how to prevent and reduce violence in their community.
 - i. Annual programing includes: required online sexual harassment awareness training for students/faculty/staff; population specific required Gender-Based Violence Prevention Seminar; student organization specific required primary prevention education; required first year cohort bystander intervention training- Jayhawks Give a Flock; departmental specific student staff and professional staff prevention and

- response trainings; signature awareness program “What Were You Wearing?” Survivor Art Installation, signature advanced bystander intervention program BarStander; signature men’s engagement program- Men’s Action Project; and student organization specific intensive Violence Prevention Through Environmental Design programs
- ii. Frequent programming includes: monthly topic specific awareness tabling, weekly social media awareness outreach programming, intentional programming for Intimate Partner Violence Awareness Month & Sexual Assault Awareness Month; and student organization specific requested and voluntary primary prevention education
- b. Through a Kansas Department of Health and Environment grant, SAPEC administers the Prevention is Possible (PIP) survey to multiple undergraduate student cohorts. PIP is part of a multi-year, multi-cohort study based on the Center for Disease Control and Prevention’s STOPSV technical package to prevent sexual violence. The survey provides the University with vital information on students’ attitudes, beliefs, behaviors, and experiences related to sexual violence and its prevention.

Edwards Campus

The KU Police Department has a Community Services Unit, which maintains a comprehensive crime prevention program that includes presentations, research, and crime prevention literature. Their services are available to all faculty, staff, and students free of charge. Educational presentations topics include: Alcohol Awareness, Personal Safety and Self-Protection, response to active shooters, dealing with disruptive persons, identity theft information, and workplace violence. Many programs are collaborative with other University offices. All students enrolled within the University of Kansas system, including the Edwards Campus, participate in the required online sexual harassment awareness training for students/faculty/staff.

Missing Residential Student Policy and Procedure

The Missing Residential Student 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. **KU Police Department** should be contacted by phone **785-864-5900** to report that a student has been missing for 24 hours.

The full policy is here: <http://policy.ku.edu/student-affairs/missing-residential-student-policy>.

At the beginning of each academic year, the KU Student Housing informs each student residing in on-campus housing that:

- The student has the option of identifying an individual to be contacted by the University no later than 24 hours after the time the student has been determined to be missing, in accordance with the notification procedure outlined below. Students may register this confidential contact information by completing and confirming this missing person contact information on their Student Housing Registration Card. Students are advised, that their contact information will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation;
- When the KU Police Department has been notified and makes a determination that a student who is the subject of a missing person report is missing and has not returned to campus, the University will initiate the notification of the student's confidential missing person designation, if they have identified a contact; and
- Students are advised that, if the student is under 18 years of age and not emancipated, the University is required to notify a custodial parent or guardian (in addition to any additional contact person designated by the student) no later than 24 hours after the time that the student is determined to be missing.

The following official notification procedure will be followed for a missing student who resides in on-campus housing.

Students, employees, or other individuals should immediately report to the KU Police Department at 785-864-5900 that a student residing in on-campus housing is missing. In addition to KUPD, concerns for on-campus housing missing students can be referred to Housing at 785-864-4560 or Vice Provost for Student Affairs at 785-864-4060. Any report that a student has been missing for 24 hours, from whatever source, should be immediately directed to the KU Police Department.

Students are advised that if the KU Police Department, after investigating the report, determines the student has been missing for 24 hours, the KU Police Department will contact the individual designated by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, and the appropriate law enforcement agency unless the local

law enforcement agency was the entity that made the determination that the student is missing. KU Police Department will notify the student's contact person no later than 24 hours after making a determination that the student is missing for 24 hours. If the student is under the age of 18 and is not an emancipated individual, KU Police Department will notify the student's parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, KU will inform the Local PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours. The KU Police Department will also contact the Office of the Vice Provost for Student Affairs Emergency Phone contact.

- In the event that a University official reasonably determines or believes that there is justification to investigate the welfare or missing status of a student, the University may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
- Through the KU Student Housing, authorized staff may be asked to assist in physically locating the student by entering the student's assigned room and by talking with known associates.
- The KU Police Department and other University staff may search on-campus public locations to find the student (classrooms, library, cafeteria, etc.).
- The KU Police Department may issue an ID picture to assist in identifying the missing student.
- University officials may try to contact known friends, family, or faculty members for last sighting or for additional contact information.
- The Office of the Vice Provost for Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
- The KU Police Department may access card access logs to determine last use of the card and track the card for future uses.
- The KU Police Department may access vehicle registration information for vehicle location and distribution to authorities.
- Information Technology may be asked to review email logs for last login and use of the University of Kansas email system.

The *Edwards* campus does not have on-campus residential housing.

Response to Sexual Violence and VAWA Policies

The University of Kansas prohibits the crimes of sexual assault, domestic violence, dating violence, and stalking as defined by the Clery Act. In addition, 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, gender identity, gender expression, and genetic information in the University's programs and activities as well as related retaliation. The Office of Civil Rights & Title IX has been designated as the

entity to address inquiries regarding the University’s non-discrimination policies and procedures. The Office of Civil Rights & Title IX may be contacted at civilrights@ku.edu; 1000 Sunnyside Avenue, Room 1082, Lawrence, KS 66045; **(785) 864-6414**.

Definitions

Sexual Assault under the Clery Act

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

- Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

Sexual Assaults under Kansas State Law

“Sexual Assault” is not a defined term in Kansas criminal statute. The definitions of sex offenses under Kansas law are set forth in K.S.A. 21-5501 *et seq.*, including but not limited to:

“Rape” (K.S.A. 21-5503):

- (1) Knowingly engaging in sexual intercourse with a victim who does not consent to the sexual intercourse under any of the following circumstances:
 - (A) When the victim is overcome by force or fear; or
 - (B) when the victim is unconscious or physically powerless;
- (2) Knowingly engaging in sexual intercourse with a victim when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender;
- (3) sexual intercourse with a child who is under 14 years of age;
- (4) sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a medically or therapeutically necessary procedure; or
- (5) sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual

intercourse was a legally required procedure within the scope of the offender's authority.

“Sexual Battery; aggravated sexual battery” (K.S.A. 21-5505):

- (a) Sexual battery is the touching of a victim who is 16 or more years of age and who does not consent thereto, with the intent to arouse or satisfy the sexual desires of the offender or another.
- (b) Aggravated sexual battery is the touching of a victim who is 16 or more years of age and who does not consent thereto with the intent to arouse or satisfy the sexual desires of the offender or another and under any of the following circumstances:
 - (1) When the victim is overcome by force or fear;
 - (2) when the victim is unconscious or physically powerless; or
 - (3) when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by, or was reasonably apparent to, the offender.

Domestic Violence under the Clery Act

Domestic Violence is defined as *a felony or misdemeanor crime of violence committed—*

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Domestic Violence under Kansas State Law

Pursuant to K.S.A. 21-5111(i), “Domestic violence” means an act or threatened act of violence against a person with whom the offender is involved or has been involved in a dating relationship, or an act or threatened act of violence against a family or household member by a family or household member. Domestic violence also includes any other crime committed against a person or against property, or any municipal ordinance violation against a person or against property, when directed against a person with whom the offender is involved or has been involved in a dating relationship or when directed against a family or household member by a family or household member. For the purposes of this definition:

- (1) "Dating relationship" means a social relationship of a romantic nature. In addition to any other factors the court deems relevant, the trier of fact 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.

- (2) "Family or household member" means persons 18 years of age or older who are spouses, former spouses, parents or stepparents and children or stepchildren, and persons who are presently residing together or have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time. Family or household member also includes a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

In addition, pursuant to K.S.A. 21-5414, "domestic battery" and "aggravated domestic battery" include:

- (a) Domestic battery is:
 - (1) Knowingly or recklessly causing bodily harm to a person with whom the offender is involved or has been involved in a dating relationship or a family or household member; or
 - (2) Knowingly causing physical contact with a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting or angry manner.
- (b) Aggravated domestic battery is:
 - (1) Knowingly impeding the normal breathing or circulation of the blood by applying pressure on the throat, neck, or chest of a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting or angry manner; or
 - (2) Knowingly impeding the normal breathing or circulation of the blood by blocking the nose or mouth of a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting, or angry manner.

Dating Violence under the Clery Act

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating Violence under Kansas State Law

"Dating violence" is not separately defined under Kansas criminal statute. It is included within the crimes of "domestic violence," "domestic battery," and "aggravated domestic battery" cited previously.

Stalking under the Clery Act

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person’s safety or the safety of others; or
 - Suffer substantial emotional distress.
- i. For the purposes of this definition—
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - ii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking under Kansas State Law

Pursuant to K.S.A. 21-5427, “Stalking” is:

- (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;
- (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. 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; or
- (4) Intentionally engaging in a course of conduct targeted at a specific child under the age of 14 that would cause a reasonable person in the circumstances of an immediate family member of such child, to fear for such child’s safety.

Consent under University of Kansas policy

“Consent” is communicated, ongoing, and mutual. This means consent is gained through words or actions that show an active, knowing, and voluntary agreement to engage in mutually agreed-upon sexual activity. It is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that the initiator has consent. Consent cannot be gained by force, by ignoring or acting without regard to the objections of another, or by taking advantage of the incapacitation of another, where the accused knows or reasonably

should have known of such incapacitation. For example, a person who is intoxicated may not be capable of giving consent. Consent is also absent when the activity in question exceeds the scope of consent previously given or when the person from whom consent is sought is deemed incapable of giving consent under the law of the State of Kansas. A person always has the right to revoke consent at any time during a sexual act. Consent to one act does not constitute consent to another act. Consent on a prior occasion does not constitute consent on a subsequent occasion. Silence, lack of resistance, or failure to say “no” does not imply consent.

Consent under Kansas law

“Consent” is not a separately defined term in Kansas criminal statute. However, K.S.A. 21-5503 (Rape) and K.S.A. 21-5505 (Sexual Battery) provide that consent is absent under the following circumstances: (1) an individual is overcome by force or fear; (2) an individual is unconscious or physically powerless; (3) an individual is unable to give consent because of mental deficiency or disease; or (4) an individual is unable to give consent because of the effect of any alcohol, liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Occurs

Medical Assistance

After an incident of sexual assault, domestic violence or dating violence, the victim should consider seeking medical attention as soon as possible at Lawrence Memorial Hospital (*Lawrence*) and St. Luke’s Community Hospital (*Edwards*), where a Sexual Assault Nurses Exam (SANE) can be completed. The hospitals have forensic nurses and can assist in physical evidence recovery and collection. In Kansas, evidence may be collected even if you choose not to make a report to law enforcement. Kansas allows victims to not disclose their names when having a SANE completed. Names are needed for the hospital, for medical care, and to connect any evidence collected to the victim as a person. But victims don't have to report to the police, and they can keep their kit "anonymous." In that option, the kit is given a number and the person gets the number. Their kit is identified by their number, so if they ever decide to report and access an investigation, their number is how that kit is identified.

Preserving Evidence

When sexual violence such as sexual assault, dating violence, domestic violence, or intimate partner violence is alleged, it is important to preserve evidence when possible. Physical evidence is best collected within 120 hours of the assault. Evidence can be preserved by not showering/bathing or laundering your clothing to avoid washing away evidence. Evidence can also be preserved by saving text messages, social media communications, and other information that may be useful for the investigator. The Office of Civil Rights and Title IX provides written information of the importance of preserving evidence. Preserving evidence may assist in proving whether an offense occurred and be helpful in obtaining protective order from the court.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with KU Police Department or other law enforcement to preserve evidence in the event that the victim decides to pursue this at a later date. At that time the preserved evidence can assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Reporting Sexual Violence (including sexual assault, domestic violence, dating violence, and stalking)

CARE Coordinator's Office (confidential assistance) – **785-864-9255**

Office of Civil Rights & Title IX (file a complaint with the University) – **785-864-6414**

University employees who are “mandatory reporters” are required to report incidents of sexual misconduct and sexual violence to the Office of Civil Rights & Title IX (OCRTIX). OCRTIX may be contacted at civilrights@ku.edu, 1000 Sunnyside Ave, Room 1082, Lawrence, KS 66045, **785-864-6414**. Reports may be submitted online through the University's reporting portal: https://cm.maxient.com/reportingform.php?UnivofKansas&layout_id=20. Students and members of the community who are not mandatory reporters can submit reports anonymously through the reporting portal as well.

Once the Office of Civil Rights and Title IX has been informed of an incident, the office reaches out to the complainant directly, or through campus partners as appropriate, to provide information about resources and reporting options. The Office of Civil Rights and Title IX also provides a written explanation of the individual's rights and options under University policy and the law. The Office of Civil Rights and Title IX will conduct this outreach and provide this information for all reports, regardless of whether the offense occurred on or off campus.

Notification to Law Enforcement Authorities

Lawrence Campus

KU Police Department – **911** or **785-864-5900**

Lawrence Police Department – **911** or **785-830-7400**

Douglas County Sheriff's Department – **911** or **785-841-0007**

Edwards Campus

KU Public Safety Office – **911** or **913-897-8700**

Overland Park Police Department – **911** or **913-895-6300**

Johnson County Sheriff's Department – **911** or **913-715-5800**

The Office of Civil Rights & Title IX complaint investigation process is independent of any other complaint resolution process. A student, faculty, staff, or guest has the right to file a criminal complaint with the appropriate law enforcement authorities or to choose not to do so. These options may be pursued in addition to or instead of filing a complaint with the Office of Civil Rights & Title IX. The OCRTIX and the Care Coordinator are available to assist with reporting crimes to the appropriate law enforcement agency.

When someone chooses to file a report with KUPD or the appropriate law enforcement jurisdiction, OCRTIX will work in coordination with that office. If the complainant is in the OCRTIX, staff members will assist in contacting KUPD to facilitate that introduction or offering to have a KUPD officer take a report in OCRTIX space. The University's Care Coordinator and Care Sisters will accompany a complainant to meeting with KUPD and other law enforcement agencies. OCRTIX will be respectful of the criminal investigation and court processes by acknowledging delays when requested and requesting information when a criminal process had completed should it be relevant to the OCRTIX process.

Amnesty

The Office of Civil Rights & Title IX recognizes that a student desiring to file a complaint and witnesses who are asked to participate in an investigation may be hesitant to engage in the investigation process for fear of being held responsible for violations of the University's Alcohol and Drug Policy. To eliminate this concern, a student who files a complaint with the Office of Civil Rights & Title IX or witnesses who participate in an investigation will not be subjected to discipline under the Code of Student Rights and Responsibilities for personal consumption of alcohol and/or drugs.

Procedures the University will follow when a crime of Sexual Assault, Domestic Violence, Dating Violence, or Stalking is reported.

The University has procedures in place that are sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and a respondent, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The University will make such accommodations or protective measures, if the complainant requests them and if they are appropriate and reasonably available, regardless of whether the complainant chooses to report the crime to the KU Police Department or local law enforcement. If the complainant wishes that a report not be made to the University but would like supportive measures, students and employees should contact the Ombuds Office and students can contact the KU CARE Coordinator. If the victim is ok with a report being made to the University, students and

employees can contact the Office of Civil Rights and Title IX and employees can contact KU Human Resources. The OCR/TIX will provide support measures like those listed directly above regardless of whether the complainant would like to pursue a formal complaint and investigation.

KU CARE Coordinator’s Office	Confidential assistance for students	785-864-9255
KU Office of Civil Rights & Title IX	Non-Confidential assistance for students, employees, and third parties	785-864-6414
KU Human Resources	Non-Confidential assistance for employees	785-864-8374
KU Ombuds Office	Confidential assistance for students and employees	<u>785-864-7261</u>

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the University, below are the procedures that the University will follow:

Sexual Assault:

- 1) Depending on when reported (immediate vs delayed report), the University will assist the complainant with access to medical care. The University will do this regardless of when the incident was reported, but it takes higher priority if the incident is very recent.
- 2) The University will assess immediate safety needs of the parties and possible witnesses.
- 3) The University will assist the complainant with contacting local police if the complainant requests. Regardless of whether the complainant request, the University will still provide the complainant with contact information for local police department and applicable jurisdiction when appropriate.
- 4) The University will provide the complainant with referrals to on and off campus mental health providers as well as the name and contact information for KU’s CARE Coordinator for students.
- 5) The University will assess need to implement interim or long-term supportive or protective measures, including but not limited to no contact orders or trespass warnings.
- 6) The University will provide the victim with a written explanation of the victim’s rights and options, which includes instructions on how to get a Protection Order.
- 7) The University will provide a copy of the applicable policy applicable to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution.
- 8) If an investigation occurs, the University will inform the complainant of the outcome of the investigation, whether or not the respondent will be administratively charged and what the outcome of the hearing is.
- 9) The University will enforce the anti-retaliation provision of the applicable policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Domestic Violence and Dating Violence:

- 1) Depending on when reported (immediate vs delayed report), the University will assist the complainant with access to medical care. The University will do this regardless of when the incident was reported, but it takes higher priority if the incident is very recent.
- 2) The University will assess immediate safety needs of the parties.
- 3) The University will assist the complainant with contacting local police if the complainant requests. Regardless of whether the complainant request, the University will still provide the complainant with contact information for local police department and applicable jurisdiction when appropriate.
- 4) The University will provide written information to the complainant on how to preserve evidence.
- 5) The University will assess need to implement interim or long-term protective measures to protect the complainant, including but not limited to no contact orders or trespass warnings.
- 6) The University will provide the complainant with a written explanation of the victim's rights and options, which includes instructions on how to get a Protection Order.

Stalking:

- 1) The University will assess immediate safety needs of the complainant.
- 2) The University will assist the complainant with contacting local police if the complainant requests. Regardless of whether the complainant request, the University will still provide the complainant with contact information for local police department and applicable jurisdiction when appropriate.
- 3) The University will provide written information to the complainant on how to preserve evidence.
- 4) The University will assess need to implement interim or long-term protective measures to protect the complainant, including but not limited to no contact orders or trespass warnings.
- 5) The University will provide the complainant with referrals to on and off campus mental health providers as well as the name and contact information for KU's CARE Coordinator for students.
- 6) The University will provide the victim with a written explanation of the victim's rights and options, which includes instructions on how to get a Protection Order.
- 7) The University will provide a copy of the applicable policy to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution.
- 8) The University will enforce the anti-retaliation provision of the applicable policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how KU will protect the confidentiality of victims and other necessary parties;
- a statement that KU will provide written notification to students and employees about victim services within the University and in the community;
- a statement regarding the University's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Notification of Counseling, Mental Health, or Other Student Services

Employees in the Office of Civil Rights & Title IX or the Care Coordinator can also help students find and explore options, emotional support, and medical care, both on and off-campus. The Care Coordinator and Counseling & Psychological Services support students who have experienced a sexual assault or other forms of sexual violence, intimate partner violence, and stalking. Students, staff, and faculty can also receive medical attention through the Watkins Health Services. The University provides written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victim-survivors both within KU and in the community.

The **Sexual Trauma and Abuse Care Center** in Lawrence provides trained advocates 24 hours a day/7 days a week by phone: **785-843-8985**. The **Willow Domestic Violence Center** in Lawrence provides safe and confidential supportive shelter services 24 hours a day/7 days a week by phone: **785-843-3333**. The Office of Civil Rights & Title IX can help coordinate services available to students on and off-campus.

A list of other services available can be found at: <https://sapec.ku.edu/resources>.

Supportive Measures

The Office of Civil Rights & Title IX (OCRTIX) provides information and written notification about its ability to use supportive measures to assist either party. The University will provide these supportive measures if the party requests them and they are reasonably available, regardless of whether the reporting party chooses to file a criminal complaint or a Formal Complaint with OCRTIX and regardless of whether the reporting party chooses to participate in any type of investigation. Examples of supportive measures include, but are not limited to, contact

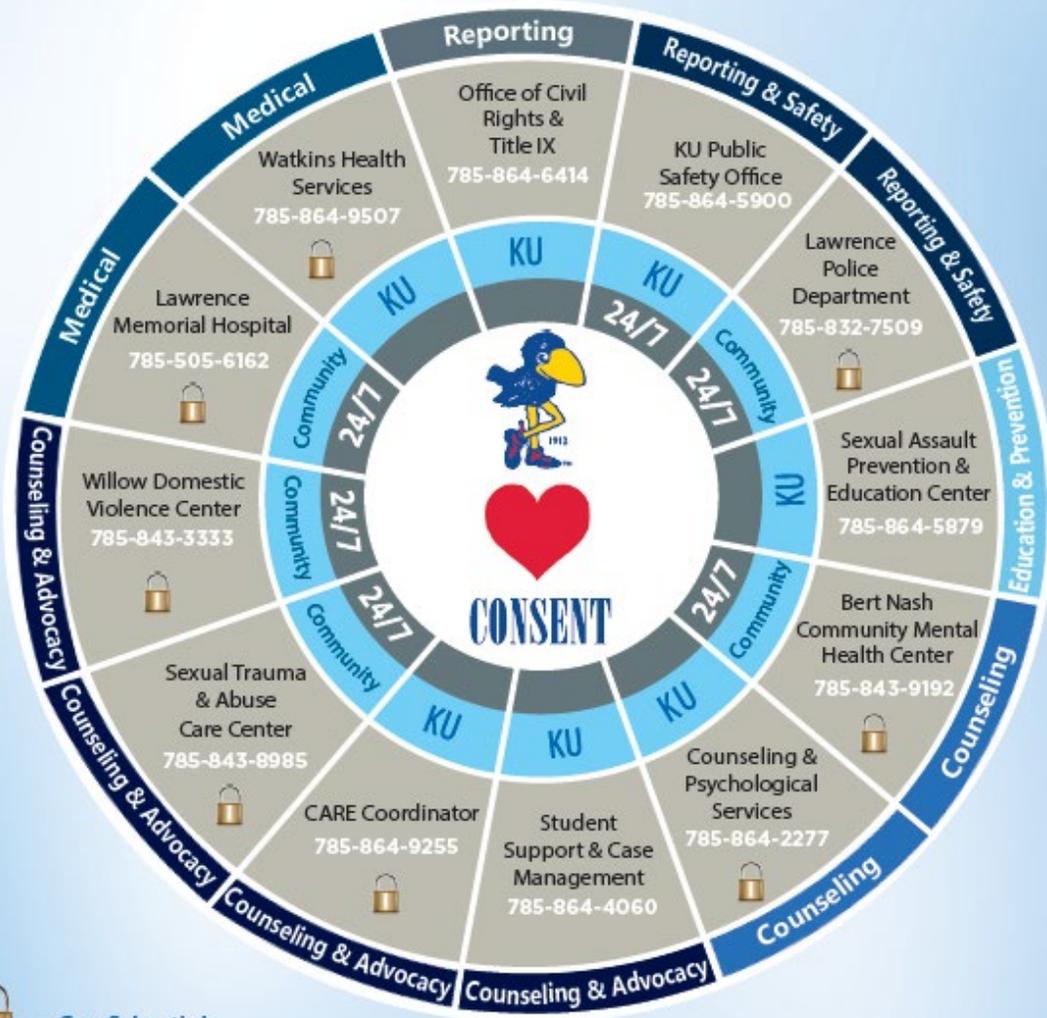
restrictions (“no contact order”), academic measures such as schedule changes or extension of due dates, alternative housing placement, alternative work schedules/locations, course schedule changes, transportation, legal assistance, student financial aid assistance, health and mental health support, visa and immigration assistance, and course withdrawal/load reductions.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Care Coordinator (**785-864-9255**), if they wish that a report not be made to the University, or the Office of Civil Rights and Title IX (**785-864-6414**).

Campus & Community Support Resources

The University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

Resources for Sexual & Intimate Partner Violence



Confidential University of Kansas Support Resources (On Campus)

CARE Coordinator	785-864-9255	Advocacy, financial assistance, other services
Counseling & Psychological Services	785-864-2277	Mental health services
Psychological Clinic	785-864-4121	Mental health services
Watkins Health Services	785-864-9507	Health services
Ombuds Office	785-864-7261	Advocacy, other services
Douglas County Legal Aid Society	785-864-5564	Legal assistance
Student Legal Services	785-864-5665	Legal assistance

Non-Confidential University of Kansas Support Resources (On Campus)

Department of Student Housing	785-864-4560	Housing relocation/assistance
Emily Taylor Center for Women and Gender Equity	785-864-3552	Advocacy, other services
Center for Sexuality & Gender Diversity	785-864-4256	Advocacy, other services
Student Support and Case Management	785-864-7022	Other services
Office of Multicultural Affairs	785-864-4350	Advocacy, other services
Office of Student Affairs	785-864-4060	Other services
International Student Services	785-864-3617	Immigration and visa assistance
Human Resources	785-864-4946	Immigration and visa assistance
Diversity, Equity, Inclusion, and Belonging	785-864-6705	Advocacy, other services

Lawrence & Community-Based Resources (Off Campus)

Bert Nash Mental Health Center (24/7)	785-843-9192	Mental health
Kansas Suicide Prevention Headquarters	785-841-2345	Mental health
Lawrence Memorial Hospital Emergency Room (24/7)	785-505-5000	Health, forensic exams
Kansas Legal Services	1-800-723-6953	Legal assistance
The Sexual Trauma and Abuse Care Center (24/7)	785-843-8985	Advocacy, financial assistance, mental health, other services
Willow Domestic Violence Center (24/7)	785-843-3333	Advocacy, financial assistance, other services

Overland Park & Community-Based Resources (Off Campus)

Johnson County Mental Health	913-268-0156	Mental health
Kansas Legal Services	1-800-723-6953	Legal assistance
Kansas Suicide Prevention Headquarters	785-841-2345	Mental health
Health Partnership Clinic	913-648-2226	Health
St. Luke's South Hospital – Overland Park, Leawood, Olathe, Shawnee, Roeland Park, Kansas City	816-932-5100	Health, forensic
Overland Park Regional Medical Center	913-541-5000	Health, forensic exams
Kansas Legal Services	1-800-723-6953	Legal assistance

Student Financial Aid – Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, they should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and OCRTIX can assist in facilitating this conversation if desired. The University's financial aid website can be found at: www.financialaid.ku.edu.

National Resources

- Suicide and Crisis Lifeline: 988
- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673
- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org/>
- US Dept. of Justice Office on Violence Against Women: <https://www.justice.gov/ovw>
- National Coalition Against Domestic Violence: <http://www.ncadv.org/>
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>
- U.S. Citizenship and Immigration Services: <https://www.uscis.gov/>
- Immigration Advocates Network: <https://www.immigrationadvocates.org/>

Rights of Victims and the University's Responsibilities for Orders of Protection or Similar Lawful Orders

The rights of parties and the institution's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution are as follows: The University does not issue orders of protection but may issue no-contact or no trespassing orders, as appropriate. If a reporting party has a court order of protection or a restraining order, the Office of Civil Rights & Title IX (OCRTIX) can assist in

making arrangements to accommodate and to enforce the court order on campus. OCRTIX keeps supportive measures confidential to the extent it does not impair the University's ability to provide the measures and as permitted by law.

The University complies with Kansas state law in recognizing orders of protection by encouraging people holding the protection order as well as those who have a protection order against them to disclose this information to University officials. University officials can then assist all parties by determining if the parties have classes together and discussing strategies to enjoy campus life successfully without violating the order. The University will also assist parties in negotiating attendance at large scale events. A complainant may then meet with KUPD, KU's CARE Coordinator, or the Office of Civil Rights and Title IX to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, changing classroom location, or allowing a student to complete assignments from home, etc.

Information about how to obtain a protection order in Douglas County, Kansas can be found at: <https://www.douglascountyks.org/services/courts-and-law/crimes-and-justice/protection-orders>. Additional forms and instructions can be found at: <https://www.kansasjudicialcouncil.org/legal-forms/protection-orders>. A Kansas "Protection Order Portal" is available at: <https://www.kspop.org/>.

Confidentiality & Anonymity

All information shared with the Office of Civil Rights & Title IX is treated with discretion and tact. Nevertheless, certain information provided to OCRTIX may need to be disclosed to other University officials. Those who participate in an investigation are only provided with sufficient information to allow them to respond fairly to the alleged concern. People may request that directory information on file with the University be withheld by contacting the Registrar's Office to submit an information hold <https://registrar.ku.edu/personal-information-and-privacy>. The Office of Civil Rights and Title IX or CARE Coordinator can assist parties with this request.

Regardless of whether someone has opted-out of allowing the University to share "directory information," personally identifiable information (PII) about the victim and other necessary parties will only be shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing PII with individuals on a need-to-know basis, the University will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair KU's ability to provide said accommodations or protective measures.

The University will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of PII about victims of sexual assault, domestic violence, dating violence, and stalking who make reports of such to the University to the extent permitted by law. The University does not publish the name of crime victims or other

identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of sexual assault, domestic violence, dating violence, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Investigation process in cases of alleged sexual assault, domestic violence, dating violence, or stalking.

From initial investigation to final result, the University is committed to providing a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with University policy and that is transparent to the complainant and the respondent, collectively “the parties.” Investigators and officials involved in the process receive annual training on investigation and hearing processes that protect the individuals involved, promote accountability, and preserve due process. Investigators receive annual training on issues related to sexual assault, domestic violence, dating violence, and stalking, as well as on how to conduct an investigation and hearing process, in accordance with the law. The Office of Civil Rights & Title IX strives to complete investigations within sixty (60) University working days of receipt of a Formal Complaint. However, this timeframe may be extended based on factors such as, but not limited to, schedule and availability of parties and witnesses, holidays or semester breaks including summer break, and complexity of the complaint. Each grievance procedure allows for extensions of timeframes for good cause with written notice to the parties of the delay and the reason for the delay. The parties will have timely notice for meetings at which the parties may be present. The parties and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings. The institutional grievance procedures will not be conducted by officials who have a conflict of interest or bias for or either party. Parties are encouraged to raise concerns of bias or conflict of interest as soon as they become aware of those concerns.

As part of the investigation and grievance proceedings, the parties have the same opportunities to present information, witnesses, and be accompanied by an advisor of their choice, which may include an attorney. The University may not limit the choice of advisor but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.

Receipt of a Report. Upon receipt of all reports, the Office of Civil Rights and Title IX will send an outreach email to the complainant and/or reporter seeking additional information and providing a wide range of resources that are available on and off campus.

Initial Review. After the Title IX Coordinator or their designee reviews the formal report, they will make a decision if the allegations in the report should be referred to a different office

because the information provided at that point does not appear to fall into the OCRTIX jurisdiction. The Title IX Coordinator will also review the information to determine if the alleged behavior requires the Title IX Coordinator to file a Formal Complaint on behalf of the University.

Receipt of a Formal Complaint. The complainant has the right to file a formal complaint. Upon receipt of which the assigned investigator, in consultation with the Title IX Coordinator, will determine if the complaint falls within the Sexual Harassment/Title IX Resolution Process jurisdiction, which would warrant a case evaluation or referral to the Discrimination Complaint Resolution Process (provided below).

Contact with Complainant. If the investigator did not speak with the complainant at the time that the formal complaint was received by the Office of Civil Rights & Title IX, then the investigator will most likely meet or speak with the complainant at the start of the investigation and will maintain communication throughout the investigation as appropriate.

Notice to Respondent. The respondent will be provided with the complaint in writing, and the complainant will be provided a copy of this notification. The notice will include:

- That the respondent is presumed not to be responsible for the alleged conduct and that a determination will be reached at the end of the investigation;
- The web address where the Title IX Resolution Process and Title IX Hearing Procedures can be found;
- The alleged conduct constituting a potential violation of University policies;
- The identities of parties and witnesses involved in the alleged incident (if known);
- The specific section of the University's policies allegedly violated;
- The date and location of the alleged incident (if known);
- The respondent's right to an advisor (who may be an attorney) of the respondent's choice;
- The respondent's right to review all evidence gathered prior to the conclusion of the investigation; and
- That University policies prohibit knowingly making false statement or submitting false information during the investigation process.

Respondents will be provided an opportunity to meet with the investigator(s) investigating the complaint, to respond to the allegation, and to meet or speak with the investigator throughout the investigation as appropriate. Respondents may respond in person or in writing within a reasonable time to be determined by the investigator(s). If a respondent chooses not to participate or refuses to answer a complaint, the nonparticipation will not prevent the investigation from proceeding.

Review of Evidence and Preliminary Report. Upon completion of the preliminary investigative report, the Office of Civil Rights & Title IX will provide the complainant and respondent, as well as the advisor of each party, an opportunity to inspect and review all evidence collected during

the course of the investigation to include summaries of investigative interviews, physical evidence, inculpatory evidence, exculpatory evidence, and evidence upon which the investigator has collected but does not intend to rely. The investigator will consider the written responses prior to the completion of the final investigative report.

Final Investigative Report. The investigator will objectively evaluate all relevant evidence – including both inculpatory and exculpatory evidence as well as feedback from the preliminary report and review of evidence – and will draft a final investigative report. The investigative report will accurately summarize relevant evidence. A copy of the final investigative report will be provided simultaneously to both parties, as well as the advisor for each party, and to the appropriate administrator(s).

Transfer to Appropriate Administrator. Upon completion of the final investigative report, the report and all evidence directly related to the allegations within the formal complaint will be forwarded to the appropriate administrator(s) for the scheduling of a live hearing. Live hearings will contain, at a minimum, the opportunity to cross exam parties through a party’s advisor. If a party does not have an advisor, one will be provided by the University for the live hearing. All live hearings will be subject to the [Hearing Procedures for Complaints of Sexual Harassment \(https://policy.ku.edu/civil-rights/hearing-procedures-complaints-sexual-harassment\)](https://policy.ku.edu/civil-rights/hearing-procedures-complaints-sexual-harassment). The appropriate administrator(s) are:

- Provost and Vice Chancellor Respondents: Office of the Chancellor
- Vice Provosts, Deans, and Faculty Respondents: Office of the Provost
- Student Respondents: Office of the Vice Provost for Student Affairs
- Staff and Other Respondents: Human Resource Management

The appropriate administrator will appoint an Administrative Officer who shall thereafter be responsible for coordinating the selection of a Hearing Chair and Hearing Panel, assisting the Hearing Chair in arranging the pre-hearing conference and hearing, and ensuring an appropriate record of the proceedings is made.

Review for Discretionary Dismissal. The Hearing Chair, in consultation with the Office of Civil Rights & Title IX and the Administrative Officer, will review the final investigative report with all evidence directly related to the allegations in the Formal Complaint, and determine whether the Formal Complaint should be dismissed for any one or more of the following grounds:

- The Complainant has provided the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
- The Respondent is no longer enrolled or employed by the University; or
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint, or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Hearing Chair determines that a Formal Complaint should be dismissed pursuant to this section, the Hearing Chair will provide written notice of dismissal to the parties and advise them of their right to appeal.

Hearing Notice and Written Response to Investigative Report. After the Hearing Chair and Hearing Panel are selected, the Administrative Officer will send written notice to the parties notifying them of the deadline for the parties to submit any written response to the investigative report; a date for the pre-hearing conference; and a date and time for the hearing.

A party's written response to the investigative report must include:

- To the extent the party disagrees with the investigative report, any argument or commentary regarding such disagreement;
- Any evidence that a party did not have a reasonable opportunity to provide during the Office of Civil Rights & Title IX investigation or that the party believes was improperly excluded by the Office of Civil Rights & Title IX;
- Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history specified herein, or for any other reason;
- A list of any witnesses that the party contends should be called to attend the hearing pursuant to an attendance notice issued by the Hearing Chair;
- A list of any witnesses that the party intends to bring to the hearing without an attendance notice issued by the Hearing Chair;
- Any request that the parties be separated physically during the pre-hearing conference and/or hearing;
- Any other accommodations that the party seeks with respect to the prehearing conference and/or hearing;
- The name and contact information of the Advisor who will accompany the party at the pre-hearing conference and hearing; and
- If the party does not have an Advisor who will accompany the party at the hearing, a request that the University provide an Advisor for purposes of assisting the party in preparing for the hearing and conducting questioning at the hearing.

A party's written response to the investigative report may also include:

- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

Pre-Hearing Conference. Prior to the hearing, the Hearing Chair will conduct a pre-hearing conference with the parties and their Advisors. During the pre-hearing conference, the Hearing Chair will discuss the hearing procedures with the parties; address matters raised in the parties'

written responses to the investigative report, as the Hearing Chair deems appropriate; discuss whether any stipulations may be made to expedite the hearing; discuss the witnesses the parties have requested be served with notices of attendance and/or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the Hearing Chair determines, in the Hearing Chair's discretion, should be resolved before the hearing.

Hearing. The purpose of the hearing is for the Hearing Chair and Hearing Panel to receive relevant testimonial and non-testimony evidence; to resolve disputed facts using a preponderance of the evidence standard; and to determine whether the facts so found substantiate one or more of the allegations in the Formal Complaint as a violation of the Sexual Harassment Policy.

- **Statement of the Investigator**

After convening the hearing, the Hearing Chair will call the investigator to give an overview of the investigation process. Thereafter, the investigator will be subject to questioning by the Hearing Chair and Hearing Panel, followed by questioning from each party's Advisor.

- **Statement of the Parties**

The Hearing Chair will then invite the Complainant to provide a statement regarding the events in question and identify and comment on any non-testimonial evidence the Complainant believes is relevant. After the Complainant has made a statement, or waived the right to make a statement, the Complainant will be subject to questioning by the Hearing Chair and Hearing Panel, followed by questioning from the Advisor for the Respondent. After questioning of the Complainant is complete, the Hearing Chair will invite the Respondent to provide a statement to the Hearing Chair regarding the events in question and to identify and comment on any non-testimonial evidence the Respondent believes is relevant. After the Respondent has made a statement, or waived the right to make a statement, the Respondent will be subject to questioning by the Hearing Chair and Hearing Panel, followed by questioning from the Advisor for the Complainant.

- **Testimony of Witnesses**

Then witnesses will be called to testify in the order determined by the Hearing Chair. Witnesses will not be invited to make a statement but, instead, will be subject to questioning from the Hearing Chair and Hearing Panel, followed by questioning from each party's Advisor commencing first with questioning from the Advisor for the Complainant followed by questioning from the Advisor for the Respondent.

- **Investigative Materials**

The Hearing Chair will then provide the parties a final opportunity to raise any additional objections to inclusion of any other portions of the investigation record into evidence and resolve any such objections. All evidence from the investigation and hearing not specifically excluded by the Hearing Chair shall be deemed admitted into the hearing record and may be considered by the Hearing Chair and Hearing Panel as part of the deliberation.

- **Closing Arguments**

Then the Hearing Chair will invite the Complainant to make a closing argument. After the Complainant has made a closing argument, or waived the right to make a closing argument, the Hearing Chair will invite the Respondent to make a closing argument.

Deliberation. After the hearing is complete, the Hearing Chair and Hearing Panel will privately deliberate over the matter. The deliberation will include an objective evaluation of all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimonial and non-testimonial evidence received at the hearing. The Hearing Panel shall draw no inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. However, the Hearing Panel may consider in determining the weight of the evidence the extent to which the witness' testimony or other evidence has been subject to cross-examination, particularly on matters that are material to the outcome of the case. In the event the Hearing Chair and Hearing Panel determine that the Respondent is responsible for violating the Sexual Harassment Policy, the Hearing Chair will, prior to issuing a written decision, consult with the appropriate administrator with disciplinary authority over the Respondent and such administrator will determine any discipline to be imposed.

Issuance of Written Decision. After reaching a determination and consulting with the appropriate University administrator and the Title IX Coordinator, the Hearing Chair will prepare a written decision that will include:

- Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;
- A description of the procedural steps taken by the University upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing;
- Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
- The discipline determined by the appropriate University administrator and recommendations for any ongoing support measures or other remedies as determined by the Title IX Coordinator; and
- A description of the University's process and grounds for appeal, as specified herein.

The written determination will be signed by the Hearing Chair on behalf of the Hearing Chair and Hearing Panel. The written determination will then be transmitted by the Administrative Officer to the parties, the Administrative Officer, the Office of Civil Rights & Title IX, and other University officials, as appropriate.

Appeal. Either party may appeal the dismissal of a Formal Complaint or written determination. Appeal is permitted one or more of the following grounds:

- A procedural irregularity that affected the outcome;
- There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;
- The Title IX Coordinator, investigator, Hearing Chair, or Hearing Panel, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome; or
- The party was deprived of a right guaranteed by some other University policy or standard and the deprivation of that right affected the outcome.

The determination of a Formal Complaint becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the University has resolved all appeals, either by dismissal or by transmittal of a written decision from the appellate official. No further review or appeal is permitted beyond appeal to the University Judicial Board as specified herein.

Informal Resolutions. After submission of a Formal Complaint, either party may request an opportunity to resolve the complaint through an informal resolution process. If requested by one party, the other party must voluntarily agree to participate in order for the informal resolution process to proceed. The Title IX Coordinator can determine that a case isn't appropriate for an informal resolution. A successful resolution and agreement of the parties will result in dismissal of the complaint without further investigation or hearing. Prior to reaching an agreement, either party may withdraw from the informal resolution process and request that the grievance procedures pursuant to this policy resume. An informal resolution process will be facilitated by an individual who is trained, unbiased, and without conflict. The informal resolution process will be conducted in accordance with informal resolution procedures. The informal resolution process is not available when the complaint alleges a violation by an employee against a student.

Anticipated Timelines. The Office of Civil Rights and Title IX (OCRTIX) strives to complete the entire process within 60 working days taking breaks, complexity of the case, and party/witness availability into consideration. The only established timeframes within this process are as follows:

- If the advisor is an attorney, the party must notify the OCRTIX in writing at least three (3) working days before the meeting date.
- The OCRTIX will provide sufficient time to prepare to participate by allowing at least three (3) working days notice unless the party requests a date and time allowing less than three (3) working days.

- The complainant, respondent, and advisor to each party, will have ten (10) calendar day to submit a written response to the evidence.
- Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than fourteen (14) calendar days from the date of transmittal of the written hearing notice.
- In a typical case, the written determination will be transmitted within fourteen (14) days of completion of the hearing, but this time period may vary depending on a range of factors including the complexity of the allegations at issue.
- A party must file an appeal within fourteen (14) days of the date they receive notice of dismissal or written determination appealed from.

Decision-Making Process and Evidentiary Review

- The investigator will review any written materials, e- mails, text messages, or other evidence that, at the investigator’s discretion, may provide relevant information regarding the complaint because the burden of gathering evidence rests on the Office of Civil Rights & Title IX.
- The investigation and hearing will operate from a presumption that the Respondent is not responsible for the alleged misconduct until a determination regarding responsibility is made final.
- The Hearing Chair oversees the hearing process, rules on questions of relevance and admissibility, resolves all procedural disputes, questions parties and witnesses, and deliberates and votes with the Hearing Panel to determine responsibility for the allegations in the Formal Complaint at the conclusion of the hearing process.
- The Hearing Panel reviews the investigative report and hearing files in advance of the hearing, questions parties and witnesses when invited to do so by the Hearing Chair, and deliberates and votes with the Hearing Chair to determine responsibility for the allegations in the Formal Complaint at the conclusion of the hearing process.
- The investigator, Hearing Chair, and Hearing Panel are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use the following types of records unless the party holding the privilege has provided prior, written consent:
 - A party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party; or
 - Information or records protected from disclosure by any other legally recognized privilege, such as the attorney client privilege.

Standard of Evidence. The University uses the preponderance of the evidence standard for evaluating complaints of discrimination and sexual misconduct.

Notification of Final Results. In accordance with applicable policy, all parties to an investigation will be simultaneously informed of the imposition of disciplinary action. Specifically, the accuser and the accused will be notified simultaneously, in writing, of any initial, interim and final

decision of any disciplinary proceeding; and the accuser and accused will be notified simultaneously in writing, of the opportunity to appeal cases involving sexual violence, including sexual assault, domestic violence, dating violence, and stalking. Parties will be simultaneously notified of any change to the result and when the result becomes final.

Notification to Victims of Crimes of Violence

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Disciplinary Procedures/Processes

Students

[Code of Student Rights and Responsibilities \(Student Code\) | Policy Library \(ku.edu\)](#)

Non-Academic Misconduct Procedures, Sanctions, Limitations

- A. Procedures
 1. The Office of the Vice Provost for Student Affairs has the authority to develop and implement **procedures** for enforcement of this Student Code.
 2. Records related to incidents of non-academic misconduct are retained according to university policy. Non-academic misconduct records not resulting in suspension or expulsion are retained for seven years and then purged from the student's record. Non-academic misconduct records involving suspension or expulsion are retained indefinitely. See the **Student Records Policy** for further information.
- B. Sanctions: Students found responsible for instances of non-academic misconduct will be assigned sanctions. Sanctions are meant to educate the responsible student, repair harm when appropriate, and provide accountability. Students may be assigned both educational and accountability sanctions. When appropriate, more than one sanction and/or educational measure may be imposed. Listed in order of increasing severity are the accountability sanctions that may be applied to Non-Academic Misconduct offenses.
 1. 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 action.
 2. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
 3. Fine: A money payment to a designated University fund.
 4. 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 incident. 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 reports 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 reports the student or organization has not fulfilled the service requirements, the case will be reviewed.

5. Interim Suspension: A student or organization may be immediately excluded from classes and/or other University privileges or activities when the student's continued presence on the campus constitutes a danger, or threat of danger, to property, the student, or others. The student will receive a written notice stating the reasons for the interim suspension and the time and place of a hearing to be held within five (5) days at which time the student has an opportunity to show why their continued presence on campus is not a danger. This hearing may also serve as the policy violation hearing.
6. 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.
7. Organization Suspension: Exclusion from University privileges and activities as set out after a hearing, for a definite period not to exceed two years. The conditions of reinstatement shall be stated in the order of suspension.
8. 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.
9. Removal of Organization Registration: Termination of registered organization status for a minimum of two years. The conditions of renewal or admission, if any, shall be stated in the order of removal of registration.

C. Limitations

1. Any appeal of a hearing shall be directed to the University Judicial Board.
2. All complaints should be filed in accordance with University Senate Rules and Regulations 6.3.1 and 6.4.9. In general, the complaint must be made within six months of the date of the incident.
3. Students or applicants who gain admission to the University through false information may have their admission revoked by Director of Admissions, or by the Dean of the applicable School or College, or their designees.

Graduate Teaching Assistants

[GTAC MOA for 2021-2023 -- Fully Executed FINAL \(L0076505xB35C2\).pdf \(ku.edu\)](#)

ARTICLE 14: Disciplinary Action

Section 1. Progressive Discipline

The University supports the philosophy of progressive discipline to address performance-related issues, misconduct, violation of established policies and/or procedures, and/or other cause by taking appropriate levels of corrective measures through the applicable evaluation or disciplinary processes.

The University may initiate disciplinary action against a GTA for conduct or performance related issues at any time during the term of the GTA's employment. These issues may result in counseling and/or formal disciplinary action which shall be accomplished through the evaluation process contained in this agreement and/or through a letter of disciplinary action. The results of an unsatisfactory evaluation may be appealed in accordance with the terms contained in Article 5, Section 7 and Article 15 of this agreement.

Within the process of disciplinary action, progressive discipline is encouraged but not required; however, the University shall apply the least severe discipline possible, as determined by the University, which fits the offense and will reasonably accomplish the desired alteration of conduct or performance. Progressive disciplinary action can include:

- a. counseling,
- b. a written reprimand,
- c. suspension without pay, or
- d. dismissal/termination of appointment.

Section 1a: Counseling

Counseling should generally precede formal disciplinary actions, except in more serious circumstances, as determined by the University. Counseling consists of a meeting between the GTA and the supervisor wherein they discuss the nature of the issue(s), improvement strategies, and target improvement dates if immediate action is not required. The supervisor will send an email to the GTA documenting the discussion. If email is used as communication, the University email address shall be used. The GTA may reply to the email, which should be maintained by the supervisor. Adequate time should be allotted for improvement(s) to occur, as determined by the University, and follow-up may occur to ensure that performance or conduct has improved, and/or the issue has not reoccurred.

If the issue(s) persist, the University may decide on additional counseling or may escalate to formal disciplinary action as defined herein. Depending on the circumstances, the GTA may be disciplined without prior counseling or disciplinary action. Counseling is not subject to review or appeal under any grievance or appeal procedure established in this agreement or by any University rule, regulation, or policy. However, the GTA may reply with a responsive statement, which shall be held with the documentation maintained by the supervisor.

Section 1b: Formal Disciplinary Action

Work history, legitimate mitigating circumstances as determined by the University, and the nature and/or pattern of the misconduct or performance-related issues, and other relevant factors shall be taken into consideration when determining the appropriate formal disciplinary action. Formal disciplinary action should be accomplished as provided herein and may include the evaluation process and/or a letter/document of disciplinary action. Formal disciplinary action shall include:

- a. a written reprimand,
- b. suspension without pay, or
- c. dismissal/termination of appointment.

Written notice of disciplinary action shall be delivered to the GTA's University email and by US mail with delivery confirmation to the address on file in the University's HR/Pay system. This notice shall include the following:

- a. the reason for the disciplinary action, i.e., the alleged facts and circumstances giving rise to the discipline,
- b. the disciplinary action being taken,
- c. the effective date of the action,
- d. a statement of the GTA's status during the notice period until the matter is resolved, e.g. whether their job duties have been reassigned, referring to the supervisor for details of any reassigned duties,
- e. a deadline by which to respond that is consistent with the provisions of the agreement,
- f. a statement referencing grievance rights pursuant to Article 15 of this agreement, including the URLs for this agreement and AFT-Kansas/GTAC.

GRADUATE TEACHING ASSISTANT GRIEVANCE RESOLUTION COMMITTEE (GTA GRC) HEARING PROCEDURES [Graduate Teaching Assistant Grievance Resolution Committee \(GTA GRC\) Hearing Procedures | Policy Library \(ku.edu\)](#)

PROCEDURES STATEMENT:

The [Memorandum of Agreement \(MOA\) between the University of Kansas and the Graduate Teaching Assistant Coalition, American Federation of Teachers, Kansas \(GTAC AFT-Ks\)](#) establishes a formal Grievance Resolution Procedure. Article 15 of the MOA provides the

overall grievance procedure, which culminates in submission of a formal written grievance to the Grievance Resolution Committee, if necessary. In other articles, the MOA provisions establish the GTA GRC composition and Chair. Article 15, Section 6d defines this culminating step as a Stage 4 grievance, for which “The hearing procedures, deadlines, and extension process for hearing proceedings shall be established by the University in collaboration with GTAC.” These established hearing procedures are as follows:

Grievance Submission:

If the grievant does not determine informal and formal grievance steps 1 through 3 (outlined in the MOA) to be successful, the grieving party may file a grievance with the University Governance Office (Governance) and request a hearing before the GTA GRC. The grievance must be filed within five (5) days of the completion of Step 3 or as otherwise specified in the MOA, and, when filing, the grievant must provide Governance with:

- the name of any chosen representative(s);
- copies of all materials from steps 1 through 3 of the grievance;
- a written description of the issue with supporting facts;
- a summary of meetings to date;
- a list of University employees and individuals to be called as witnesses/experts, along with a brief written summary of the anticipated testimony of each witness, showing the testimony relevancy;
- evidence to be considered; and
- issues remaining in dispute after Step 3 and the resolution sought.

Upon receipt of a grievance, Governance will notify the respondent and provide a copy of the grievance materials within three (3) days.

The respondent must provide the following materials to Governance within five (5) days of receiving the grievance materials:

- the name of any chosen representative(s);
- a statement concurring with the materials submitted by the grievant from steps 1 through 3 of the grievance or copies of any materials omitted by the grievant or disputed by the respondent;
- a statement concurring with the grievant’s summary of meetings to date or a statement disputing or providing any additional information about those meetings deemed necessary to resolution of the grievance;
- a list of University employees and individuals to be called as witnesses/experts, along with a brief written summary of the anticipated testimony of each witness, showing the testimony relevancy;
- evidence to be considered; and
- issues remaining in dispute after Step 3 and the resolution sought.

Governance will distribute the respondent’s materials to the grievant within three (3) days. Governance compiles, reproduces, and distributes the necessary copies of all documents submitted for the hearing participants.

Hearing Scheduling and Continuances:

Within five (5) days of receiving the respondent's materials:

- Governance will select a Chair;
- the Chair will select the GTA GRC members from the standing pool of reviewers for the hearing; and
- Governance will notify the grievance parties of those selected.

Parties involved in the hearing will have the opportunity to indicate whether a GTA GRC member should be precluded from a particular hearing based on concerns about impartiality. The objecting party will have three (3) days from notice of GTA GRC appointment to notify Governance of those concerns. The GTA GRC Chair will determine whether an alternate should be appointed.

Within 5 (five) days of the appointment of the final committee, Governance will notify the parties of the scheduled hearing date. Governance will make every reasonable effort to schedule a hearing during regular working hours and at a convenient time for all involved parties. The date of the hearing will allow reasonable time for the GTA GRC to review all materials.

Parties may submit a written request to Governance by email or in person for a continuance (govern@ku.edu). Governance must receive the request no later than five (5) days before the scheduled date of the hearing. The written request must provide alternate dates on which the requesting party is available for the hearing and document that the opposing party has been notified of the request. Governance will consult with the GTA GRC Chair to make the final determination regarding the request and notify all parties of the decision and of any alteration in the scheduled hearing date.

Witness Notification and Participation:

Governance will notify in writing the University witnesses, their supervisors of record, and department heads that:

- the University supports every effort to accommodate the availability of witnesses for a hearing before the GTA GRC;
- witnesses have a choice to participate in the hearing;
- participation is paid "work time;"
- witnesses must request release from duties from their departments for the time of the hearing in advance and in accordance with normal unit notice procedures;
- witnesses must not be subjected to any form of intimidation, retaliation, or adverse actions by any party for their decision to participate or to not participate in the hearing;
- attempts at intimidation, retaliation, or adverse actions should be reported to Human Resource Management and to Graduate Teaching Assistant Coalition (GTAC) if the MOA provisions are violated;

- any complaint alleging intimidation, retaliation, or adverse action will be investigated by the appropriate office and/or GTAC; and
- the University will take appropriate counseling or disciplinary action if the University determines that intimidation, retaliation, or adverse action has occurred.

Possible Dismissal of Grievance:

Before the hearing and after a review of the grievance materials, the GTA GRC may recommend to the Vice Provost of Graduate Studies that the complaint be dismissed without further proceedings if any of the following grounds exist:

- the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures;
- the grievance should be heard by another body;
- the grievance was not filed in a timely fashion; and/or
- the University lacks jurisdiction over the subject matter or any of the parties.

Before the dismissal recommendation is made to the Vice Provost of Graduate Studies, the parties will be provided the opportunity to respond in writing to the GTA GRC dismissal recommendation by the date specified in the notice letter.

Role of the Chair:

The Chair of the GTA GRC has authority to conduct the hearing and such authority will include, but not be limited to:

- keeping order in the hearing, including calling a recess or rescheduling the hearing;
- setting reasonable time limits for the presentation and cross examination of witnesses;
- determining testimony relevance; and
- determining admissibility of any documents. The Chair may deny admission of any documents.

If a party presents documents for consideration after the stated deadlines for submission, the Chair determines whether the opposing party would be prejudiced by the admission of such documents without being given additional time.

Conducting the Hearing:

The hearing will not be governed by the rules of evidence. An attorney from the Office of the General Counsel will serve as an advisor to the GTA GRC during the hearing and deliberations. The hearing is not considered open to the public, and no parties will be allowed in the hearing who are not directly involved in the hearing as either parties, witnesses, or representatives. Witnesses will be sequestered during the hearing. Before testifying, parties and witnesses must

affirm they will tell the truth; knowingly providing false testimony is a form of professional misconduct that is subject to sanction.

The grievant has the burden of proof to establish by a preponderance of evidence that the respondent did not act in accordance with Kansas Board of Regents or University policies or rules, University work practices, or the MOA.

Each party may have equal time to present an opening statement at the beginning of the hearing before calling witnesses for testimony. The grievant's case will be presented first, followed by the respondent's case. The parties (or representatives) and the members of the GTA GRC may ask questions of the parties' witnesses after testimony is given. Each party may each have equal time to present a closing statement. The grievant's closing statement will be presented first, followed by the respondent's closing statement.

GTA GRC Deliberations and Recommendations:

At the close of the hearing phase, the GTA GRC will adjourn into a closed session to deliberate and determine its findings by a plurality vote. The GTA GRC will make findings and recommendations based on the record, which includes information the parties presented at the hearing and in their grievance submissions. The GTA GRC will support its findings and recommendations with statements of fact and conclusions based on the application of Federal or State law, Kansas Board of Regents or University policies or rules, University work practices, or the MOA.

The GTA GRC shall prepare a statement of its findings of fact and recommendations no more than ten (10) days after the date of the hearing and submit the findings and recommendations by email to the Vice Provost of Graduate Studies and the parties. The Chair may extend the time limit for good cause.

Vice Provost of Graduate Studies Decision:

The Vice Provost of Graduate Studies will review the recommendations and provide a written decision to both parties within 10 (ten) days. The Vice Provost may take into account any relevant evidence in the record. The Vice Provost will ordinarily follow the GTA GRC's recommendation. However, if the Vice Provost does not follow the recommendations of the GTA GRC, the Vice Provost will include the reasons for the departure in the written decision.

The Vice Provost of Graduate Studies' decision is a final agency action and any judicial review of the decision is pursuant to the Kansas Judicial Review Act (K.S.A. 77-601 et seq.).

Hearing Transcripts:

All hearing meetings of the GTA GRC will be recorded by means of audio, except the GTA GRC deliberations. All recordings constitute part of the record of the hearing and Governance will maintain them. Access to the audio will be limited to the parties, the authorized representatives, and the members of the GTA GRC. Transcripts may be made of the contents of an audiotape at the sole expense of the requesting party or by other agreement of the parties.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

These hearing procedures apply to those matters specified in the August 16, 2018 [Memorandum of Agreement between The University of Kansas and GTAC/The American Federation of Teachers – Kansas](#).

Unclassified Professional Staff and University Support Staff

Disciplinary Action Policy for Staff [Disciplinary Action Policy for Staff | Policy Library \(ku.edu\)](#)

POLICY STATEMENT:

It is the responsibility of every employee to practice self-discipline, to adhere to the expectations and instructions outlined by the employee's supervisor and as provided in a position description and to perform duties in a manner consistent with the applicable laws, regulations, policies, minutes and resolutions of the State of Kansas, the Kansas Board of Regents, and the University of Kansas.

Initiating Disciplinary Action

When supervisors are considering disciplinary action, they should do so in consultation with their administrative channels and with Human Resource Management (HRM) before initiating disciplinary action.

Disciplinary action for misconduct or inadequate performance may include a written reprimand, suspension without pay, involuntary demotion, or dismissal. Work history, legitimate mitigating circumstances, and the nature and/or pattern of the misconduct or performance inadequacy may be taken into consideration when determining the appropriate disciplinary action.

The appropriate administrator, in consultation with HRM, may review a written reprimand and will review a recommendation for suspension, involuntary demotion, or dismissal from unit heads. If it is agreed that disciplinary action is warranted, the written reprimand will be issued, and the administrator or delegate for Unclassified Professional Staff (UPS) or HRM for University Support Staff (USS) will issue the written notice of proposed suspension, involuntary demotion, or dismissal.

Disciplinary Action Notice

Only administrators (or their designees) as specified in the [Chancellor's Delegation letter](#) are authorized to issue written reprimands and disciplinary action letters for suspension, involuntary demotion, or dismissal to Unclassified Professional Staff (UPS). Written reprimands should be issued through the University's performance management system and are usually issued by supervisors or department heads.

Administrators may designate HRM to issue the disciplinary action notices for suspension, involuntary demotion, or dismissal to unclassified professional staff. HRM will issue those notices to university support staff.

The disciplinary action letter will provide the staff member with an opportunity to respond to the proposed suspension, involuntary demotion, or dismissal by a deadline specified in the letter before the final decision is made. A staff member may have duties reassigned or may be administratively relieved from duties with or without pay, depending on the circumstances, pending the outcome of these disciplinary actions. Duty reassignment and administrative relief from duty are not disciplinary actions.

Appeals

Staff may appeal a written reprimand to HRM within 5 working days of its issuance as measured by the appealing employee's work schedule.

University Support Staff (USS), not otherwise precluded, who are not within their probationary period may appeal a suspension, involuntary demotion or dismissal to the Disciplinary Action Hearing Board which serves in an advisory capacity to the Provost for a final agency action. <http://policy.ku.edu/provost/disciplinary-action-hearing-board-support-s...>

An Unclassified Professional Staff (UPS) member may, by the deadline specified in the notice letter, discuss the suspension, involuntary demotion, or dismissal with the administrator taking the disciplinary action. If the unclassified professional staff reports directly to the administrator taking these disciplinary action and has discussed the action with that individual, the employee may appeal that decision to an administrator designated by the Provost or Chancellor for that purpose.

An appeal of disciplinary action will not stop the action nor change the effective date of the action. Any adjustments will occur after the effective date of the action. The final disciplinary decision made by the administrator or HRM represents the University's final agency action and is not subject to further review or subject to a grievance within the University.

Finalized Disciplinary Action

Staff whose employment is ending will be notified when the termination is finalized and if they are ineligible for rehire by the University for one or more years as determined by HRM.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

Staff who are appointed to temporary positions and staff who are within their probationary period are "at will" employees and are therefore exempt from the provisions of this policy. Their appointments may end as specified or at any time earlier without recourse.

Resignation in lieu of termination may preclude eligibility for rehire as determined by HRM.

Non-reappointments of unclassified professional staff are not disciplinary actions. This policy does not apply to non-reappointments, or to terminations of “serve at the pleasure of” appointments.

This policy does not apply to staff covered by a Memorandum of Agreement whose provisions specify a disciplinary action process.

Faculty (All persons with a tenured, tenure-track, or non-tenured faculty appointment; unclassified academic staff; and any person hired by the University to conduct classroom activities.)

Article VI. Sanctions [Faculty Code of Rights, Responsibilities, and Conduct | Policy Library \(ku.edu\)](#)

Sanctions constitute disciplinary action. Sanctions therefore do not include written or verbal feedback from an administrator concerning one’s performance or behavior such as those resulting from annual or other University performance evaluations. Faculty who fail to fulfill the responsibilities specified in Article IV of this Code may be subject to sanction. As stated in Article III.7 of this code, sanctions may not be imposed upon a faculty member without notice of the charges against him or her and the opportunity for a hearing or appeal before the Judicial Board or the Faculty Rights Board. The Judicial Board shall have jurisdiction if the recommended sanction is a “warning” or “restitution.” The Faculty Rights Board shall have jurisdiction in all other cases. If the faculty member requests a hearing, the University will stay imposition of the sanction pending disposition of the request. Sanctions of censure, suspension, or dismissal shall be applied only after the faculty member has the opportunity for a hearing before the Faculty Rights Board.

1. Sanctions shall be commensurate with the severity of the offense. Accordingly, determination of appropriate sanctions should take into account whether a faculty member intentionally and willfully failed to meet a responsibility or whether a faculty member made a good faith attempt to meet a responsibility. Repeated infractions of one’s responsibilities are more serious than initial infractions of the same type.
2. One or more of the following sanctions may be imposed. Sanctions, listed below in order of severity, need not be applied serially, and a more serious sanction may be applied without a less serious one having been previously applied.
 - a. 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.
 - b. Restitution. Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
 - c. Recommendation of Censure. Recommendation to the Chancellor that a faculty member be formally reprimanded.

- d. Recommendation of Suspension. Recommendation to the Chancellor that a faculty member be excluded from teaching and other specified privileges or activities without pay for a definite period not in excess of two years.
- e. Recommendation of Dismissal. Recommendation to the Chancellor that a faculty member be dismissed from the University.

Section 3. Faculty Rights Board [Faculty Senate Rules and Regulations \(FSRR\) | Policy Library \(ku.edu\)](#)

7.3.1 Jurisdiction. The Faculty Rights Board shall have jurisdiction as provided in [Article XIII, section 3, of the University Senate Code](#) to consider disputes brought by faculty members alleging that an administrative action violates faculty rights as enumerated in [Article III of the Code of Faculty Rights, Responsibilities and Conduct](#). Such dispute shall be in writing and must be submitted and received by the Faculty Rights Board within thirty days of the administrative action being appealed. The timing to file an appeal from non-reappointment prior to tenure shall be governed by [Article VI, Section 4, of the Faculty Senate Rules and Regulations](#). Appeals from denial of promotion and tenure shall not be subject to these provisions but instead shall be governed by [Article VI, section 8 of the Faculty Senate Rules and Regulations](#). The Board shall provide for timely disposition of disputes, although it may also provide for deadline extensions in particular cases for good cause.

7.3.2 Procedures. The Faculty Rights Board shall develop written procedures to govern disputes within its jurisdiction, other than appeals from denial of promotion and tenure governed by [Article VI, section 8 of the Faculty Senate Rules and Regulations](#). To become effective, such procedures, and any subsequent amendments to them, require approval only by the Faculty Senate and the Chancellor. The procedures adopted by the Faculty Rights Board shall:

- a. Be in writing and publicly available.
- b. Provide an opportunity for informal settlement, including mediation if the parties agree.
- c. Require that the complainant state in writing a summary of the dispute and the specific rights alleged to be violated in [Article III of the Code of Faculty Rights, Responsibilities and Conduct](#). The opposing party shall have a reasonable opportunity to respond. Administrative action includes action by tribunals formed within the University to hear and rule on faculty grievances.
- d. Provide to a complainant and opposing party a fair opportunity to present their cases and arguments in a hearing before the Faculty Rights Board if the Board has determined that the allegations in the dispute are sufficient to warrant a hearing. The Board may dismiss a dispute brought before the Board in accordance with the grounds and requirements listed in [USRR 6.5.3](#) for dismissal of grievances by the Judicial Board, and also may dismiss a dispute if the complainant fails to provide information requested by the Board within seven days of the Board's request. At a hearing, the evidence and testimony considered by the Board shall be limited to how the administrative authority's action violated a faculty member's right enumerated in [Article III of the Code of Faculty Rights, Responsibilities and Conduct](#). The Board shall not conduct a hearing to review factual issues that are not disputed or are not material to the dispute.

- e. Provide for the initiation of a hearing, if one is deemed necessary, within forty-five (45) days of the dispute being filed absent good cause for an extension of time.
- f. Provide that the burden of proof is on the complainant to prove by a preponderance of the evidence that there has been a violation of established faculty right as enumerated in [Article III of the Code of Faculty Rights, Responsibilities and Conduct](#).
- g. Provide for confidential treatment of matters that are at issue in a dispute. Before a hearing, the Faculty Rights Board members may not discuss the facts
- h. or issues in the case with a party, unless the Chair first notifies the opposing party and provides an opportunity for the opposing party to be present. In addition, Faculty Rights Board members may not discuss the facts or issues in the case with any non-party except to the extent that doing so may be authorized by applicable rules and regulations and with notice to both parties prior to any discussion.
- i. Be based on a presumption that any hearing shall be closed to the public if it requires consideration of confidential personnel matters. The Faculty Rights Board may make an exception, however, if the individual or individuals whose confidential information is involved request in writing that the hearing be open to the public.
- j. Stipulate that hearings will be electronically recorded.

7.3.3 Decision

7.3.3.1 After a hearing, the Faculty Rights Board shall deliberate and determine, by majority vote, whether the complainant has shown by a preponderance of the evidence that the administrative action adversely affected an established faculty right or rights. A written decision stating the conclusions of the Faculty Rights Board and the reasons for them, as well as any recommended actions to be taken, shall be provided to the parties, the Provost, the Chancellor, and any other administrative officials involved in the case no later than fourteen days after the hearing is completed.

7.3.3.2 The decision of the Faculty Rights Board constitutes a recommendation to the Chancellor, who has the final authority and responsibility for personnel decisions within the University, or to the Provost when the Chancellor has delegated such authority to the Provost. The Chair of the Faculty Rights Board may respond to inquiries from the Chancellor or Provost to clarify the basis or intent of the Board's decision and recommendations. After review of the recommendation and supporting documents, the Chancellor, Provost, or other administrative official shall provide timely written notice of the final decision to the parties and to the President of the Faculty Senate and the Chair of the Faculty Rights Board. There is no appeal within the University from the decision of the Chancellor.

Judicial Board

[Judicial Board | University Governance \(ku.edu\)](#)

Appeals

This section applies to any case in which an Appeals Panel of the Judicial Board reviews the decision of a unit level proceeding, Judicial Board hearing panel, or specialized tribunal.

Guidelines for Appeal

1. Within 30 days following the rendering of a decision by any tribunal subject to review by an appeals panel of the Judicial Board, a dissatisfied party (the appellant) may file a written appeal with the Chair of the Judicial Board. The complaint must be received in the Governance office (33 Strong Hall). You may also email your request to sscales@ku.edu.
 - a. The appeal shall indicate the specific errors attributed to the hearing body and the grounds for appeal under **USRR 6.7.3**. At the time of filing, the appellant shall provide the other party or parties with a copy of the appeal. The Judicial Board Chair shall verify that the other party or parties have received a copy of the appeal.
2. The other party or parties in a case that has been appealed (the appellee(s)) under this provision may file a written response to the appeal within 14 days of receiving the appeal. The appellee shall provide a copy of the response to the appellant and to any other parties to the appeal. The Judicial Board Chair shall verify that the appellant has received a copy of the response.
3. Upon receipt of an appeal from a hearing panel decision, the Judicial Board Chair shall determine whether there is a basis for dismissal of the appeal under **USRR 6.5.3.1**.

Procedures for Appeal

1. The Judicial Board Chair shall promptly designate a hearing panel. Each side can, within 5 days of being notified of the membership of the panel, challenge any member who has a conflict of interest or has been previously involved in the matter.
2. The chair of the hearing panel shall schedule a hearing as soon as possible after receiving the record of the case. Every effort must be made to schedule the hearing during regular working hours at a convenient time for the parties and the members of the hearing panel.
3. Each party to the appeal shall have an equal opportunity to present arguments to the appeals panel. The appellant shall present arguments first, followed by the appellee(s). The chair of the appeals panel shall determine the length of presentation of the parties, and the opportunity for rebuttal, if any. The hearing on appeal is not an evidentiary hearing, and neither party shall be entitled to submit evidence.
4. The hearing panel shall complete its hearing and prepare a recommendation within 30 days from the date on which the matter has been assigned to the panel. The hearing panel shall prepare a written decision that includes the panel's recommendation and a non-technical statement of the factual and legal basis for the decision. The chair of the hearing panel shall submit the written decision to the Judicial Board Chair, who shall provide copies to the parties and to such administrative or supervisory personnel as are appropriate in light of the hearing panel's recommendation.

Initial Hearing

This section applies to any case in which the Judicial Board holds an initial hearing. See [USRR 6.4](#) to see which situations fall under the jurisdiction of the Judicial Board.

Guidelines for Initial Complaint

1. You have 6 calendar months after an action or event to file a complaint. The period from May 15 to August 15 shall be counted for purposes of determining whether a complaint has been filed within the 6-month limit. The complaint must be received in the Governance office (33 Strong Hall). You may also email your request to sscales@ku.edu.
 - a. The complaint must contain a statement of the facts underlying the complaint and specify the provision(s) of the appropriate policy or other applicable *rule, regulation, or law* allegedly violated. The complaint must also indicate the witnesses or other evidence relied on by the complaining party, and include copies of any relevant documents.
 - b. The complaining party must provide a copy of the complaint to the respondent(s); i.e., the party or parties charged in the complaint. The chair of the hearing body shall contact the respondent(s) to verify that a copy has been provided.
2. A respondent must submit a written response to the hearing body within 2 weeks of receiving the complaint. The response must contain the respondent's statement of the facts underlying the dispute, as well as any other defenses to the allegations in the complaint. The response must also indicate the witnesses or other evidence relied on by the respondent, and include copies of any relevant documents.
 - a. The respondent must provide a copy of the response to the complaining party. Upon receipt of the response, the chair of the hearing body shall contact the complaining party to verify that a copy of the response has been provided.
3. The Judicial Board Chair receives the complaint and, based on [USRR 6.4](#), determines whether the matter falls under the jurisdiction of the Judicial Board. The Judicial Board Chair or any Judicial Board panel adjudicating a grievance or appeal may dismiss involuntarily or by summary judgment, without a hearing and upon the pleadings alone, any grievance or appeal on the grounds of [USRR 6.5.3.1](#).

Procedures for Initial Hearing

1. The Judicial Board Chair shall promptly designate a hearing panel. Each side can, within 5 days of being notified of the membership of the panel, challenge any member who has a conflict of interest or has been previously involved in the matter.
2. The chair of the hearing panel shall schedule a hearing as soon as possible after receiving the record of the case. Every effort must be made to schedule the hearing during regular working hours at a convenient time for the parties and the members of the hearing panel.

3. Each party shall have an equal opportunity to present evidence and arguments. The complaining party shall present evidence or arguments first, followed by the responding party. The chair of the hearing panel has discretion to place reasonable time limits on each party's presentation of evidence and arguments. The availability and scope of any rebuttal is within the discretion of the chair of the hearing panel.
4. Each party shall have the right to introduce witnesses and documentary evidence but reasonable advance notice of such introduction must be given to the other party and to the hearing panel. Strict rules of evidence do not apply, but the chair of the hearing panel may exclude evidence as irrelevant, unnecessary, or unduly prejudicial. Statements or admissions made as part of the mediation process are not admissible.
5. All Judicial Board hearings shall be audio-recorded. All such recordings shall constitute part of the record of the hearing and shall be under the custody and control of the chair of the hearing panel until transmitted along with the record to the Judicial Board Chair.
 - a. Except when all parties agree that the hearing shall be public, all proceedings provided for in the Article shall be closed to all but the parties involved.
6. The hearing panel shall complete its hearing and prepare a recommendation within 30 days from the date on which the matter has been assigned to the panel. The hearing panel shall prepare a written decision that includes the panel's recommendation and a non-technical statement of the factual and legal basis for the decision. The chair of the hearing panel shall submit the written decision to the Judicial Board Chair, who shall provide copies to the parties and to such administrative or supervisory personnel as are appropriate in light of the hearing panel's recommendation.

Prohibition of Retaliation

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 associates of the individual involved, is a violation of law and University policy. Complainants who utilize these procedures or persons who participate in an investigation of a complaint should not be subjected to retaliation. 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.

Programs to prevent sexual assault, domestic violence, dating violence, and stalking.

The University provides primary prevention training and ongoing campaigns to promote awareness, prevent, and identify reporting options relating to sexual assault, domestic violence, dating violence, and stalking.

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end sexual assault, domestic violence, dating violence, and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

The University has developed an annual educational campaign consisting of a wide variety of formats including in-person and virtual. Programs also include both passive events such as information/awareness tables as well as interactive programs with small groups geared toward provoking thoughts as well as a basic lecture style presentation that covers all issues related to Sexual Violence. Offices that provide these programs on campus include, but are not limited to, the Office of Civil Rights and Title IX, Sexual Assault Prevention Education Center (SAPEC), Department of Leadership Studies, Athletics, and Human Resources.

Primary Prevention and Awareness Programs

Vector Solutions: All students and employees must complete Vector Solution Sexual Harassment Training. It is an online training module with real world examples which may trigger some individuals. There is an alternate training offered upon request that is less triggering. To request this alternate training, students email the confidential CARE Coordinator and employees email the Office of Civil Rights and Title IX at civilrights@ku.edu. Your name will be provided to the training administrator, and you will no longer be assigned the main online training module for future trainings.

Ongoing prevention and awareness campaigns

Sexual Assault Prevention and Education Center provides unique primary prevention educational and awareness programs annually and frequently. In doing so, the department is able to engage students, faculty, and staff through in person conversations about how to prevent and reduce violence in their community.

- Annual programming includes: population specific required Gender-Based Violence Prevention Seminar; student organization specific required primary prevention education; departmental specific student staff and professional staff prevention and response trainings; signature awareness program “What Were You Wearing?” Survivor Art Installation, signature men’s engagement program-Men’s Action Project; and student

organization specific intensive Violence Prevention Through Environmental Design programs

- Frequent programming includes: monthly topic specific awareness tabling, weekly social media awareness outreach programming, intentional programming for Intimate Partner Violence Awareness Month & Sexual Assault Awareness Month; and student organization specific requested and voluntary primary prevention education.
- Through a Kansas Department of Health and Environment grant, SAPEC administers the Prevention is Possible (PIP) survey to multiple undergraduate student cohorts. PIP is part of a multi-year, multi-cohort study based on the Center for Disease Control and Prevention's STOPSV technical package to prevent sexual violence. The survey provides the University with vital information on students' attitudes, beliefs, behaviors, and experiences related to sexual violence and its prevention.

Emily Taylor Center provides healthy relationship programming and self-defense programs to students upon request. <https://emilytaylorcenter.ku.edu/programs>

Health Education Resource Office (HERO) provides sexual health and sex positive communication programming to students upon request. <https://hero.ku.edu/programs>

Center for Sexuality and Gender Diversity (SGD) provides Safe Zone 1 & 2 programs to students upon request which covers ways to reduce harassment and discrimination on the basis of sex and gender identity.

The Department of Leadership Studies offers The Gender Based Violence Prevention Seminar (GBV) which is composed of four unique one-credit hour, eight week classes. These evidence-based prevention classes provide an increase in protective factors for individuals who participate and have the potential to shape campus culture regarding sexual and intimate-partner violence. GBV was created for and is open to all KU students.

- LDST 301: It's on Us addresses foundational concepts of GBV, consent, oppression, and bystander intervention.
- LDST 302: Breaking the Cycle examines the intersection between GBV, gender, sexual orientation, sexual health/sex positivity.
- LDST 303: Prevention is Possible in-depth research into social justice, systems of oppression, and activism as prevention.
- LDST 304: ACTivism evaluates the connection between societal oppression, violence prevention and accountability.

Bystander Education

Bystander Education programs provide participants with the skills to help them act when they see behavior that puts others at risk for violence, victimization, or perpetration. KU's Bystander Education programs are coordinated by the Sexual Assault Prevention and Education Center (SAPEC).

Bystanders can play a critical role in the prevention of sexual and relationship violence. Active bystanders can always dial 911 for help when it could be unsafe for the bystander to personally intervene. Active bystanders are encouraged to utilize a variety of intervention strategies including being direct, delegating to someone in a position of authority, or creating a distraction. **Jayhawks Give A Flock** provides the specific guidance that intervention should always be done at a distance and in collaboration with others. Jayhawks Give A Flock is required of all first-year undergraduate students at the Lawrence campus. It is a two-hour in-person training, facilitated in small groups utilizing evidence-based research and best practices in primary prevention.

Other positive options for bystander intervention include:

- If you see someone who looks like they could be in trouble or need help, ask the person if they are okay.
- Confront people who are taking advantage of someone in a drunk or incapacitated state. Help the person leave the situation.
- Speak out when you hear sexist comments or jokes or discussions about taking advantage of another person.
- Know the campus resources and make referrals. If you don't know the off-campus referral, contact KU Police Department for a referral.

SAPEC also offers signature advanced bystander intervention program BarStander.

KU Athletics, Inc. offers *Bystander Intervention* (30-minute, individual sessions, once a year) which focuses on explaining to athletes the aspects of bystander intervention as well as focus on both the dangers of uninformed and absolute conformity and the positive effects of conforming. Areas of exploration might include intervention with alcohol/drugs, sexual harassment and sexual violence, physical abuse/assault, racial/ethnic harassment, and hazing.

The Department of Human Resource Management offers The STEP 2.0 (supervisory training) which covers bystander intervention and the course is offered 4 times a year to employees.

Risk Reduction

Risk reduction means options designed to decrease perpetration and bystander inaction, to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you**, charged, and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things

that you can try:

- a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

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 or download the "KU SafeRide" App.
- If living on campus, don't leave rooms unlocked even if occupied or when you're 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.

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 judiciously – 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:

- KU Police Department, www.publicsafety.ku.edu, 785-864-5900
- Sexual Assault Prevention and Education Center, www.sapec.ku.edu, 785-864-5879

Registered Sex Offenders

Federal law, including section 121 of the Adam Walsh Child Protection and Safety Act of 2006 and the Campus Sex Crimes Prevention Act amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, pertains to the registration of and publication of information about sex offenders. Federal law 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 KU Police Department with a list of registered sex offenders who have indicated that they are either enrolled or employed at the University of Kansas-Lawrence campus.

A list of all registered offenders is available from the Kansas Bureau of Investigation at: www.kansas.gov/kbi/ro.shtml.

Alcohol and Drug Use Policy

The University of Kansas prohibits the unlawful possession, use, sale, manufacture, purchase, or distribution of alcohol or illegal drugs, or any attempt thereof, by students or by employees on its property or as part of its activities. The University is committed to preventing the illegal use of drugs and alcohol by students and employees. The KU Police Department (*Lawrence*) and the Overland Police Department (*Edwards*) enforce the state's underage drinking laws, as well as federal, state, and municipal drug laws.

Any student or employee found to be using, possessing, selling, 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 alcohol or drug violations up to and including termination. See the Alcohol and Drug Policy on Substance Abuse: <http://policy.ku.edu/human-resources/alcohol-and-drug>. 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.

Additional information is available at: hero.ku.edu, buddy.ku.edu, and at: <http://policy.ku.edu/student-affairs/alcohol-drug-policies-brochure>. A resource for University employees includes the Substance Abuse policy: <http://policy.ku.edu/provost/substance-abuse>.

Laws

The University provides the following information about University policy and applicable laws relating to the possession, use, and sale of alcoholic beverages and illegal drugs to members of the University community annually.

Alcohol Laws

City of Lawrence Ordinance

It is illegal in Lawrence for individuals under the age of 21 to possess, consume, obtain, purchase, or attempt to obtain or purchase alcohol or cereal malt beverages, except as otherwise authorized by law. Penalty for persons between 18 and 21 years of age: up to 30 days in jail and/or a \$300 to \$500 fine. Additional penalties, including community service, educational programs, and loss of driving privileges are authorized by law. (Lawrence City Code Section 4-103)

It is illegal in Lawrence for anyone of any age to possess an open container of, and/or consume alcoholic liquor, including on public property, except those areas specifically licensed for sale or

specifically exempted by state law. Penalty: up to 6 months in jail and/or up to a \$50 to \$200 fine. (Lawrence City Code Section 4-105)

It is illegal in Lawrence to intentionally or recklessly 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. Penalty: Up to 6 months in jail and a fine of at least \$1,000. (Lawrence City Code Section 4-103.1)

City of Overland Park Ordinance

It is illegal in Overland Park to buy for, sell to give or furnish, directly or indirectly, alcohol to individuals under the age of 21. This does not apply to a parent or legal guardian furnishing cereal malt beverages to their child under their supervision. Maximum Penalty: 30 days in jail; \$500 fine.

It is illegal in Overland Park to host social activities that allows individuals under the age of 21 to possess or consume alcohol or cereal malt beverages. Maximum Penalty: \$1,000; community or public service.

It is illegal for a person under the age of 21 to possess, consume, obtain, purchase or attempt to obtain or purchase alcohol. Maximum Penalty: \$500 fine; up to 30 days in jail; 40 hours of public service; alcohol education; and suspension of driving privileges.

It is illegal for anyone of any age to possess an open container of, and/or consume alcoholic liquor in any public street, sidewalk, public way, public or private parking lot, public property, or within a vehicle in such place in Overland Park, except in those areas specifically licensed for sale or specifically exempted by law. Maximum Penalty: alcohol education/safety program.

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. Penalty: up to 6 months in jail and/or a \$50 to \$200 fine. (K.S.A. 41-719)

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. Penalty: \$200 minimum fine (18-21 years of age), \$200 to \$500 fine (under 18 years of age); 30-day suspension of driving privileges on a first offense; and a court may order 40 hours of public service and/or attendance at an alcohol education program. (K.S.A. 41-727)

It is illegal for anyone to furnish cereal malt beverage or alcoholic liquor to another person under 21 years of age. Penalty: up to 6 months in jail; \$200 minimum fine. (K.S.A. 21-5607)

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. Penalty: up to 1 year in jail; \$1,000 minimum fine; and possible performance of community service. (K.S.A. 21-5608)

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 (or to the degree it renders the person incapable of safely driving a vehicle). (K.S.A. 8-1567) For anyone under 21, it is illegal to do so with a breath or blood alcohol content of .02 or greater. (K.S.A. 8-1567a) If convicted, you are subject to the following penalties:

First Conviction (Misdemeanor)

Penalty: 48 consecutive hours to 6 months in jail, or in the court's discretion 100 hours of public service; \$750 to \$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)

Penalty: 90 days to 1 year in jail; \$1,250 to \$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) Penalty:

90 days to 1 year in jail; \$1,750 to \$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)

Penalty: 90 days to 1 year in jail; \$2,500 fine; participation in alcohol abuse program; required mental health evaluation; suspended driver's license for 1 year; use of ignition interlock device for 3 years (4 years if alcohol concentration is .15 or greater), with costs.

Fifth & Subsequent Convictions (Felony)

Penalty: 90 days to 1 year in jail; \$2,500 fine; participation in alcohol abuse program; required mental health evaluation; suspended driver's license for 1 year; and use of ignition interlock device for 10 years.

Refusal to Submit to Alcohol or Drug Testing (K.S.A. 8-1014)

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.

Drug Laws

Kansas Law

The illegal possession, use, or sale 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, except under certain circumstances. Penalty: 99 months to 110 months presumptive imprisonment, and up to a \$500,000 fine. (K.S.A. 21-5703; K.S.A. 21-6611; and K.S.A. 21-6805)

Illegal possession of opiates, narcotic drugs, or other specific stimulants is a drug severity level 5 felony. Penalty: 14 to 16 months imprisonment with presumptive probation, and up to a \$100,000 fine. (K.S.A. 21-5706; K.S.A. 21-6611; and K.S.A. 21-6805)

Unlawful possession of specific depressants, stimulants, hallucinogenic drugs, or anabolic steroids starts as a Class A non-person misdemeanor. Penalty: up to 1 year imprisonment, and up to a \$2,500 fine. However, unlawful possession of marijuana is usually a Class B nonperson misdemeanor. Penalty: up to 6 months in jail, and up to a \$1,000 fine. (K.S.A. 21-5706; K.S.A. 21-6611; and K.S.A. 21-6602)

Subject to certain exclusions, the sale or distribution of these drugs starts as a drug severity level 4 felony and may escalate in severity. Penalty: 20 to 23 months possible imprisonment, and up to a \$300,000 fine. (K.S.A. 21-5705; K.S.A. 21-6611; and K.S.A. 21-6805)

Federal Law

The Federal Controlled Substances Act establishes federal U.S. drug policy under which the manufacture, importation, possession, use, and distribution of certain substances is regulated. The Act provides penalties for, among other things, the intentional unlawful distribution or possession with intent to distribute controlled substances, unlawful possession of a controlled substance, and 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. 21 U.S.C. Section 801 *et seq.*

Disciplinary Sanctions

Students who violate the drug and alcohol policies may receive a variety of sanctions depending on what the hearing officer learns during the conversation with the student. There is no prescriptive approach to sanctioning.

Some of the sanctions include but are not limited to:

- Warning
- Probation
- Hawk Habits
- Educational Programs offered through HERO
- Substance Abuse Evaluation
- Housing Handbook Review
- Reflection Paper

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:
 - 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;
 - 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 well-being or to address the student's conduct; or
 - 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 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.

Amnesty Policy

University of Kansas students seeking immediate medical assistance on behalf of persons experiencing drug- or alcohol-related emergencies will not be sanctioned for violations of University and/or Department of Student Housing alcohol-related or drug 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.

Additionally, parties making a report or participating in an investigation under the University's Sexual Harassment Policy shall not be subjected to discipline under the Code of Student Rights and Responsibilities for personal consumption of alcohol and/or drugs. This is designed to remove barriers for reporting and participation in the University process.

Alcohol and Drug Education Programs

KU provides the following alcohol and drug abuse education programs. This list is not all inclusive and other options may be available:

- **The Health Education Resource Office (HERO)**
 - **Jayhawk Buddy System** is a social norms and protective behavior campaign to reduce the use and misuse of alcohol. It offers tips and tools to students for what they should be doing to stay safe whether they choose to drink alcohol or not.
 - Provides online training through **AlcoholEdu** which is a science-based program that provides the latest information about alcohol and its effects on the body and mind. The program is personalized to each student based on their previous alcohol education and choices regarding alcohol. AlcoholEdu includes several chapters of content, interactive exercises and assessments of alcohol-related knowledge, attitudes and behaviors. This training is required for all newly enrolled, degree seeking students under the age of 21.
 - The **e-CHECKUP TO GO** program is designed to motivate individuals to reduce their alcohol consumption using personalized information about their own drinking and risk factors. The course will take approximately 20 minutes to complete. Personalized feedback will be provided upon completion, including: Quantity and Frequency of Use; Amount Consumed; Normative Comparisons; Physical Health Information; Amount and Percent of Income Spent; Negative Consequences Feedback; and Explanation, Advice and Local Referral Information.
 - Presentations are given to students in University residential housing communities, fraternity and sorority chapters, and classrooms addressing safety

regarding alcohol, other drugs, and prevention of STIs (sexually transmitted infections).

- Provides Healthy Choices in Daily Life Program for students to understand the effects of alcohol and drugs, and what steps to take to make safer decisions regarding the use of alcohol and drugs.
- **KU Police Department (KUPD)**
 - Alcohol Programs presented at apartment complexes and fraternity houses. Discussed alcohol, MIPs drunk driving and fake ids.
 - During Alcohol Awareness week, officers table with partner organizations to provide information related to alcohol usage statistics and safety, including possible medical and legal outcomes.
- **Student Housing**
 - Prior to August 2018, Student Housing did not allow alcohol in its residence halls, scholarship halls, Jayhawker Towers, or McCarthy Residence Complex. Beginning August 2018, alcohol is allowed for persons of legal drinking age, who possess and consume alcohol in an amount consistent with personal consumption, in the confines of individual apartments in Jayhawker Towers, McCarthy Hall, Stouffer Place, and Sunflower Apartments. Possession or consumption of alcohol, regardless of age, is still prohibited in other residence and scholarship halls. 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.
 - Implements a residential curriculum model that focuses in part on health and wellness. A specific learning outcome of the curriculum is supporting students in understanding their responsibility for healthy decisions regarding self-care, stress management, physical and mental well-being, and alcohol and other drug use. To engage students Student Housing implements specific activities and one on one conversations directed towards the established learning outcome. Passive formats such as bulletin boards and posters are also used to convey messages.
 - **Hawk Habits:** Students who go through the University of Kansas Student Conduct or Housing Conduct process may be recommended to a Hawk Habits workshop. Incorporating the framework of self-authorship, this workshop is designed to explore student's values/morals/ethics, how it affects personal decision making, and personal accountability. Hawk Habits is to be assigned when a student was involved in a low-level Alcohol and Drug incident (or continually involved in Alcohol and Drug incidents) but do not need additional alcohol/drug education, or if there was just an odd incident (throwing a couch out a window/throwing pencils at a door), something that shows the student needs an intervention on their decision making. Everything that is discussed is strictly confidential between participants and the facilitators.
- **Sexual Assault Prevention and Education Center (SAPEC)**

- **Sex, Drugs, and Alcohol:** This presentation explores the relationship between drugs, alcohol, and sex. Participants will learn about the impacts of drugs and alcohol on an individual's capacity to consent.
- **Sorority and Fraternity Life (SFL)**
 - Working with the four fraternity and sorority (SFL) governing councils including the Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), and the Panhellenic Association (PHA), risk management training sessions are 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.
- **The Office of Student Services** at the Edwards campus provides alcohol and drug education programs annually relevant to the needs of a transfer and graduate student (21+) population.
- Employees can receive assistance through **Human Resources** for a voluntary, confidential, and 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: <https://healthbenefitsprogram.ks.gov/sehp/healthquest/employee-assistance-program>.

Drug Free Schools and Communities Act

The Drug Free Schools and Communities Act requires the University to publish information regarding the University's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for students and employees. The annual notification can be found here: <http://policy.ku.edu/student-affairs/alcohol-drug-policies-brochure>.

The University is also required to review its drug and alcohol program. The Report is compiled by Watkins Health Services and is updated biannually. A copy of the Report may be obtained by contacting the Health Education Resource Office (HERO) at hero@ku.edu, 785-864-9570.

Timely Warning Notice Policies

The University issues timely warnings as set forth below, to notify members of the campus community about Clery-reportable criminal incidents reported within the KU Clery Geography (On Campus, Public Property and Non-campus property), when it is determined by the KUPD Chief of Police or their designee that the incident represents a serious or continuing threat to community members.

Timely Warnings are typically issued for the following Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- A string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another;
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger KU community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the KUPD Chief of Police or their designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the KUPD Chief of Police or their designee in their absence.

The University issues timely warnings as Crime Alerts. Crime Alerts may also be used to aid in the prevention of similar crimes, to alert the University community to crimes, and/or to seek information to aid in the investigation of a crime. Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Crime Alerts are produced or written by the KU Police Department Chief of Police, Deputy Chief, or their designee as soon as pertinent information is available, and a need is determined. The KUPD Deputy Chief distributes Crime Alerts by e-mail.

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.

The University is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Anyone with information warranting a Timely Warning should immediately report the circumstances to:

KUPD Deputy Chief James Druen, jdruen@ku.edu, 785-864-5900

The University has communicated with local law enforcement asking them to notify the University if it receives reports or information warranting a Timely Warning.

Emergency Response and Notification Procedures

Emergency situations are dynamic. Individuals seeking confirmation of an emergency situation or having questions regarding any emergency notification should visit the Alerts Web Page at alerts.ku.edu.

Emergency Management Plan

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. For more information visit: [Emergency Management Plan](#).

Response to Emergencies

In the event of an emergency, the police should be contacted immediately by calling 911. All campus phones and those cell phone calls originating on campus are routed to the KU Police Department Emergency Communication Center. All KU Police Department Officers are certified to administer emergency first aid, cardiopulmonary resuscitation (CPR), and are trained in the use of Automated External Defibrillators (AEDs) which are carried in police vehicles.

The Patrol Supervisor will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the University's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other University departments may be involved in the confirmation process.

Once the emergency has been confirmed and based on its nature, the Patrol Supervisor will consult with other appropriate University officials to determine the appropriate segment or segments of the University community to be notified.

Emergency Telephones

Lawrence – Emergency phones are located in areas of high pedestrian traffic throughout the campus. The phones call directly into the KU Police Department Emergency Communications Center. When a call is received by the Emergency Communications Center, the location of the phone is automatically displayed on the Communications Center's computer. A police officer is immediately dispatched to that location, regardless of whether the caller speaks into the phone or not. All elevators on campus are also equipped with an emergency phone that connect to with the KU Police Department Emergency Communications Center.

For more information, visit: <https://kupolice.ku.edu/staying-safe>.

Edwards – The Edwards campus does not have emergency phones.

Emergency Notification System

Emergency notifications are immediately sent when there is confirmation of significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of the campus community and in situations requiring immediate action. The on-duty KU Police Department Supervisor, or another officer assuming Incident Command, is responsible for evaluating all known information about an emergency situation on campus and determining the need for emergency notification and immediate actions, such as building evacuation. The KU Police Department Supervisor will consult with KU Police Department administrators and the KU Office of Public Affairs to compose and disseminate messages if time allows. No approval is needed nor should be sought from department or university administration prior to activating the real-time notification of events involving immediate threats to life, providing updated information, or providing notice that the situation is under control. The KU Office of Public Affairs may activate certain emergency notification tools under direction of the KU Emergency Operations Center (EOC) Manager.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the University must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the University must provide adequate follow-up information to the community as needed. Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

Methods of Emergency Notification

The University utilizes a range of tools to keep students, faculty, staff, and visitors informed in the event of an emergency that could affect their health and safety. These tools comprise the University's Emergency Notification System: text messaging, online, social media, public address speakers, outdoor warning sirens, e-mail, and other media outlets. Any combination of these notification tools may be used in a given emergency situation. If any these systems fail or the University deems it appropriate, in person communication may be used to communicate an emergency.

The University tests the Emergency Public Address System and text message alerts twice annually. One of those tests is part of the annual Statewide Tornado Drill, where practicing shelter in place procedures is optional and encouraged.

Text messaging: Text message alerts are sent by the KU Office of Public Affairs when there is an immediate threat to life or safety, when immediate action is required, or to announce class cancellation and campus closure.

- Students are automatically subscribed to emergency text messages and can view/edit their cell phone number at [Enroll and Pay](#).
- Faculty and staff can subscribe to receive text messages and view/edit their cell phone number through the [Employee Emergency Notification](#) app at the [myKU Portal](#).

Online: The university will use its home page ([ku.edu](#)) and its KU Alert site ([alerts.ku.edu](#)) as the official online location for information updates. The KU Alert site also has guidance and resources for what to do in specific types of emergencies.

Social Media: The University of Kansas and other KU departments also utilize social media to release information.

- On Twitter, follow @UnivOfKansas and @KUPoliceDept
- On Facebook, follow @KU and <https://www.facebook.com/kupolice>

Public Address Speakers: Over two-thirds of campus buildings have a voice message capable Emergency Public Address System (EPAS) incorporated in the fire alarm system. This system is activated by the KU Police Department Emergency Communications Center in the event of an emergency situation in a building, such as a tornado, active threat, or when an evacuation with specific instructions is needed. The KU Police Department’s Patrol Supervisor, or ranking officer assuming Incident Command, may authorize use of the EPAS, compose the message to be broadcast, and confirm the location(s) in which to broadcast the message.

Outdoor Warning Sirens: If a tornado warning is issued, Douglas County Emergency Management will activate the outdoor warning sirens and the KU Police Department Emergency Communications Center will activate the Emergency Public Address System for tornado warnings that include the KU campus. An “all clear” message will not be communicated via outdoor warning siren or EPAS. The warning condition is over when the warning is allowed to expire by the National Weather Service.

E-mail: Emails are sent to all @ku.edu email addresses in the event of an emergency alert by KU Public Affairs. The campus community may also receive e-mails about other types of incidents that do not necessarily require immediate action, such as when law enforcement is seeking assistance from members of the public who may have information about a crime.

Other Media: The University of Kansas utilizes local and regional media outlets, including radio, television, and newspapers for press releases and information updates.

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm and outdoor warning siren) if there is an immediate threat to the health or safety of students or employees occurring on campus.

Evacuation and Relocation Procedures

The University normally does not close facilities because of brief interruptions in normal services (e.g., short-term water outages or heating/cooling). Occasionally, however, an unplanned incident may render one or more facilities unsuitable for normal habitation or use. In such a case, it may be necessary to evacuate the facility.

An evacuation may be necessary if there is a power failure, lack of water, hazardous material release, structural damage, bomb threat or other terrorist act, flood, or any other situation that makes the facility unsafe or uninhabitable. An evacuation may be initiated by the building fire alarm, by notice from a police or fire official, or by administrative decision. If the fire alarm sounds, or if a Public Safety Officer or fire official gives an evacuation notice, everyone must leave the building.

- All buildings that are designed for human occupancy are required to have evacuation plans submitted to the University Emergency Management Coordinator at kupd@ku.edu within six months of plan implementation. These plans must be updated annually by January 1st. Department and project administrators are responsible to ensure that all people in their building are aware of exit routes and the location of the building Emergency Assembly Area(s). The Building Emergency Evacuation Plan will be updated and maintained by the Building Emergency Liaison and made available to employees for review.
- Unless otherwise notified by KU Police Department or Lawrence Douglas County Fire and Medical personnel, building occupants may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- *Lawrence* – All building occupants will follow instructions issued by KU Police Department, Lawrence Douglas County Fire and Medical personnel, and the Building Emergency Liaison. *Edwards* – All building occupants will follow instructions issued by KU Police Department, Overland Police Department, and/or the Johnson County Fire and Medical personnel.
- *Lawrence* – After exiting the building, occupants are to go directly to their designated Emergency Assembly Area(s) and follow guidance provided by KU Police Department, Lawrence Douglas County Fire and Medical personnel, and the Building Emergency Liaison. The building may not be reentered until authorized KU Police Department, University Fire Marshal or Lawrence Douglas County Fire and Medical personnel give the “All Clear” instruction. *Edwards* – After exiting the building, occupants are to go directly to their designated Emergency Assembly Area(s) and follow guidance provided by KU Public Safety, Overland Park Police Department, and/or Johnson County Fire and Medical personnel. The building may not be reentered until authorized KU Police Department, University Fire Marshal and/or Johnson County Fire and Medical personnel give the “All Clear” instruction.

Per University policy, evacuation drills shall be conducted at least once annually at unexpected times and under varying conditions to simulate the unusual conditions that occur should an

evacuation be necessary. In accordance with International Fire Code, campus residential facilities are required to have two drills per semester.

Facilities Services does regular maintenance checks on building fire alarm systems, but it is not run as a drill (building occupants normally stay in place).

Testing Emergency Response

Lawrence: In conjunction with other emergency agencies, the University conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

Edwards performs a tornado drill during the Spring semester and a fire drill during the Fall semester each year. The days of the drill are rotated to serve different populations each semester. To this point, all drills have been conducted in the evenings (usually 6:30-6:45pm) to reach the highest level of participation – classes are predominantly during the evening.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify KUPD Emergency or dial 911.

1. Remain Calm
2. Do NOT use elevators, Use the stairs.
3. Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform KUPD or the responding Fire Department of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building

Shelter in Place

During certain emergency conditions, it may be safer to seek protection inside the building instead of leaving. Examples of such occasions include severe weather, tornados, hazardous materials releases, or active threats.

General Shelter in Place Procedures:

1. Immediately obey warning messages or orders to take shelter.
2. If possible, move to the lowest level of the building to an interior room.
3. Move away from doors and windows.

4. **Active threat emergencies:** lock and barricade the door. Turn off lights and silence phones or other noise making devices.
5. **Severe weather emergencies:** put as many walls between you and the outdoors as possible. Use a blanket or furniture to provide extra protection against debris.
6. **Hazardous materials emergencies:** seal all doors, windows, and vents with tape, plastic, or rags. Turn off ventilation systems.

Evacuation/Rescue Plan for Persons with Disabilities

The University prohibits discrimination in its programs and activities, in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, 1990. University procedures require everyone, including people with disabilities or other conditions, to evacuate the facility when the fire alarm is activated or when otherwise instructed to do so. The University is committed to assisting with the development of personal action plans and training its employees to identify and assist people who may need assistance in an emergency. The University also recognizes that not everyone with a disability needs assistance.

People needing assistance in an emergency, including those with disabilities, should develop a [personal action plan](#). The plan will include identification of their evacuation methods, identification of at least two individuals who are willing to serve as evacuation assistants in the event of an evacuation, if necessary, and any additional steps to assist with evacuation. KU students with disabilities can receive assistance in completing their personal action plan with their assigned Access Specialist at the Student Access Center.

Individuals remain responsible for their own evacuation. In addition, if an individual needs assistance evacuating, it is the individual's responsibility to identify evacuation assistants and request the assistance, in advance if possible, of those individuals.

The Department of Student Housing will assist students with disabilities and other conditions in developing a plan for evacuating their housing residence. University employees with disabilities and other conditions should work with their supervisor and the relevant Building Emergency Liaison(s) in developing personal action plans. The ADA Resource Center for Equity and Accessibility will serve as a resource for University students and employees, including supervisors and the Building Emergency Liaison(s) in the development of personal action plans.

Crime Statistics

Crime statistics are a specific list of offenses identified by the Clery Act known as Clery Act Crimes which were reported to have occurred within certain geography the University of Kansas owns or controls.

Note: Statistics are based on reports of alleged criminal offenses and are counted regardless of whether or not the crime has been investigated, or whether a finding of guilt or responsibility has been made. Statistics are based on the date the Clery Act Crime was reported, not the date it allegedly occurred.

Clery Act Crimes are grouped into four categories:

Criminal Offenses: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Rape, Fondling, Statutory Rape, Incest, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson.

Hate Crimes: Includes any of the Criminal Offenses and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias

VAWA Offenses: Offenses in this category were added to the Clery reportable crimes list from another federal act titled the Violence Against Women Act (VAWA). Those offenses include: Domestic Violence, Dating Violence, and Stalking. Sexual Assault is also a VAWA Offense but is already included in the Criminal Offenses category.

Arrests and Referrals for Disciplinary Action: Includes arrests and referrals for Weapon, Drug, and Alcohol Law violations.

Geography locations:

On-Campus Property: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

On-Campus Residential Housing: A subset of On-Campus Property location. Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Non-Campus Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Lawrence – Criminal Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Residential Housing	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	28	28	2	0
	2021	11	11	8	0
	2020	12	12	1	0
Fondling	2022	7	7	1	0
	2021	5	5	2	0
	2020	11	3	0	0
Statutory Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	1	0	0	0
	2021	1	0	0	0
	2020	0	0	0	0
Aggravated Assault	2022	3	1	1	0
	2021	7	5	1	1
	2020	1	0	1	3
Burglary	2022	8	3	3	0
	2021	12	4	7	0
	2020	5	2	5	0
Motor Vehicle Theft	2022	12	0	3	0
	2021	15	0	0	0
	2020	9	0	1	9
Arson	2022	0	0	0	0
	2021	1	1	0	0
	2020	0	0	0	0

Note: In the years 2021 and 2022 there were no crimes determined as Unfounded by law enforcement. In 2020 there was one unfounded crime.

Lawrence – VAWA Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Residential Housing	Non-Campus Property	Public Property
Domestic Violence	2022	7	6	0	1
	2021	6	5	1	0
	2020	2	0	1	0
Dating Violence	2022	23	22	1	0
	2021	2	1	0	0
	2020	6	3	2	0
Stalking	2022	23	11	0	0
	2021	12	8	0	0
	2020	14	4	0	0

Lawrence – Arrests and Referrals for Disciplinary Action

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Residential Housing	Non-Campus Property	Public Property
Weapon Law Violation Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Weapon Law Violation Referrals	2022	0	0	0	0
	2021	1	1	0	0
	2020	7	7	0	0
Drug Law Violation Arrests	2022	13	5	0	0
	2021	18	12	1	1
	2020	15	7	0	0
Drug Law Violation Referrals	2022	97	97	0	0
	2021	92	91	0	0
	2020	31	27	0	0
Liquor Law Violation Arrests	2022	18	0	0	1
	2021	9	2	0	0
	2020	25	0	0	0
Liquor Law Violation Referrals	2022	276	265	0	0
	2021	441	434	1	0
	2020	381	365	0	0

Lawrence – Hate Crimes

The following information pertains to the number of each type of primary crime (above) that was determined to be a hate crime, as well as larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that were determined to be hate crimes.

- In 2022 there was a total of 1 hate crime: 1 Fondling report with religion bias in On-Campus Residential location.
- In 2021 there was a total of five hate crimes on campus property: 1 larceny report with gender identity bias and 4 vandalism reports: 2 with sexual orientation bias, 1 with gender identity bias, and 1 with both gender identity and race bias.
- In 2020 there was a total of one hate crime for vandalism of property On Campus with sexual orientation as the bias.

Edwards – Criminal Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Residential Housing	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Manslaughter by Negligence	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Rape	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Fondling	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Statutory Rape	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Incest	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Robbery	2022	0	N/A	0	0
	2021	0	N/A	3	0
	2020	0	N/A	0	0
Aggravated Assault	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Burglary	2022	0	N/A	0	0
	2021	0	N/A	5	0
	2020	0	N/A	0	0
Motor Vehicle Theft	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Arson	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0

Note: In the years 2020, 2021, and 2022 there were no crimes determined as unfounded by law enforcement and no reported hate crimes. The Edwards campus does not have on-campus residential housing.

Edwards – VAWA Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Residential Housing	Non-Campus Property	Public Property
Domestic Violence	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Dating Violence	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Stalking	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0

Edwards – Arrests and Referrals for Disciplinary Action

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Residential Housing	Non-Campus Property	Public Property
Weapon Law Violation Arrests	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Weapon Law Violation Referrals	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Drug Law Violation Arrests	2022	1	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Drug Law Violation Referrals	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Liquor Law Violation Arrests	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0
Liquor Law Violation Referrals	2022	0	N/A	0	0
	2021	0	N/A	0	0
	2020	0	N/A	0	0

Fire Safety Report

January 2022 through December 2022

This report complies with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." Institutions with "on-campus student housing facilities" must annually publish a Fire Safety Report, and the report must be published by October 1 each year. The Fire Safety Report must include certain statements regarding policies, procedures, and programming related to the housing facilities and statistics for fires that occurred in those facilities.

This report is for the Lawrence campus. The Edwards campus does not have on-campus student housing facilities.

Policy Information

The KU Student Housing Handbook prohibits the following in campus residences:

- smoking and e-cigarettes
- fireworks and explosive materials
- extension cords and multiple socket plugs
- halogen lamps
- space heaters
- hoverboards
- gasoline-operated machines
- tampering with fire safety equipment
- open flames, candles (with or without wicks) and incense
 - Possession is prohibited unless necessary for religious or cultural practices, please meet with the staff in your building to discuss an exception.

Kitchen appliances are permitted in apartment kitchens only (toasters, toaster ovens, contact grills, and rice steamers).

See <http://housing.ku.edu/handbook/>.

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. This training is conducted in collaboration with the KU Police Department and includes training on detecting the smell of burning marijuana and the identification of drug paraphernalia.

Fire Alarm Procedures

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:

- KUPD 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.

Procedures Students and Employees Should Follow in Case of a Fire

Remember:

- Fire is FAST.
- Smoke from a fire is a major threat. Even without flames/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 must follow 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/KUPD 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.

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/KUPD can cancel further fire equipment/personnel.

Residence Hall and Apartment Evacuation Procedures

Desk Assistant

- Upon the fire alarm sounding, the Desk Assistant will notify the following that a fire alarm has sounded:
 - KU Police Department at 911
 - 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.

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 KU Police Department at 911 and Senior Staff On-Duty.

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

- Verify that KUPD 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 LDCFM/KUPD arrive, introduce yourself and your role.
- Once an all clear has been given by LDCFM/KUPD, 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.

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.

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

- Verify that KUPD 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/KUPD arrive, introduce yourself and your role.
- Once an all clear has been given by LDCFM/KUPD, 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.

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 them to obstacles along the way

Assisting Deaf/Hearing Impaired:

- Turn 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

After the fact, information about extinguished fires should be reported to the residence life staff-on-duty, the complex director, the Student Housing office **785-864-4560**, and/or the KU Police Department **785-864-5900**. When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

Fire/Emergency Evacuation Checklist

CALL	Verify that KU Police Department (911) 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 IDENTIFY	Wait for Lawrence Douglas County Fire/Medical and KUPD to arrive on scene. Identify yourself and your role to LDCFM and KUPD upon arrival.
TELL	Tell LDCFM and KUPD 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/KUPD, reset the fire alarm system. <i>If you are unable to reset the fire alarm system, contact Facilities Services at 785-864-4770 for 24 hour assistance.</i>
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 KUPD Case Number.
LOG	Fill out fire alarm log attached to fire panel.
DEBRIEF NOTIFY	Facilitate debriefing for all residence hall staff involved in evacuation. 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.

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.

Fire Evacuation Relocation Areas

In case of fire, residents are to move quickly and safely to the nearest exit and proceed to the designated relocation area described below.

Building	Relocation Area
Battenfeld Hall	East of Alumni Place across from building or North of 14th Street; In case of inclement weather: Crawford Community Center or Stephenson Scholarship Hall
Corbin Hall	East of Circle Drive across from building (Parking Lot 111) or East of Ohio Street; In case of inclement weather: GSP Hall Living Room or M. Amini or K.K. Amini Scholarship Halls
Crawford Community Center	South of 14th Street across from building or West of Louisiana Street across from building; In case of inclement weather: M. Amini or K.K. Amini Scholarship Halls
Douthart Hall	East of Louisiana Street across from building or South of 14th Street across from building; In case of inclement weather: Crawford Community Center or M. Amini Scholarship Hall
Downs Hall	North of 18th Street across from building (Parking Lot 112 or 127) or east of building toward Naismith Drive; In case of inclement weather: Naismith Hall Lobby/Lounge or Ambler Student Recreation Fitness Center

Ellsworth Hall	West of Engel Road across from building or East Hashinger Hall lawn; In case of inclement weather: Hashinger Hall Theater
Grace Pearson Hall	East of Louisiana Street across from building or South of 14th Street; In case of inclement weather: Crawford Community Center or Stephenson Scholarship Hall
GSP Hall	South of Circle Drive across from building (Parking Lot 111); In case of inclement weather: Corbin Hall Living Room or M. Amini or K.K. Amini Scholarship Halls
Hashinger Hall	West of Engel Road across from building or North Lewis Hall lawn; In case of inclement weather: Ellsworth Hall Living Room
Jayhawker Tower A	Lot 72 on the north side of Wagnon.
Jayhawker Tower B	Lot 72 on the north side of Wagnon.
Jayhawker Tower C	Lot 72 on the north side of Wagnon.
Jayhawker Tower D	Lot 72 on the north side of Wagnon.
KK Amini Hall	West of Louisiana Street across from building or South of 14th Street; In case of inclement weather: Crawford Community Center or Grace Pearson Scholarship Hall
Krehbiel Hall	East of Ohio Street across from building or North of 13th Street across from building; In case of inclement weather: K. K. Amini Scholarship Hall or Crawford Community Center
Lewis Hall	West of Engel Road across from building (Parking Lot 102) or East of Irving Hill Road; In case of inclement weather: Hashinger Hall Theater or Templin Hall ARC/Classroom
Margaret Amini Hall	West of Louisiana Street across from building or North of 13th Street; In case of inclement weather: Crawford Community Center or Rieger Scholarship Hall
McCarthy Hall Hall	South of 18th Street across from building (near Downs Hall) or West of building toward Lot 112; In case of inclement weather: Downs Hall Lobby/Lounge or Ambler Student Recreation Fitness Center
Miller Hall	West of Lilac Lane across from building or West Sellards lawn; In case of inclement weather: Watkins Scholarship Hall or Sellards Scholarship Hall
Oswald Hall	West side of the building across Engel Road or across the east side of the building in the Hashinger Loading dock parking lot.

Pearson Hall	West of Alumni Place across from building or South of building across from lane; In case of inclement weather: Crawford Community Center or Battenfeld Scholarship Hall
Rieger Hall	East of Ohio Street across from building or South of 14th Street; In case of inclement weather: M. Amini Scholarship Hall or Crawford Community Center
Self Hall	West side of the building across Engel Road or across the east side of the building in the Hashinger Loading dock parking lot.
Sellards Hall	North of Alumni Place across from building or South of 15th Street; In case of inclement weather: Miller Scholarship Hall or Watkins Scholarship Hall
Stephenson Hall	West of Alumni Place across from building or North of 14th Street near Crawford Community Center; In case of inclement weather: Crawford Community Center or Battenfeld Scholarship Hall
Stouffer Place North	Lot 114 to the west of building or Lot 130 across 18 th Street to the north of the building.
Stouffer Place South	Lot 114 to the west of the building or Lot 116 across Ousdahl Rd to the east of the building.
Sunflower Apartments Building A	Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.
Sunflower Apartments Building B	Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.

<p>Sunflower Apartments Building C</p>	<p>Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.</p>
<p>Sunflower Apartments Building D</p>	<p>Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.</p>
<p>Sunflower Apartments Building E</p>	<p>Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.</p>

<p>Sunflower Apartments Building F</p>	<p>Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.</p>
<p>Sunflower Apartments Building G</p>	<p>Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.</p>
<p>Sunflower Apartments Building H</p>	<p>Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.</p>

<p>Sunflower Apartments Building I</p>	<p>Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.</p>
<p>Sunflower Apartments Building J</p>	<p>Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.</p>
<p>Sunflower Apartments Building K</p>	<p>Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.</p>

<p>Sunflower Apartments Building L</p>	<p>Each duplex unit in Sunflower apartments operates as an independent residence. Should a localized smoke alarm activate/sound inside a unit, residents should exit the duplex through the nearest exit. Resident should call 911 to report the alarm and to update the dispatcher with as much information as known regarding the cause of the alarm, including whether response from the fire department is needed. Once the smoke detector stops sounding, if no visible flames or on-going smoke are present, residents may re-enter their duplex. For concerns or issues regarding the smoke detector inside an individual unit, the resident should contact KU Student Housing for assistance.</p>
<p>Templin Hall</p>	<p>East of Engel Road across from Parking Lot 101 or West of building in Parking Lot 400; In case of inclement weather: Lewis Hall Lobby or Hashinger Hall Theater</p>
<p>Watkins Hall</p>	<p>West of Lilac Lane across from building or West Battenfeld lawn; In case of inclement weather: Sellards Scholarship Hall or Crawford Community Center</p>

Fire Safety Systems in KU Student Housing

All facilities operated by KU Student Housing have sprinklers. All 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 Police Department.

Building Name and Address	Fire Alarm Monitoring	Smoke Detectors	Heat Detectors	Sprinklers	Strobes	Audible Alarm Speakers	Number of Fire Drills Each Calendar Year
Battenfeld Hall 1425 Alumni Place	X	X	X	X	X	X	4
Corbin Hall 420 W. 11 th St.	X	X	X	X	X	X	4
Daisy Hill Commons 1620 Engle Rd.	X	X	X	X	X	X	
Douthart Hall 1345 Louisiana St.	X	X	X	X	X	X	4
Downs Hall 1517 W. 18 th St.	X	X	X	X	X	X	4
Ellsworth Hall 1734 Engel Rd.	X	X	X	X	X	X	4
Grace Pearson Hall 1335 Louisiana St.	X	X	X	X	X	X	4
GSP Hall 500 W. 11 th St.	X	X	X	X	X	X	4
Hashinger Hall 1632 Engel Rd.	X	X	X	X	X	X	4
Jayhawker Towers A 1603 W. 15 th St.	X	X	X	X	X	X	4
Jayhawker Towers B 1603 W. 15 th St.	X	X	X	X	X	X	2
Jayhawker Towers C 1603 W. 15 th St.	X	X	X	X	X	X	2
Jayhawker Towers D 1603 W. 15 th St.	X	X	X	X	X	X	4

K.K. Amini Hall 1318 Louisiana St.	x	x	x	x	x	x	4
Krehbiel Hall 1301 Ohio St.	x	x	x	x	x	x	4
Lewis Hall 1530 Engel Rd.	x	x	x	x	x	x	4
Margaret Amini Hall 1312 Louisiana St.	x	x	x	x	x	x	4
McCarthy Hall 1741 Naismith Dr.	x	x	x	x	x	x	4
Miller Hall 1518 Lilac Lane	x	x	x	x	x	x	4
Oswald Hall 1620 Engel Rd.	x	x	x	x	x	x	4
Pearson Hall 1426 Alumni Place	x	x	x	x	x	x	4
Rieger Hall 1323 Ohio St.	x	x	x	x	x	x	4
Self Hall 1620 Engel Rd.	x	x	x	x	x	x	4
Sellards Hall 1443 Alumni Place	x	x	x	x	x	x	4
Stephenson Hall 1404 Alumni Place	x	x	x	x	x	x	4
Stouffer Place North 1835 Ousdahl Rd.	x	x	x	x	x	x	4
Stouffer Place South 1835 Ousdahl Rd.	x	x	x	x	x	x	4
Sunflower Apartments A 1021 Missouri St.		x					
Sunflower Apartments B 1021 Missouri St.		x					
Sunflower Apartments C 1021 Missouri St.		x					
Sunflower Apartments D 1021 Missouri St.		x					

Sunflower Apartments E 1021 Missouri St.		x					
Sunflower Apartments F 1021 Missouri St.		x					
Sunflower Apartments G 1021 Missouri St.		x					
Sunflower Apartments H 1021 Missouri St.		x					
Sunflower Apartments I 1021 Missouri St.		x					
Sunflower Apartments J 1021 Missouri St.		x					
Sunflower Apartments K 1021 Missouri St.		x					
Sunflower Apartments L 1021 Missouri St.		x					
Templin Hall 1515 Engel Rd.	x	x	x	x	x	x	2
Watkins 1506 Lilac Lane	x	x	x	x	x	x	4

The University periodically reviews its fire safety protections and procedures. At this time, it has no plans for future improvements.

Fire Statistics 2022

Residential Facility	Total Fires in Each Facility	Fire #	Cause & Category of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Battenfeld Hall 1425 Alumni Place	0	0	N/A	N/A	N/A	N/A
Corbin Hall 420 W. 11 th St.	0	0	N/A	N/A	N/A	N/A
Daisy Hill Commons 1620 Engle Rd.	0	0	N/A	N/A	N/A	N/A
Douthart Hall 1345 Louisiana St.	0	0	N/A	N/A	N/A	N/A
Downs Hall 1517 W. 18 th St.	0	0	N/A	N/A	N/A	N/A
Ellsworth Hall 1734 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Grace Pearson Hall 1335 Louisiana St.	0	0	N/A	N/A	N/A	N/A
GSP Hall 500 W. 11 th St.	0	0	N/A	N/A	N/A	N/A
Hashinger Hall 1632 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Jayhawker Towers A 1603 W. 15 th St.	0	0	N/A	N/A	N/A	N/A
Jayhawker Towers B 1603 W. 15 th St.	0	0	N/A	N/A	N/A	N/A
Jayhawker Towers C 1603 W. 15 th St.	0	0	N/A	N/A	N/A	N/A
Jayhawker Towers D 1603 W. 15 th St.	0	0	N/A	N/A	N/A	N/A
K.K. Amini Hall 1318 Louisiana St.	0	0	N/A	N/A	N/A	N/A
Krehbiel Hall 1301 Ohio St.	0	0	N/A	N/A	N/A	N/A
Lewis Hall 1530 Engel Rd.	0	0	N/A	N/A	N/A	N/A

Margaret Amini Hall 1312 Louisiana St.	0	0	N/A	N/A	N/A	N/A
McCarthy Hall 1741 Naismith Dr.	0	0	N/A	N/A	N/A	N/A
Miller Hall 1518 Lilac Lane	0	0	N/A	N/A	N/A	N/A
Oswald Hall 1620 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Pearson Hall 1426 Alumni Place	0	0	N/A	N/A	N/A	N/A
Rieger Hall 1323 Ohio St.	0	0	N/A	N/A	N/A	N/A
Self Hall 1620 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Sellards Hall 1443 Alumni Place	0	0	N/A	N/A	N/A	N/A
Stephenson Hall 1404 Alumni Place	0	0	N/A	N/A	N/A	N/A
Stouffer Place North 1835 Ousdahl Rd.	1	1	Unintentional – Fire inside oven	0	0	\$0
Stouffer Place South 1835 Ousdahl Rd.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments A 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments B 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments C 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments D 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments E 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments F 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments G 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments H 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments I 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments J 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A

Sunflower Apartments K 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments L 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Templin Hall 1515 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Watkins 1506 Lilac Lane	0	0	N/A	N/A	N/A	N/A

Fire Statistics 2021

Residential Facility	Total Fires in Each Facility	Fire #	Cause & Category of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Battenfeld Hall 1425 Alumni Place	0	0	N/A	N/A	N/A	N/A
Corbin Hall 420 W. 11 th St.	0	0	N/A	N/A	N/A	N/A
Daisy Hill Commons 1620 Engle Rd.	0	0	N/A	N/A	N/A	N/A
Douthart Hall 1345 Louisiana St.	0	0	N/A	N/A	N/A	N/A
Downs Hall 1517 W. 18 th St.	0	0	N/A	N/A	N/A	N/A
Ellsworth Hall 1734 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Grace Pearson Hall 1335 Louisiana St.	0	0	N/A	N/A	N/A	N/A
GSP Hall 500 W. 11 th St.	0	0	N/A	N/A	N/A	N/A
Hashinger Hall 1632 Engel Rd.	1	1	Unintentional fire - Pillowcase touching a candle.	N/A	N/A	\$0-\$99
Jayhawker Towers A 1603 W. 15 th St.	1	1	Intentional fire - Lighting fire to paper in room.	N/A	N/A	\$0-\$99

Jayhawker Towers B 1603 W. 15 th St.	1	1	Unintentional fire - Clothes in dryer.	N/A	N/A	\$0-\$99
Jayhawker Towers C 1603 W. 15 th St.	1	1	Unintentional fire - Grease/Cooking.	N/A	N/A	\$0-\$99
Jayhawker Towers D 1603 W. 15 th St.	0	0	N/A	N/A	N/A	N/A
K.K. Amini Hall 1318 Louisiana St.	0	0	N/A	N/A	N/A	N/A
Krehbiel Hall 1301 Ohio St.	0	0	N/A	N/A	N/A	N/A
Lewis Hall 1530 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Margaret Amini Hall 1312 Louisiana St.	0	0	N/A	N/A	N/A	N/A
McCarthy Hall 1741 Naismith Dr.	0	0	N/A	N/A	N/A	N/A
Miller Hall 1518 Lilac Lane	0	0	N/A	N/A	N/A	N/A
Naismith Hall 1800 Naismith Dr.	0	0	N/A	N/A	N/A	N/A
Oswald Hall 1620 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Pearson Hall 1426 Alumni Place	0	0	N/A	N/A	N/A	N/A
Rieger Hall 1323 Ohio St.	0	0	N/A	N/A	N/A	N/A
Self Hall 1620 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Sellards Hall 1443 Alumni Place	0	0	N/A	N/A	N/A	N/A
Stephenson Hall 1404 Alumni Place	0	0	N/A	N/A	N/A	N/A
Stouffer Place North 1835 Ousdahl Rd.	1	1	Unintentional fire - Grease/Cooking.	N/A	N/A	\$43,313
Stouffer Place South 1835 Ousdahl Rd.	0	0	N/A	N/A	N/A	N/A

Sunflower Apartments A 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments B 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments C 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments D 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments E 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments F 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments G 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments H 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments I 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments J 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments K 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments L 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Templin Hall 1515 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Watkins 1506 Lilac Lane	0	0	N/A	N/A	N/A	N/A

Fire Statistics 2020

Residential Facility	Total Fires in Each Facility	Fire #	Cause & Category of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Battenfeld Hall 1425 Alumni Place	0	0	N/A	N/A	N/A	N/A
Corbin Hall 420 W. 11 th St.	0	0	N/A	N/A	N/A	N/A

Daisy Hill Commons 1620 Engle Rd.	0	0	N/A	N/A	N/A	N/A
Dennis Rieger 1323 Ohio St.	0	0	N/A	N/A	N/A	N/A
Douthart Hall 1345 Louisiana St.	0	0	N/A	N/A	N/A	N/A
Downs Hall 1517 W. 18 th St.	0	0	N/A	N/A	N/A	N/A
Ellsworth Hall 1734 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Grace Pearson Hall 1335 Louisiana St.	0	0	N/A	N/A	N/A	N/A
GSP Hall 500 W. 11 th St.	1	1	Unintentional fire - Food placed in trashcans with clothing items.	N/A	N/A	\$0-\$99
Hashinger Hall 1632 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Jayhawker Towers A 1603 W. 15 th St.	0	0	N/A	N/A	N/A	N/A
Jayhawker Towers B 1603 W. 15 th St.	0	0	N/A	N/A	N/A	N/A
Jayhawker Towers C 1603 W. 15 th St.	0	0	N/A	N/A	N/A	N/A
Jayhawker Towers D 1603 W. 15 th St.	0	0	N/A	N/A	N/A	N/A
K.K. Amini Hall 1318 Louisiana St.	0	0	N/A	N/A	N/A	N/A
Krehbiel Hall 1301 Ohio St.	0	0	N/A	N/A	N/A	N/A
Lewis Hall 1530 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Margaret Amini Hall 1312 Louisiana St.	0	0	N/A	N/A	N/A	N/A
McCarthy Hall 1741 Naismith Dr.	0	0	N/A	N/A	N/A	N/A
Miller Hall 1518 Lilac Lane	0	0	N/A	N/A	N/A	N/A
Naismith Hall 1800 Naismith Dr.	0	0	N/A	N/A	N/A	N/A

Oswald Hall 1620 Engel Rd.	1	1	Unintentional fire - Candle/Open Flame.	N/A	N/A	\$0-\$99
Pearson Hall 1426 Alumni Place	0	0	N/A	N/A	N/A	N/A
Self Hall 1620 Engel Rd.	0	0	N/A	N/A	N/A	N/A
Sellards Hall 1443 Alumni Place	0	0	N/A	N/A	N/A	N/A
Stephenson Hall 1404 Alumni Place	0	0	N/A	N/A	N/A	N/A
Stouffer Place North 1835 Ousdahl Rd.	0	0	N/A	N/A	N/A	N/A
Stouffer Place South 1835 Ousdahl Rd.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments A 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments B 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments C 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments D 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments E 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments F 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments G 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments H 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments I 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments J 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments K 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Sunflower Apartments L 1021 Missouri St.	0	0	N/A	N/A	N/A	N/A
Templin Hall 1515 Engel Rd.	0	0	N/A	N/A	N/A	N/A

Watkins 1506 Lilac Lane	0	0	N/A	N/A	N/A	N/A
-----------------------------------	---	---	-----	-----	-----	-----

