

2026 ANNUAL SAFETY AND SECURITY

Campus Safety and Security Report

Published 2026 | Crime statistics for calendar years 2023–2025



Manhattan Area Technical College

CONTENTS

NOTICE OF NON-DISCRIMINATION	2
Preparation of the annual report.....	2
Reporting crimes and emergencies	2
Confidential reporting	3
Facility security and access.....	3
Main campus	3
Other Manhattan Tech facilities	4
Campus Security	4
Security awareness programs for students and employees	4
SafeDefend active shooter system.....	5
Crime prevention tips.....	5
Alcohol and other drugs.....	5
Risks of alcohol and other drug use	6
Legal consequences	6
Physical consequences	6
Help for alcohol and other drug use	7
Sexual harassment and violence	7
Response suggestions for victims	8
Victim assistance in Manhattan, KS	9
National telephone hotlines and help webpages.....	9
Relationship safety tips	10
Sex offender registry.....	10
Timely warnings	10
Weapons on campus	11
Emergency response and evacuation procedures.....	11
GENERAL INSTRUCTIONS	11
LOCKDOWN	12
EVACUATE	12
SHELTER IN PLACE	13
ACTIVE SHOOTER RESPONSE	13
Crime data.....	14
Hazing	18
Appendices.....	18
Glossary.....	18

Alcohol and other drug statutes	20
Alcohol laws	20
Illicit drug use laws	22

NOTICE OF NON-DISCRIMINATION

The Manhattan Tech Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; Title IX; and all requirements imposed by or pursuant to regulations of the U.S. Departments of Health and Human Services and Education. It is the policy of the Board of Directors that no person in the United States, on the basis of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status, shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of, or employment with, Manhattan Tech. Specific complaints of alleged discrimination should be referred to the Title IX/Section 504/ADA Coordinator or the Human Resources Director at 3136 Dickens Ave., Manhattan, KS 66503, or 785-587-2800.

PREPARATION OF THE ANNUAL REPORT

The Manhattan Tech Annual Safety and Security Report is prepared in compliance with the Jeanne Clery Campus Safety Act, commonly referred to as the Clery Act. The Chief Information Security Officer (CISO) is responsible for coordinating preparation and distribution of this report. Information about crimes, arrests, disciplinary referrals, and other reportable incidents is gathered from the Riley County Police Department, designated Campus Security Authorities, and other appropriate College officials. Data is gathered for Clery-reportable geography, including campus property, noncampus property, and public property immediately adjacent to and accessible from campus. This report provides crime data for the previous three calendar years and includes policy statements related to campus safety and security, including crime reporting, emergency response, alcohol and other drugs, sexual assault, dating violence, domestic violence, stalking, hazing, and personal safety.

Every member of the College community annually receives an email that describes the report and provides its web address. Questions about this report or requests for the report in other formats may be directed to the Chief Information Security Officer.

REPORTING CRIMES AND EMERGENCIES

Manhattan Tech strongly encourages students, employees, and guests to promptly report criminal incidents, accidents, and other emergencies to the Riley County Police Department by calling 911. Nonemergency reports of criminal actions should be reported to the Riley County Police Department at 785-537-2112. The Senior Administrative Team should also be informed of any crimes or violations of College policy. In the case of a potential student violation, reports should be made to the Vice President of Operations for review, potential action, or inclusion in the security report.

Manhattan Tech recognizes the need to track crimes and address violations at noncampus facilities that may affect faculty, staff, students, and guests. All crimes occurring at Manhattan Tech facilities must be reported to local law enforcement and College administration.

Campus Security Authorities include campus security personnel, officials with significant responsibility for student and campus activities, and any individual or office identified by the College as a place where students and employees should report criminal offenses. Campus Security Authorities are expected to promptly forward reports of Clery-reportable crimes and other relevant safety concerns to the Vice President of Operations, Chief Information Security Officer, Dean of Student Services, or another appropriate member of the Senior Administrative Team so the College can evaluate reporting obligations, timely-warning needs, and appropriate response measures.

The College maintains records of reported criminal incidents for Clery compliance purposes. To the extent Manhattan Tech maintains a campus security function that receives reports of criminal incidents, the College will maintain a daily crime log in accordance with Clery Act requirements, make the log available for public inspection during normal business hours, and update entries within two business days unless temporary withholding is permitted to protect an investigation, victim, or public safety.

Manhattan Tech does not operate student organizations off campus and does not have college-owned or controlled off-campus student housing. The College evaluates institution-owned or controlled locations used in direct support of educational purposes to determine whether they fall within Clery-reportable noncampus geography.

CONFIDENTIAL REPORTING

Manhattan Tech does not have a policy that allows victims or witnesses to report crimes confidentially directly to the College for inclusion in the annual security report. The College will maintain the privacy of reporting parties to the extent permitted by law and will not include personally identifying information in Clery statistical disclosures. Individuals may also make anonymous reports to the Riley County Police Department through Crime Stoppers at <http://www.rileycountypolice.org/programs-services/crime-prevention-programsservices/crime-stoppers> or by phone at 785-539-7777. Anyone who needs emergency assistance should call 911.

FACILITY SECURITY AND ACCESS

MAIN CAMPUS

The Manhattan Tech campus consists of eleven buildings totaling approximately 94,000 square feet on 15.2 acres at the corner of Wreath Avenue and Dickens Avenue in Manhattan, Kansas. The College does not provide on-campus student housing. During business hours, the College is open to students, families, employees, contractors, and visitors. Outside business hours, access to College facilities is limited to authorized keyholders or individuals admitted by Campus Security.

Manhattan Tech facilities are open to students and the public from 7 a.m. to 9 p.m. Monday through Thursday and from 7 a.m. to noon on Friday. Employees who remain after closing are expected to follow applicable security and personal-safety procedures. To request access outside normal operating hours, contact College administration.

The Head of Maintenance or a designated employee unlocks facilities, including the gate to the back parking lot. The nighttime custodial crew or Campus Security secures the facility and back gate no later

than 10 p.m. Contractors, students, and other nonemployees should be accompanied by an employee while on campus during nonbusiness hours.

Manhattan Tech employs a full-time Security Officer who provides campus security services and coordinates with the K-State and Riley County Police Departments as appropriate.

The Maintenance Department provides services for the entire Manhattan Tech campus. The Head of Maintenance oversees grounds and building maintenance, routinely monitors facilities for safety and security concerns, and provides regular updates to the Vice President of Operations, who updates the Senior Administrative Team as necessary.

Closed-circuit cameras are placed throughout the campus grounds, most parking lots, and hallways of campus facilities.

OTHER MANHATTAN TECH FACILITIES

The College's Electrical Power and Distribution training site is located outside Keats, Kansas, approximately seven miles southwest of the main campus. Riley County Police Department provides service to the location year-round.

Manhattan Tech owns property for the Wamego Center at 614 U.S. Highway 24, Wamego, Kansas. The College evaluates the site annually to determine its operational status and whether it meets the definition of Clery-reportable noncampus property.

CAMPUS SECURITY

Campus Security personnel may ask for identification and determine whether individuals have lawful business at the College. Campus Security personnel do not have arrest authority. Criminal incidents are referred to local law enforcement, which has jurisdiction on campus. When an arrest may be warranted, local law enforcement will be called.

Campus Security: Evening coverage is provided Monday through Thursday when courses are in session. For emergency assistance or a vehicle escort, call **785-410-7674**.

Manhattan Tech has a strong working relationship with local law enforcement. Although there is no formal written memorandum of understanding (MOU) with local law enforcement, Riley County Police Department responds to calls and periodically patrols the campus.

SECURITY AWARENESS PROGRAMS FOR STUDENTS AND EMPLOYEES

During Convocation and Professional Development days, the Manhattan Tech administration reviews and outlines the safety and security procedures in the Crisis Management Plan with all faculty and staff. During orientations, students are presented with information on college safety and sexual violence prevention. A common theme of these crime prevention and awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Periodically, local law enforcement offers crime-prevention and safety-awareness presentations to students and employees. Information is also shared through College email, electronic displays, and RAVE emergency alerts. When necessary and safe, additional instructions may be communicated by telephone, public-address functions, or designated personnel.

Appropriate Manhattan Tech personnel participate in professional Title IX training each year to guide the institution in policies, procedures, reporting, compliance, and service to our

constituents. The Chief Information Security Officer and Dean of Student Services serve as point persons for Title IX and related issues, as well as college readiness and compliance.

SAFEDEFEND ACTIVE SHOOTER SYSTEM

Manhattan Tech maintains the SafeDefend emergency-response system to support rapid notification and response during an active-shooter or other violent situation. The system includes activation devices and audible and visual alerts located across campus. Authorized employees may activate the system, which initiates campus notification and alerts designated responders.

CRIME PREVENTION TIPS

- Avoid dark, vacant, or deserted areas; use well-lit routes.
- Avoid walking alone, especially at night. Ask a friend to go with you. Call Campus Security to accompany you around campus during evening hours.
- Always be alert and aware of your surroundings. Avoid wearing headsets that impair your ability to detect and respond to potentially dangerous situations.
- Never leave your purse, wallet, or valuables exposed; store them out of sight. Be especially careful with your debit and credit cards, which are very popular items among thieves because they are usually easy to steal and then use again.
- Computers and tablets are primary targets of theft. Consider the purchase of a locking security or tracking program or device.
- Park in well-lit areas where your vehicle is visible; avoid parking next to vans or trucks.
- Keep all items out of sight, especially valuables. Remove or place CD players/cases, etc. in the trunk.
- Service your vehicle regularly to avoid breakdowns.
- Keep your vehicle always locked.
- When leaving your car for service, remove your other keys.
- Have your key ready when you approach your car. Before getting in, check inside and under your car to make sure no one is hiding.

ALCOHOL AND OTHER DRUGS

Manhattan Tech abides by the Drug-Free Schools and Communities Act as articulated in the Education Department General Administrative Regulations Part 86. This pertains to employees and students. The policy prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or alcohol on college property or during college activities.

Students are advised not to operate a motor vehicle while physically or mentally impaired by alcohol, a controlled substance, or nonprescribed medication. If a student disregards that advice, the appropriate law enforcement agency may be notified of the possible driver impairment.

Related policy: Alcohol may be possessed or served only when expressly authorized by current College policy and applicable Kansas law. Employees and students should consult the current Manhattan Tech alcohol policy before planning or participating in an event at which alcohol may be present.

RISKS OF ALCOHOL AND OTHER DRUG USE

LEGAL CONSEQUENCES

The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. These laws are strictly enforced by the Riley County Police Department and Manhattan Tech administration. See the Appendix for a summary of state and local laws and penalties.

It is unlawful for students or employees to possess, use, or distribute illicit drugs or alcohol on Manhattan Tech's premises or as a part of any Manhattan Tech activity except for alcohol as part of specific institutionally approved events. Possession, use, misuse, exchange, sale, or being under the influence of alcohol and/or controlled substances on college grounds is illegal and expressly forbidden. Violation of the College's policy is cause for disciplinary action. Sanctions include immediate reporting to the appropriate law enforcement agencies, suspension, and/or expulsion.

PHYSICAL CONSEQUENCES

Injuries. Alcohol and drug misuse increases the risk of injury or death.

Excessive alcohol use increases the risk of injury and death from motor vehicle crashes, falls, fires, drowning, violence, suicide, alcohol poisoning, and other causes.

Health problems. Heavy drinkers have a greater risk of liver disease, heart disease, sleep disorders, depression, stroke, bleeding from the stomach, sexually transmitted infections from unsafe sex, and several types of cancer. They may also have problems managing diabetes, high blood pressure, and other conditions. Use of illicit drugs has been associated with the following health risks:

Anabolic steroids: Acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones.

Cocaine and stimulants, including methamphetamines: Increased blood pressure, blurred vision, insomnia, anxiety, irregular heartbeat, and death.

Hallucinogens: Increased body temperature, heart rate, and blood pressure; sleeplessness; and tremors.

Marijuana: Lung irritation, emphysema, increased heart rate, impaired short-term memory, and cancer.

Opiates and narcotics: Decreased heart rate, nausea, cold or moist skin, bluish skin color, and slowed breathing.

Sedatives: Slowed body function, drowsiness, convulsions, and coma.

Birth defects. Drinking and drug abuse during pregnancy can cause brain and nerve damage and other serious problems in the baby. Because it is not yet known whether any amount of alcohol is safe for a developing baby, women who are pregnant or may become pregnant should not drink.

Substance use disorders. Alcohol and other drug use disorders are medical conditions that can be diagnosed and treated. Current prevalence and treatment information is available from the National Institute on Alcohol Abuse and Alcoholism and the Substance Abuse and Mental Health Services Administration.

Adapted from the National Institutes of Health, U.S. Department of Health and Human Services

HELP FOR ALCOHOL AND OTHER DRUG USE

Manhattan Tech encourages students and employees to consult with local agencies that provide services related to alcohol and other drug use and abuse, such as educational programs and counseling services.

Employees of Manhattan Tech may want to consult the Blue Cross Blue Shield of Kansas website for more information, including an online screening assessment.

<http://bcbsks.com/BeHealthy/DiseaseMgmt/BehavioralHealth/index.htm>

Pawnee Mental Health

Pawnee's Prevention, Treatment and Recovery Services program treats alcohol and drug addiction as primary diseases in which a holistic treatment approach must be used. An individual's mental state, physical condition, social environment, emotional and spiritual life are all considered when treating addiction.

1558 Hayes Drive

Manhattan, KS 66502

Phone: 785-587-4302 (nonemergency)

Hotline: 800-609-2002

www.pawnee.org

SAMHSA's National Helpline

SAMHSA's National Helpline is a free, confidential treatment-referral and information service available 24 hours a day, 365 days a year in English and Spanish for individuals and families facing mental health or substance use disorders.

Toll-free: 1-800-662-HELP (4357)

Call 1-800-662-HELP (4357), use TTY 1-800-487-4889, visit FindTreatment.gov, or text your five-digit ZIP code to 435748 (HELP4U) for treatment-referral assistance.

National Institute on Alcohol Abuse and Alcoholism

The NIAAA is one of the 27 institutes and centers that comprise the National Institutes of Health (NIH). NIAAA supports and conducts research on the impact of alcohol use on human health and well-being. It is the largest funder of alcohol research in the world.

One of their excellent publications, *Rethinking Drinking*, outlines risks, helps the reader identify problematic behaviors, and provides guidance to treatment options. It is available at: http://pubs.niaaa.nih.gov/publications/RethinkingDrinking/Rethinking_Drinking.pdf

SEXUAL HARASSMENT AND VIOLENCE

Manhattan Tech believes that all students and employees have the right to learn and work in an environment free from discrimination, harassment, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation. Sexual harassment, including sexual violence, is a form of discrimination and is strictly prohibited by Manhattan Tech policy and federal law. Any student or employee who believes they have experienced or observed discrimination, harassment, sexual violence, dating violence, domestic violence, stalking, or retaliation should report the concern to a College administrator, Student Services, Human Resources, the Title IX/Section 504/ADA Coordinator, or another appropriate College official. Manhattan Tech educates students about sexual harassment and violence through mandatory orientation sessions, email communications, and campus notices throughout the year.

Information is also included in the Manhattan Tech Student Handbook on the College website. Educational materials on date-rape prevention, risk reduction, and the College's response are available through Student Services.

If you experience sexual violence on campus, first go to a place of safety and obtain any necessary medical treatment. Manhattan Tech and the Riley County Police Department encourage prompt reporting because time can be important for preserving evidence; however, a reporting party may choose to contact law enforcement, use the College's administrative process, pursue both options, or pursue neither option, except when the College must act under law or policy to protect the campus community. For emergency assistance, call 911. Incidents may also be reported to a College administrator.

Filing a police report may:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. Ideally, a victim of sexual assault preserves all physical evidence, and should not wash, douche, use the toilet, or change clothing prior to the medical or legal exam
- Assure that the victim has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

Victims and reporting parties may choose whether to pursue a report through law enforcement, the College's administrative process, both processes, or neither process, except where the College is required by law or policy to take additional action to protect the campus community. A representative from Student Services, Human Resources, or another appropriate College office can help explain available options and supportive measures. Supportive measures may include reasonable academic, workplace, transportation, safety, or other changes when available, regardless of whether a formal complaint or law enforcement report is filed.

In proceedings involving sexual assault, dating violence, domestic violence, or stalking, Manhattan Tech will provide a prompt, fair, and impartial process conducted by officials who receive appropriate training. The reporting party and responding party will be provided substantially equal opportunities to have an advisor or support person present, to receive information about procedures, and to be notified in writing of the result of the proceeding and applicable appeal rights, if any. Sanctions and remedies may include discipline up to and including suspension, expulsion, termination, or other appropriate corrective action, depending on the circumstances and applicable policy.

Upon written request, Manhattan Tech will disclose to the alleged victim of a crime of violence or a nonforcible sex offense the results of any disciplinary hearing conducted by the College against the student alleged to have committed the crime or offense. If the victim died as a result of the crime or offense, Manhattan Tech will provide the results to the victim's next of kin upon request.

RESPONSE SUGGESTIONS FOR VICTIMS

- Find a safe environment — anywhere away from the attacker. Ask a trusted friend to stay with you for moral support.

- Know that what happened was not your fault and that now you should do what is best for you.
- Seek medical care as soon as possible.
- Even if you do not have any visible physical injuries, you may be at risk of acquiring a sexually transmitted disease (women may also be at risk for pregnancy). To find a local hospital or healthcare facility that is equipped to collect forensic evidence, contact the National Sexual Assault Hotline (800-656-HOPE). The hotline will connect you to your local crisis center, which can provide information on the nearest medical facility, and in some instances, send an advocate to accompany you through the evidence collection process.

VICTIM ASSISTANCE IN MANHATTAN, KS

Ascension Via Christi Hospital in Manhattan Emergency Department

1823 College Ave
Manhattan, KS 66502

Phone: 785-776-3322. Ask staff to alert a sexual assault nurse examiner. You can receive medical assistance and evidence collection without having to speak with police or make legal or reporting decisions. If you suspect you have been drugged, request that a urine sample be collected to preserve evidence.

Riley County Police Department

Phone: 785-537-2112
1001 South Seth Child Road
Manhattan, KS 66502-3115

The Crisis Center, Inc.

For 24-hour sexual assault advocacy, safe shelter, confidential counseling, and support:

Phone: 785-539-2785
Toll-free: 1-800-727-2785

NATIONAL TELEPHONE HOTLINES AND HELP WEBPAGES

National Sexual Assault Hotline

Hotline: 800-656-HOPE (800-656-4673)
Website: www.rainn.org/hotline
Text: HOPE to 64673

National Domestic Violence Hotline

Hotline: 800-799-SAFE (800-799-7233)
Website: www.thehotline.org
Text: START to 88788

Child Abuse Hotline

Hotline: 800-4-A-CHILD (800-422-4453)
Website: childhelphotline.org
Text: GO to 800-422-4453

CDC-INFO: HIV and STI Information

Phone: 1-800-CDC-INFO (800-232-4636)

TTY: 888-232-6348

Hours: Monday–Friday, 8 a.m.–8 p.m. ET

988 Suicide & Crisis Lifeline

Call or text: 988

Website: 988lifeline.org

RELATIONSHIP SAFETY TIPS

Manhattan Tech encourages students and employees to use practical risk-reduction strategies, including staying aware of surroundings, traveling with others when possible, planning transportation in advance, keeping phones charged, protecting drinks from tampering, respecting personal boundaries, and seeking help immediately when a situation appears unsafe. Bystanders who observe concerning behavior should take reasonable action when safe to do so, such as checking on the person affected, creating a distraction, contacting a trusted College official, calling Campus Security, or calling 911 in an emergency.

SEX OFFENDER REGISTRY

The Campus Sex Crimes Prevention Act requires institutions of higher education to advise the campus community where state-provided information about registered sex offenders may be obtained. Individuals who are required to register must comply with applicable registration requirements in each jurisdiction where they reside, are employed, or attend school.

A list of all registered sex offenders in Kansas is available from the Kansas Bureau of Investigation at <http://www.kbi.ks.gov/registeredoffender/>

TIMELY WARNINGS

Manhattan Tech issues timely warnings for Clery-reportable crimes that are reported to Campus Security Authorities or local law enforcement and that, in the judgment of the College, represent a serious or continuing threat to students, employees, or the campus community. Timely warnings may include, as appropriate, information about the nature of the crime, the location, safety recommendations, and how to report related information. Timely warnings are distinct from emergency notifications, which are issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The Senior Administrative Team determines on a case-by-case basis whether a timely warning will be issued and is responsible for approving and distributing the notice. Timely warnings may be distributed through College email and RAVE emergency alerts and may also be posted on electronic displays or the College website. Manhattan Tech has requested that the Riley County Police Department notify the College of reported crimes that may warrant a timely warning.

Timely-warning contacts: Anyone with information they believe warrants a timely warning should report the circumstances to a member of the Senior Administrative Team:

- President and CEO

- Vice President of Operations
- Vice President of Education and Engagement
- Chief Information Security Officer
- Dean of Student Services

WEAPONS ON CAMPUS

Effective July 1, 2017, the display or “open carry” of any handgun is strictly prohibited by College policy except in defense of oneself or an immediate third person. Display is defined as intentionally showing, presenting, exhibiting, or drawing a handgun from a concealed position on one’s person. Except for authorized Campus Security personnel and law enforcement officers, no handgun or firearm may be openly carried on College property or at College events. Kansas law generally permits lawful concealed carry of handguns in public college buildings unless adequate security measures are provided. Individuals who carry a concealed handgun on campus must keep it concealed and under their custody and control or secure it in a locked, privately owned or leased motor vehicle. Open display or brandishing is prohibited except when reasonably necessary for self-defense or transfer to secure storage.

Any person found to violate this policy may have their firearm seized and secured by Campus Security and/or law enforcement and will be subject to all appropriate penalties under College policy and applicable local and state laws. Please refer to Policy 5.10.3 on Manhattan Tech Online for additional information.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The College’s Emergency Response Plans and Information Manual includes information about Emergency Response Teams, Incident Command Post, triggering events, and response guidelines, including shelter-in-place and evacuation procedures. The College conducts emergency response exercises each year and tests emergency notification systems. These exercises are designed to assess and evaluate the emergency plans and capabilities of the institution. When the College confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. Manhattan Tech has requested that Riley County Police Department inform the College about situations reported to them that may warrant an emergency response at Manhattan Tech.

GENERAL INSTRUCTIONS

Receiving emergency messages: Notification will be sent through the RAVE alert system.

Sounding the alarm: Anyone may notify emergency services by calling 911 and then calling the front desk at 785-587-2800.

During an emergency, act quickly and follow established procedures to protect yourself and others from harm.

During an emergency you will be given one of three specific commands:

1. Lockdown
2. Evacuate
3. Shelter in place

Think ahead about how you would respond to the commands listed above, including how you would protect yourself and those around you. When safe, emergency instructions will be distributed through RAVE alerts and may be supplemented by telephone, public-address functions, email, or designated personnel.

LOCKDOWN

A crisis may arise when it is prudent to lock Manhattan Tech buildings while they are still occupied. The purpose of this action would be to protect students and staff by preventing entrance into building and program areas by a person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, hostage situation, or menacing persons.

Anyone witnessing a dangerous person has the authority to initiate a lockdown at any time deemed as necessary. Faculty and staff should follow the building lockdown procedures when instructed to do so or immediately in the event of an obvious imminent threat. While Manhattan Tech has no authority to prevent students from leaving the campus, all students will be asked to report to safe areas in the event of a crisis.

EVACUATE

When a building on campus must be evacuated, the evacuation must be done quickly, calmly, and without panic. Special attention should be given to those individuals requiring additional assistance to evacuate the building. Ideally, faculty and staff should inform students that the building must be evacuated and should summarize the events to follow as listed here.

- Evacuate immediately if you hear an alarm or are asked to evacuate by a college official.
- Take your personal belongings with you.
- Classrooms and offices — close, but do not lock all doors.
- Laboratories — turn off all gas cylinders, fuels, and other equipment or machines in use that may pose a hazard or source of ignition or fuel.
- Follow the evacuation route posted in your building.
- Walk quickly and calmly to the assembly point designated by your Faculty Member and alert others to do the same.
- Wait at the designated outdoor assembly point.
- Do not leave the assembly area until you have checked in with the Faculty Member. If the primary assembly point is unsafe, go to an alternate assembly point identified by a college official.
- Notify your Faculty Member if anyone is unaccounted for from your classroom or area.

After evacuating, DO NOT ENTER A BUILDING FOR ANY REASON until you are told it is safe or a college official announces an “All Clear.”

SHELTER IN PLACE

Sheltering may be necessary on campus, depending on the magnitude of an incident. College facilities may be used to shelter-in-place staff, faculty, students, and visitors, to provide shelter for displaced individuals during a campus evacuation, or to provide shelter to the community. If public officials report a major incident that makes outdoor movement unsafe, Manhattan Tech will notify building occupants in the affected area through RAVE alerts and may supplement those messages by telephone, public-address functions, email, or designated personnel.

Everyone will be asked to remain in the building for their own safety; however, no one will be held against their will. When public officials give the “all clear” to College administration, building occupants will be notified through the same emergency communication channels described below.

ACTIVE SHOOTER RESPONSE

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of faculty and staff during an active shooter situation. All students are encouraged to view the video Run, Hide, Fight found by following this link: <https://youtu.be/5VcSwejU2D0>

Evacuate (Run)

- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Hide out

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
- Lock the door
- Block the door with heavy furniture
- If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Act against the active shooter (Fight)

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions
- Call 911 if it is safe to do so. Provide as much detail as you know. Follow police instructions.

Do not expose yourself or others until notified by police that the danger has passed.
The President will make other notifications as necessary.

CRIME DATA

Crime data for this report was obtained from Riley County Police Department and designated members of the campus community, including Campus Security Authorities. Riley County Police Department confirmed that, for the 2025 calendar year, there were no incidents or reports filed within the requested Clery geography locations and time frame. No fire safety information is reported because there are no on-campus housing facilities at Manhattan Tech.

Please see the glossary for definitions of crimes and location categories.

Report	Location	2023	2024	2025
Criminal offenses				
Murder/non-negligent manslaughter	On campus	0	0	0
Murder/non-negligent manslaughter	Noncampus	0	0	0
Murder/non-negligent manslaughter	Public property	0	0	0
Negligent manslaughter	On campus	0	0	0
Negligent manslaughter	Noncampus	0	0	0

Negligent manslaughter	Public property	0	0	0
Sexual assault: Rape, Fondling	On campus	0	0	0
Sexual assault: Rape, Fondling	Noncampus	0	0	0
Sexual assault: Rape, Fondling	Public property	0	0	0
Sexual assault: Incest, Statutory Rape	On campus	0	0	0
Sexual assault: Incest, Statutory Rape	Noncampus	0	0	0
Sexual assault: Incest, Statutory Rape	Public property	0	0	0
Robbery	On campus	0	0	0
Robbery	Noncampus	0	0	0
Robbery	Public property	0	0	0
Aggravated assault	On campus	0	0	0
Aggravated assault	Noncampus	0	0	0
Aggravated assault	Public property	0	0	0
Burglary	On campus	0	0	0
Burglary	Noncampus	0	0	0
Burglary	Public property	0	0	0
Motor vehicle theft	On campus	0	0	0
Motor vehicle theft	Noncampus	0	0	0
Motor vehicle theft	Public property	0	0	0
Arson	On campus	0	0	0
Arson	Noncampus	0	0	0

Arson	Public property	0	0	0
Hazing and Violence Against Women Act offenses				
Hazing	All Clery geography categories	0	0	0
Domestic violence	All Clery geography categories	0	0	0
Dating violence	All Clery geography categories	0	0	0
Stalking	All Clery geography categories	0	0	0

The following table includes hate-crime-only offenses, arrests, and disciplinary referrals. Larceny-theft and destruction/damage/vandalism of property are shown in the table. Simple-assault and intimidation hate-crime statistics are reported separately below. Location labels use Clery geography categories: on campus, noncampus, and public property.

Offense	Location	2023	2024	2025
Hate-crime-only offenses				
Larceny-theft	On campus	0	0	0
Larceny-theft	Noncampus	0	0	0
Larceny-theft	Public property	0	0	0
Destruction/damage/vandalism of property	On campus	0	0	0
Destruction/damage/vandalism of property	Noncampus	0	0	0
Destruction/damage/vandalism of property	Public property	0	0	0
Arrests				
Weapons: Carrying, possessing, etc.	On campus	0	0	0
Weapons: Carrying, possessing, etc.	Noncampus	0	0	0
Weapons: Carrying, possessing, etc.	Public property	0	0	0

Drug abuse violations	On campus	0	0	0
Drug abuse violations	Noncampus	0	0	0
Drug abuse violations	Public property	0	0	0
Liquor law violations	On campus	0	0	0
Liquor law violations	Noncampus	0	0	0
Liquor law violations	Public property	0	0	0
Disciplinary referrals				
Weapons: Carrying, possessing, etc.	On campus	0	0	0
Weapons: Carrying, possessing, etc.	Noncampus	0	0	0
Weapons: Carrying, possessing, etc.	Public property	0	0	0
Drug abuse violations	On campus	0	0	0
Drug abuse violations	Noncampus	0	0	0
Drug abuse violations	Public property	0	0	0
Liquor law violations	On campus	0	0	0
Liquor law violations	Noncampus	0	0	0
Liquor law violations	Public property	0	0	0

Hate-crime-only offense	Location	2023	2024	2025
Simple assault	On campus	0	0	0
Simple assault	Noncampus	0	0	0

Simple assault	Public property	0	0	0
Intimidation	On campus	0	0	0
Intimidation	Noncampus	0	0	0
Intimidation	Public property	0	0	0

HAZING

In accordance with the Jeanne Clery Campus Safety Act, as amended by the Stop Campus Hazing Act, Manhattan Tech tracks and reports incidents of hazing that are reported to Campus Security Authorities or local law enforcement and meet Clery reporting criteria. Hazing statistics are included in this annual report beginning with the 2025 calendar year reporting period. For the reporting period of January 1, 2025, through December 31, 2025, there were no reported incidents of hazing within Clery-reportable geography.

Hazing in any form is strictly prohibited by College policy and Kansas state law. Students, employees, visitors, and others should report suspected hazing to the Vice President of Operations, Dean of Student Services, Chief Information Security Officer, Campus Security, or another member of the Senior Administrative Team. Reports may also be made to the Riley County Police Department when criminal conduct is suspected. Manhattan Tech reviews hazing reports through applicable student conduct, employee conduct, and safety procedures and documents reportable hazing incidents for annual reporting purposes. Prevention and awareness information is provided to the campus community through orientation, training, policy communication, and safety programming. If Manhattan Tech determines that a student organization established or recognized by the College violated the College's standards of conduct relating to hazing, the College will maintain and publish a Campus Hazing Transparency Report in a prominent location on its public website, update the report at least twice per year, and exclude personally identifiable student information.

APPENDICES

GLOSSARY

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

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

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

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

Destruction/damage/vandalism of property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Drug abuse violations: Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices used in their preparation or use. This category includes unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of controlled drugs or narcotic substances.

Hate crime: A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Applicable bias categories include race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

Intimidation: Unlawfully placing another person in reasonable fear of bodily harm through threatening words or other conduct, without displaying a weapon or subjecting the victim to an actual physical attack.

Larceny-theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but can exercise dominion or control over an item.

Liquor law violations the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Motor vehicle theft the theft or attempted theft of a motor vehicle.

Murder/non-negligent manslaughter the willful (non-negligent) killing of one human being by another.

Negligent manslaughter the killing of another person through gross negligence.

Noncampus building or property (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) any building or property within or reasonably contiguous to the area described in paragraph (1) that is owned by the institution but controlled by another person, frequently used by students, and supports institutional purposes, such as a food or retail vendor.

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

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

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

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

Sexual assault Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, fondling, incest, and statutory rape.

A. *Rape* - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

B. *Fondling* - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or temporary or permanent mental incapacity.

C. *Incest* - Non-forcible sexual intercourse between people who are related to each other within the degree wherein marriage is prohibited by law.

D. *Statutory Rape* - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Simple Assault An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Weapons: carrying, possessing, etc. The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

ALCOHOL AND OTHER DRUG STATUTES

ALCOHOL LAWS

Kansas laws concerning alcoholic liquor are included in the Liquor Control Act, the Cereal Malt Beverage Act, the Club and Drinking Establishment Act, the Nonalcoholic Malt Beverages Act, the Flavored Malt Beverages Act, the Beer and Cereal Malt Beverages Keg Registration Act, the farm winery statutes, the microbrewery statutes, and the micro distillery statutes.

State and local regulatory authority

The Division of Alcoholic Beverage Control (ABC) and the ABC Director, Kansas Department of Revenue (KDOR), have the primary responsibility for overseeing and enforcing Kansas alcoholic liquor laws. As part of its regulatory authority under the different liquor acts, ABC issues 17 different licenses and 5 different permits for the manufacture, distribution, and sale of alcoholic liquor. County and city governments also have considerable regulatory authority over alcohol in the state of Kansas.

Legal age. No person under 21 years of age shall possess, consume, obtain, purchase, or attempt to obtain or purchase alcoholic liquor (alcohol, spirits, wine, beer and every other liquid or solid containing more than 3.2% alcohol by weight) or cereal malt beverage (any fermented or undistilled liquor made from malt, but does not include any such liquor which is more than 3.2% by weight) except as authorized by law.

DUI laws in Kansas. Kansas prohibits operating or attempting to operate a vehicle with an alcohol concentration of 0.08% or higher or while alcohol, drugs, or a combination of substances renders the person incapable of safely driving. Administrative license actions, testing consequences, ignition-interlock requirements, and criminal penalties vary by test result, prior record, and other circumstances. Current requirements should be confirmed through the Kansas Department of Revenue and current Kansas statutes.

Penalty overview

A first Kansas DUI conviction is a class B nonperson misdemeanor punishable by 48 consecutive hours to six months of imprisonment, or 100 hours of public service in the court's discretion, and a fine of \$750 to \$1,000. A second conviction is a class A nonperson misdemeanor punishable by 90 days to one year of imprisonment and a fine of \$1,250 to \$1,750. Third and subsequent convictions carry enhanced penalties that depend on prior convictions and current law. Additional treatment, license, interlock, and vehicle-related requirements may apply.

DUI diversion eligibility, conditions, fees, court costs, treatment requirements, and community-service requirements are determined by the prosecuting authority and court. Current information should be obtained directly from Manhattan Municipal Court or the Riley County Attorney's Office.

Transporting an open container. Kansas prohibits transporting an open container of alcoholic beverage in a vehicle except as authorized by law. Violations can result in criminal penalties and driver's-license consequences. Because classifications and licensing consequences may change, consult current Kansas law or legal counsel for the applicable penalty.

Underage drinking and driving. Kansas applies a 0.02% alcohol-concentration threshold to drivers under age 21. License actions and ignition-interlock requirements depend on the test result and prior occurrences and should be verified through the Kansas Department of Revenue and current Kansas statutes.

Penalties for violation (Minor in Possession – MIP)

A person age 18 but under 21 who violates Kansas law concerning possession, consumption, obtaining, purchasing, or attempting to obtain or purchase alcoholic liquor or cereal malt beverage commits a class C misdemeanor with a minimum fine of \$200. A person under 18 is handled under the revised Kansas juvenile justice code and, upon adjudication, is subject to a fine of \$200 to \$500. The court may also order 40 hours of public service, an alcohol education or training program, or both. Driving privileges are suspended for 30 days after a first conviction, 90 days after a second conviction, and one year after a third or subsequent conviction.

Providing alcoholic beverages to minors. Recklessly buying alcoholic liquor or cereal malt beverage for, or distributing it to, a minor is a class B person misdemeanor with a minimum fine of \$200. Unlawfully hosting minors who possess or consume alcoholic liquor or cereal malt beverage is a class A person misdemeanor with a minimum fine of \$1,000.

False identification. Kansas and local laws prohibit the possession, display, reproduction, manufacture, sale, lending, or use of false or altered identification in specified circumstances.

Offense classifications and penalties depend on the conduct charged and the applicable statute or ordinance. Current penalties and diversion availability should be confirmed with the prosecuting authority or court.

ILLICIT DRUG USE LAWS

Federal controlled-substance penalties vary by the substance, quantity, conduct, resulting harm, and prior convictions. Under 21 U.S.C. § 844, a first conviction for simple possession generally carries up to one year of imprisonment and a minimum fine of \$1,000. Federal manufacture, distribution, dispensing, and possession-with-intent offenses under 21 U.S.C. § 841 carry substantially higher, substance- and quantity-specific penalties.

Kansas controlled-substance offenses and penalties are determined under current Kansas law and vary by the substance, quantity, conduct, location, criminal history, and other circumstances.

Because several older felony and misdemeanor classifications previously used in this report are no longer reliable summaries of current law, readers should consult the current Kansas Statutes Annotated or legal counsel for offense-specific penalties.

The local ordinances of Manhattan, Kansas, also include prohibitions relating to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

This information is intended to serve as an educational tool. Exact penalties or adjudication may vary depending on the circumstances of each individual case, court location, and other mitigating circumstances.

Publication note: Hotline and statutory information was reviewed against official sources in September 2026. Laws, court costs, diversion requirements, service hours, and contact information may change; readers should verify current details with the responsible agency, court, or legal counsel.