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*See corresponding table of contents for this section, which is prepared by the UHM Environmental Health & Safety Office/Fire Safety Program (EHSO/FSP)
The Annual Security & Fire Safety Report is intended to be used by University of Hawai‘i at Mānoa (UHM) students, faculty, staff, and visitors. It provides useful information, policies, procedures, and references for issues relating to safety and security at UHM. It is organized into the following sections:

- **Quick Reference**: Lists emergency, counseling, health, mental health, legal, and other services offered by the university and in the local community.
- **About UHM**: Includes basic information about UH Mānoa campus and the UH Mānoa Department of Public Safety.
- **Safety on Campus**: Includes an overview of emergency response policies, procedures, and safety considerations.
- **University Policies & Safety Procedures**: Gives information on university policies and state laws concerning alcohol, drugs, weapons, and gambling.
- **Gender-Based Violence Prevention & Response**: University policies and procedures, including resources available to victims of sexual assault, sexual harassment, domestic violence, dating violence, and stalking, the reporting and judicial review processes, and university policies concerning these crimes.
- **Student Housing Policies & Procedures**: Policies and procedures for student residents, including our missing student policy.
- **Crime Statistics**: This section lists statistics of crimes reported on and near campus in the past three years.
- **Glossary of Terms**: Defines crimes listed in this report, for which statistics are gathered.
- **Annual Fire Safety Report**: Includes fire statistics for on-campus student housing facilities, a description of fire safety systems in each housing facility, and fire safety information. This report is prepared by the Fire Safety Program, which is an office within the university’s Environmental Health & Safety Office.

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**About the Jeanne Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus security and fire safety policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to its rules and regulations. The act includes:

- Publishing annual security and fire safety reports, to disclose campus security policies and three years of selected crime and fire statistics.
- Issuing emergency notifications and timely warnings to the campus community about crimes that pose a serious or ongoing threat to campus safety.
- Keeping a daily crime log of alleged criminal incidents that is open to public inspection.
- Providing educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking.
- Having procedures for institutional disciplinary action in cases of sexual assault, domestic violence, dating violence, and stalking.
- Disclosing missing student notification procedures that pertain to students residing in student housing facilities.
- Submitting accurate crime statistics to the U.S. Department of Education, which centrally collects and disseminates campus crime statistics at the national level.
- Facing possible sanctions from the U.S. Department of Education when schools fail to comply with the Clery Act.
# Emergency Contacts

<table>
<thead>
<tr>
<th>Department/Service</th>
<th>Contact Information</th>
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| UHM Department of Public Safety            | Emergency: (808) 956-6911  
Non-Emergency: (808) 956-8211  
Safety Escort Service: (808) 956-SAFE (7233) |
| Honolulu Police Department                 | Emergency: 9-1-1       |
| Honolulu Fire Department                   | Emergency: 9-1-1       |

## Counseling, Mental Health, & Substance Abuse

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<th>Service/Program</th>
<th>Contact Information</th>
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<td>University Health Services Mānoa</td>
<td>(808) 956-8965</td>
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<td>UHM Counseling &amp; Student Development Center</td>
<td>(808) 956-7927</td>
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<tr>
<td>UHM Health Promotion Resource Center</td>
<td>(808) 956-3574</td>
</tr>
<tr>
<td>Sex Abuse Treatment Center 24-Hour Hotline</td>
<td>(808) 524-7273</td>
</tr>
<tr>
<td>Child and Family Service Oahu Abuse Hotline</td>
<td>(808) 841-0822</td>
</tr>
<tr>
<td>Suicide &amp; Crisis Line (24-Hour)</td>
<td>(808) 832-3100</td>
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<tr>
<td>UHM Alcohol &amp; Other Drug Education Program</td>
<td>(808) 956-3453</td>
</tr>
<tr>
<td>Smoke-Free Mānoa</td>
<td>(808) 956-3574</td>
</tr>
<tr>
<td>Alcoholics Anonymous Oahu Helpline</td>
<td>(808) 946-1438</td>
</tr>
<tr>
<td>Narcotics Anonymous Oahu Helpline</td>
<td>(808) 734-4357</td>
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</table>

## Other Local & University Services

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<th>Contact Information</th>
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<td>UHM Office of the Vice Chancellor for Students</td>
<td>(808) 956-3290</td>
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<td>UHM Office of Judicial Affairs</td>
<td>(808) 956-4416</td>
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<tr>
<td>Legal Aid Society of Hawai‘i</td>
<td>(808) 536-4302</td>
</tr>
<tr>
<td>ACLU of Hawai‘i</td>
<td>(808) 522-5909</td>
</tr>
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<td>UHM Office of Title IX</td>
<td>(808) 956-2299</td>
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<td>UH Office of Human Resources</td>
<td>(808) 956-8988</td>
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<tr>
<td>UHM Environmental Health &amp; Safety Office</td>
<td>(808) 956-8660</td>
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<td>UHM Fire Safety Program</td>
<td>(808) 956-4954</td>
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<td>UHM Student Housing Services</td>
<td>(808) 956-8177</td>
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<td>East-West Center Housing Office</td>
<td>(808) 944-7805</td>
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<td>UHM Women’s Center</td>
<td>(808) 956-8059</td>
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<tr>
<td>PAU Violence Program</td>
<td>(808) 956-7344</td>
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<td>UHM Office of Gender Equity</td>
<td>(808) 956-9499</td>
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<td>UHM LGBTQ+ Center</td>
<td>(808) 956-9250</td>
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<td>Student Parents at Mānoa (SP@M)</td>
<td>(808) 956-9306</td>
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<td>Bridge to Hope</td>
<td>(808) 956-8059</td>
</tr>
<tr>
<td>UHM KOKUA Program</td>
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Educational options for students on welfare

Educational options for students on welfare

For students with disabilities
The University of Hawai‘i at Mānoa (UHM) is firmly committed to providing a safe and secure campus environment. Policies and procedures are designed to protect people and property, and each member of the UHM community is strongly encouraged to use good judgment and take appropriate precautions to reduce the possibility of becoming the victim of a crime on campus. The following report is provided to notify the UHM community about certain crimes that have been committed at the Mānoa campus, as well as to promote awareness of current programs available for their safety and wellbeing.

The UHM Mānoa “flagship” campus consists of 278 academic, administrative, residential, and recreational buildings situated throughout 320 acres. In addition, the Mānoa campus directly supports student residential buildings, faculty housing, and several off-campus research programs. The campus population consists of approximately 18,000 students and over 5,000 faculty and staff. Over 3,000 students reside on campus. The UHM Mānoa campus also includes UH Cancer Center (UHCC) and John A. Burns School of Medicine (JABSOM), which are both located in the Kaka‘ako area of Honolulu. Crime statistics for JABSOM and UHCC are contained in a separate table, however, JABSOM and UHCC are both administratively considered as units of the Mānoa campus, and are subject to the same policies and procedures, unless otherwise noted in this report. The goal of this report is to inform the community of safety and security issues on campus, while providing resources for crime prevention and victim assistance. This report also includes policy statements and crime statistics for the three most recent calendar years (2015, 2016, and 2017).

UHM DPS Jurisdiction
UHM DPS has response authority for on-campus property that is owned by UH Mānoa, including:
- all property located within UHM main campus
- University (faculty) housing facilities: Kau‘iokahaloa Nui Apartments, Kau‘iokahaloa Iki Condominiums, and Wa‘ahila Apartments
- UH Institute for Astronomy
- Magoon Research Station
- Lyon Arboretum
- College Hill
- John A. Burns School of Medicine & UH Cancer Center in Kaka‘ako

UHM DPS officers are assigned with beats and regularly patrol these facilities. Officers are located on-site 24 hours a day, 7 days a week at UH Mānoa main campus, John A. Burns School of Medicine and UH Cancer Center. Our community is encouraged to call Honolulu Police at 911 for incidents occurring off-campus.

Some buildings on UH Mānoa main campus (e.g., Sinclair and Hamilton Libraries) and at John A. Burns School of Medicine have contract security that are not employed directly by UHM, but are contracted by UHM through a third party. These officers do not write incident reports, nor do they respond to incidents. The main function of these security officers is to monitor buildings, and contact UHM DPS to assist with all incident response.

Arrest Authority & Working Relationships
While UHM DPS officers have the authority to enforce UH Mānoa policies, UHM DPS officers are not sworn and do not have police powers or arrest authority (other than citizen’s arrest), and are not authorized to carry firearms. Security officers may detain person(s) involved in the violation of laws and those involved in criminal acts they personally view, or those positively identified as having committed such an act by victims or witnesses until the Honolulu Police arrive to take custody of the individual(s). UHM DPS authority conducted by the State of Hawai‘i Attorney General’s Office. Each selected recruit completes a field training and evaluation program before being assigned to any patrol duty on his or her own.
to enforce UH Mānoa policies comes directly from the UHM Chancellor’s Office. All UHM DPS officers, sergeants, and third party contract security guards are registered with the State of Hawai‘i Board of Private Detectives and Guards and possess a Hawai‘i State Guard Card, in accordance with Act 208, Session Laws of Hawai‘i 2010. Any campus incident requiring an arrest is referred to the Honolulu Police Department (HPD).

UHM has a close working relationship with Honolulu Police Department. UHM DPS staff occasionally works with other law enforcement agencies, such as the State of Hawai‘i Public Safety Division (Sheriff’s Department), local Federal Bureau of Investigation (FBI), and military police agencies, when appropriate. Meetings are held between the leaders of these agencies, on both a formal and informal basis. The officers of these departments communicate regularly on the scene of incidents that occur on and around the campus area. UHM DPS works closely with Honolulu Police when incidents arise that require joint investigative efforts and resources. Crime related reports and information are exchanged, as deemed necessary.

While UHM DPS does not have a written agreement or memorandum of understanding with the Honolulu Police Department for the investigation of criminal incidents, HPD possesses law enforcement authority and jurisdiction. There is a memorandum of understanding between UH campuses and Honolulu Police Department relating to communications and procedures regarding reports of sexual assault on campus. This memorandum only covers sexual assault incidents. There is no written memorandum of understanding between UHM DPS and HPD regarding any other issues, including the investigation of alleged criminal offenses.

Local Police Monitoring & Recording of Crimes
UHM DPS has a strong working relationship with the local police department. As the primary law enforcement agency, the Honolulu Police Department (HPD) monitors and responds to all crimes reported to them, regardless of location. Please refer to Honolulu Police Dept. District 7 Mānoa Valley Map (http://www.crimemapping.com/map/agency/165) and patrol districts for additional law enforcement information.

UH Mānoa does not have any officially recognized student organizations that have housing facilities “off-campus” (i.e., non-campus facilities). If local law enforcement is called to respond to any on-campus location, they will typically notify UHM DPS to respond with them or they will notify UHM DPS after they have responded to inform them of the situation. However, HPD does this out of courtesy and is not “required” to notify or involve UHM DPS when they respond to a call on UHM campus. There is no specific agreement in place that Honolulu Police will contact UHM DPS when a crime occurs at any on campus or non-campus location.

SAFETY ON CAMPUS

EMERGENCY NOTIFICATION & RESPONSE

Emergency Response
UHM Mānoa’s Comprehensive Emergency Management Plan includes general information about situational and operational requirements, and incident priorities and responsibilities. Individual departments are responsible for developing contingency and continuity of operations plans for their staff including specific areas of responsibility. UHM conducts annual assessments of our emergency management plan, including tabletop discussions, field exercises, and tests of the emergency notification systems. These tests are designed to evaluate the emergency response plans and capabilities of the institution.

UHM DPS staff has received training in the National Incident Management System (NIMS) and Incident Command System (ICS), and are able to respond to incidents on campus. When a serious incident occurs that poses an immediate threat to the UHM community, first responders to the scene are usually UHM DPS, Honolulu Police Department (HPD), Honolulu Fire Department (HFD), and Honolulu Emergency Medical Services Department (EMS). These agencies respond and work together to manage the incident. Depending on the nature of the incident, other UHM departments and local or federal agencies may also be involved in incident response. UHM DPS receives the cooperation
of HPD in informing the campus of any situations reported to them that may warrant an emergency response or evacuation of campus.

General information about the emergency response and evacuation procedures for UHM is publicized each year in the disclosure announcement for the Annual Security & Fire Safety Report, as part of the university’s Clery Act compliance efforts, and is available on the UHM DPS website. Detailed information and updates to the UHM Emergency Response Plan and UH Alert System are available on the following websites:

- UH Alert: [https://www.hawaii.edu/alert](https://www.hawaii.edu/alert)

During an emergency, UHM DPS recommends calling (808) 956-6911 from any land line or mobile phone. In the event of a campus-wide power outage, UHM DPS has backup generators in the dispatch center, and periodically tests the department’s ability to receive emergency calls on campus as normal during an electrical failure.

**Evacuation & Shelter in Place Procedures**

Every incident poses its own unique set of circumstances, and therefore may require different steps for safe evacuation or shelter in place. In the event of an active shooter or other dangerous situation on campus, UHM DPS recommends the Department of Homeland Security’s Run-Hide-Fight steps:

- **Run (Evacuate)**
  - Have an escape plan and route in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering the area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police or security officers
  - Do not attempt to move wounded people
  - Call 911 and UHM DPS at (808) 956-6911 when you are safe

- **Hide (Shelter in place)**
  - Find a hiding place that is out of view and provides protection if shots are fired in your direction
  - Your hiding place should not trap or restrict your options for movement
  - Lock the door
  - Blockade the door with heavy furniture
  - Silence your cell phone (turn off vibrate feature) and turn off any source of noise, including radio or television
  - Remain calm and quiet
  - Call 911 if possible, to alert police to the active shooter’s location

- **Fight**
  - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or act as aggressively as possible against the shooter
  - Throw items and improvise weapons
  - Yell
  - Commit to your actions in an attempt to incapacitate the shooter

The Run and Hide concepts can be used as guidelines for evacuation or shelter in place for a variety of incidents on campus. UHM DPS recommends evacuating the building for incidents that could present a danger should you stay in a building. Examples include a fire, chemical spill, or a gas leak.

UHM DPS recommends shelter in place for any type of scenario that requires the community to seek safety within a building. Examples include an active shooter, a dangerous person at large on campus, or a riot or civil disturbance.

UHM DPS has published an [Emergency Response Guidebook](http://manoa.hawaii.edu/dps/emergencyplan.html), which outlines procedures regarding a variety of possible emergencies on campus. Safety is a responsibility that we all share. The guidebook was designed to provide quick-reference emergency procedures. Please review this book periodically, so you will be prepared to rapidly and effectively manage any emergencies. While emergency procedures may vary by building, general guidelines outlined in the Emergency Response Guidebook can assist for an emergency, no matter where on campus you are located. The guidebook can be downloaded using the
link on our website (click on link above), or a hard copy of this guidebook can be requested from UHM DPS by calling (808) 956-5886.

Please note that every emergency poses a unique and ever-changing combination of factors and challenges, so no guide can ever be complete. Plan ahead by reading the prevention measures that can be taken in advance on our website: http://manoa.hawaii.edu/dps/emergency.html. We also recommend taking advantage of our Security Assessment program, so you can develop or update your building’s current emergency plan: http://manoa.hawaii.edu/dps/reviews-services.html.

Notification About an Immediate Threat
In the event of a serious incident that poses an immediate or ongoing threat to members of the UHM community, the university has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated: network emails, postings to the UH Mānoa website, social media, and text messages.

UHM DPS vehicles are equipped with Public Address (PA) systems and these vehicles can be strategically placed throughout the campus to facilitate communication through the vehicle PA system. UHM students, faculty, staff, and visitors are encouraged to notify UHM DPS of any situation or incident on campus that involves a significant emergency or dangerous situation that poses an immediate or ongoing threat to the health and safety of students and/or employees on campus. UHM DPS has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, UHM DPS has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community of the situation. Students and employees are encouraged to report any suspicious activities or crimes that occur on campus, by calling UHM DPS directly at (808) 956-6911. The university will withhold as confidential the names of victims in all emergency notifications and timely warning notices.

Emergency Notifications (UH Alert)
In accordance with the Higher Education Opportunity Act (HEOA), the campus will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Examples of a significant emergency or dangerous situation include (but are not limited to) a person at large on campus with a dangerous weapon, a fire in a building or nearby area, or any other emergency that requires immediate notification to campus. The university has implemented a comprehensive communications system, UH Alert, to provide prompt warning notifications and alerts of emergencies to the campus community using a variety of methods, including: network emails, text messages, postings to the UH Mānoa website, and social media postings.

In the event of an immediate threat to campus, UHM DPS will receive information from various offices/departments on campus, such as the Office of Environmental Health and Safety (EHSO), Office of Planning & Facilities, or from local, state, and federal agencies. These agencies may include (but are not limited to) Honolulu Police, Honolulu Fire, the City & County of Honolulu Department of Emergency Management (DEM), and/or the State of Hawai‘i Civil Defense Agency.

If UHM DPS or any of the above-listed agencies confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the UHM community, UHM DPS will determine the content of the message and use some or all of the systems described below to communicate the threat to the entire UHM community.

UH Mānoa also collects incident information from direct reports made to UHM DPS, and from Campus Security Authorities on UH Mānoa campus (see Campus Security Authorities section for more information.) In addition, UHM DPS may be notified of an incident by another local, state, or federal agency.

Students, faculty and staff with a UHM username and password can sign up for the text message UH Alert service on the UH Alert website. Please note that the
UH Alert system is an “opt in” system, which means that users must register for the text message service. The UH Alert system requires a UH username in order to opt into the system and receive text messages. UH usernames are only provided to students and employees of the university.

When the emergency notification system is initiated, the university will provide adequate follow-up information to the UHM community as needed, via the same method(s) used to send the initial notification. When the emergency is declared over and the situation returned to normal, an announcement using the same dissemination method will be used to declare the “all-clear.” Depending on the nature of the situation, the media will be used to notify the local community.

Upon confirmation of an immediate threat to the health or safety of students or employees occurring on campus, the university will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the system(s) unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency.

**Content & Distribution of Emergency Notifications**
The Chief and Deputy Chief of UHM DPS or his/her designee has primary responsibility for writing content and distributing emergency notifications. UHM DPS can initiate some or all of the notification systems described, to inform the campus community of emergencies or dangerous situations that have occurred which necessitate caution, evacuation, or other action on the part of students, employees, and campus visitors.

**Emergency Notification for Community Members, Visitors, and Parents**
The university will post updates during a critical incident on the UH Mānoa home page. Community members or parents of students who do not have a UH username or password, can receive emergency alerts and updates through the UH Mānoa main website and social media pages, as well as the UHM DPS website and social media pages, and local mass media. Please see links to this information at the end of this section.

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**Timely Warning Notices (UH Announce)**
In an effort to keep the community informed of security issues, “timely warning” bulletins are issued. A warning may be issued when there is an occurrence of a crime listed in the Jeanne Clery Act or any other crime considered by the institution to represent a threat to students or employees. Typically, a timely warning is issued when a situation poses a threat to the health or safety of the community, but it is not an emergency requiring immediate action.

Examples of a timely warning include a notification to the community about a string of moped thefts, a burglary or any other situation that does not require immediate action on behalf of the community. Notifications regarding an aggravated assault would be sent on a case by case basis depending on the facts of the case. For example, if an aggravated assault occurs between two students and there is no ongoing threat to the campus community, a timely warning may not be distributed.

In cases that involve a crime that was reported after several days or weeks has passed, the passage of time may deem that the report is no longer timely, and the crime may not prompt a warning. For example, in cases involving a sexual assault, these crimes are often reported long after the incident occurred, and thus, there is no ability to distribute a notice that is timely to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by UHM DPS.

UHM DPS receives crime reports via direct phone calls, Emergency Call Boxes, and the Mānoa Guardian app. Calls may be received from students, employees, visitors, or other UH Mānoa departments. UH Mānoa also collects incident information regarding Clery Act crimes from direct reports made to UHM DPS, and from Campus Security Authorities on UH Mānoa campus (see Campus Security Authorities section for more information.) In addition, UHM DPS may be notified of an incident by another local, state, or federal agency.

All UH Mānoa students and employees are automatically subscribed to the campus email system, UH Announce, which provides timely warning
notices. There is no further action required on behalf of students and employees, as this system does not require an “opt in” as the text messaging system does. UH usernames are only provided to students and employees of the university.

Content & Distribution of Timely Warning Notices
The Chief and Deputy Chief of UHM DPS or his/her designee has primary responsibility for writing content and distributing most timely warnings to campus concerning Clery Act crimes or incidents that occur within the campus Clery geography and present an ongoing danger to the safety of the UHM community. However, the Director of UH Communications or his/her designee has primary responsibility for writing content and distributing any notification concerning non-Clery Act notices, such as an approaching hurricane, power outage, building/campus closure, or any message that affects multiple campuses in the UH System or requires administrative decision and approval.

A timely warning may be distributed to the campus community using some or all of the following methods of communication: email notices, website postings, and social media postings. Timely warnings are written and distributed by UHM DPS or UH Communications, as outlined earlier in this section.

Please note that UH Mānoa is not required by the Jeanne Clery Act to issue a timely warning with respect to crimes that are reported to a professional or pastoral counselor.

Timely warning notices shall be provided to students in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Timely Warning Notices for Community Members, Visitors, and Parents
Community members or parents of students who do not have a UH username or password, can receive timely warning notices and updates through the UHM DPS website and social media pages, and local mass media. Please see below for links to these resources.

Resources & Links for Incident Notification
- UH Mānoa main website: http://manoa.hawaii.edu
- UHM DPS website: http://manoa.hawaii.edu/dps
- UH System Emergency Information website: http://hawaii.edu/emergency
- Report a crime or send an anonymous tip: http://manoa.hawaii.edu/dps/reportcrimes.html
- UH Alert Emergency Notification system (UH students & employees only): https://www.hawaii.edu/alert
- UH Mānoa Facebook: https://www.facebook.com/uhma
- UHM DPS Facebook: https://www.facebook.com/UHManoaSafety
- UH Mānoa Twitter: @UHManoa
- UHM DPS Twitter: @UHManoaSafety
- Emergency Information Line: (808) 956-0001

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<tr>
<th>Summary of Timely Warning vs. Emergency Notification</th>
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<tr>
<td><strong>Circumstance</strong></td>
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<td><strong>When Issued</strong></td>
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<td><strong>Means of Notification</strong> (can include some or all means listed)</td>
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<tr>
<td><strong>Sign-Up Required</strong></td>
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[9]
Circumstances for Timely Warning vs. Emergency Notification

If a circumstance arises that could warrant either an emergency notification or a timely warning, UH Mānoa is not required to send both emergency alert and timely warning messages, however this may change as circumstances allow. Emergency notifications take precedent over timely warning messages in these situations. See graphic on previous page for more information.

Emergency Response & Evacuation Testing Procedures

Testing of Emergency Notification (UH Alert)
The emergency notification (UH Alert) text message system is tested twice per year, during which time students, faculty, and staff are reminded to sign up for the UH Alert system, and are reminded of evacuation procedures. These tests are typically announced to campus in advance via the UH Announce email system. In these email messages, UH Mānoa students and employees are reminded of the campus Emergency Response Guidebook, basic safety procedures, and information on how to sign up for the UH Alert text message system.

Evacuation Tests & Drills for UH Mānoa Campus
UHM DPS conducts tabletop and full-scale exercises on a periodic basis. On July 13, 2018 UHM DPS led a full-scale exercise at John A. Burns School of Medicine, which involved Honolulu Police Department, State of Hawai'i Public Safety Division (Sheriff's Department), local Federal Bureau of Investigation (FBI), UH Mānoa administration and employees. This scenario was announced in advance, and practiced response, evacuation, and communication protocols for an active shooter scenario. Students, faculty, staff, and UH administration were directly involved throughout the duration of the exercise. Administrative staff practiced decision-making and communications systems, while students and employees participated in a variety of roles in evacuating, sheltering in place, or as “actors” who were victims and witnesses.

Evacuation tests and drills, in general, may be announced or unannounced. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. At UHM, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

Reports, prepared by participating departments, identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

Evacuation drills are conducted by UHM DPS and reviewed with UH administration. Each test is documented, including the date, time, description of the exercise, and whether it was announced or unannounced.

Evacuation Tests & Drills in UH Mānoa Student Housing
An evacuation (fire) drill is coordinated by UHM Student Housing Services staff in collaboration with UHM DPS and the UH Mānoa Fire Safety Program each semester for all student housing facilities. Thus, the emergency response and evacuation procedures are tested at least twice each year (during fall and spring semesters). Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. UHM DPS does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building(s) being evacuated, availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both short-term and long-term building evacuations, UHM DPS and Student Housing Services staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are conducted by the UH Mānoa Fire Safety Program and reviewed by UHM DPS and Student Housing Services to evaluate emergency plans and responses. Each test is documented, including the date, time, description of the exercise, and whether it was announced or unannounced.
Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The Student Housing staff members are trained in these procedures and act as an ongoing resource for the students living in residential facilities. For more information on student housing evacuation drills and procedures, please contact the UH Mānoa Residential Life unit at (808) 956-8300 or view the Fire Safety Report at the end of this document.

Evacuation Tests & Drills in East-West Center Housing
Residents in East-West Center housing are each given a flip book with necessary emergency numbers and emergency procedures to follow, including contact information for local law enforcement, UHM DPS, East-West Center Housing Office, and East-West Center Facilities Management. East-West Center Facilities Management is currently working to complete an in-depth emergency action plan. East-West Center housing conducts two fire drills each year; once during spring term and once during fall term. These drills are typically announced, but a specific date and time are not given. Students are notified of evacuation procedures and safe locations in advance of each drill.

REPORTING A CRIME

Crime In Progress
1. Do not attempt to apprehend or interfere with a suspected criminal except in cases of self-protection.
2. If safe, get a good description of the criminal. Note size, height, weight, gender, color of skin, hair, facial hair, eyes, age, clothing, distinguishing characteristics or marks, and method and direction of travel. If there is a vehicle involved, note its license plate number, make and model, color, and outstanding characteristics. For more information on describing a suspect, visit the following link: http://manoa.hawaii.edu/dps/describesuspect.html.
3. In an emergency, dial 9-1-1. For UHM DPS, use the closest Emergency Call Box (ECB) or call (808) 956-6911 for help. Inform the dispatcher of your situation, provide your name and location, and then remain where you are until contacted by a security officer.
4. If you are involved in a monetary theft, you should:
   • Not resist – do as the perpetrator says.
   • Give up the money immediately.
   • Wait until the perpetrator departs, then contact UHM DPS and Honolulu Police immediately.
   • Attempt to get a good description of the perpetrator and direction of flight. Write down any information about the suspect that you can remember (see above).
   • Ask any witness(es) to remain for the arrival of UHM DPS and HPD.
5. In the event of a civil disturbance, continue with a normal routine as much as possible. If the disturbance is outside, stay away from doors and windows. Do not interfere with persons creating the disturbance, or with law enforcement on the scene.

Procedures for Reporting a Crime
Students, faculty, staff, community members, and guests of main UH Mānoa campus, John A. Burns School of Medicine, and UH Cancer Center are encouraged to accurately and promptly report all crimes, emergencies and public safety related incidents to UHM Department of Public Safety (UHM DPS) by dialing (808) 956-6911 or extension 66911 from any land line phone on campus. UHM DPS can also be contacted by using an Emergency Call Box (ECB), the Mānoa Guardian app, or the DPS website: http://manoa.hawaii.edu/dps/tip.html. In an emergency, we recommend calling the Honolulu Police Department by dialing 911, in addition to reporting the crime to UHM DPS. We encourage the community to report all crimes immediately and accurately to UHM DPS, when the victim of the crime elects to, or is unable to make such a report, for the purpose of issuing emergency alerts and timely warnings, and for inclusion in the annual disclosure of crime statistics.

For sexual assaults and VAWA offenses (i.e., domestic violence, dating violence, and stalking) we encourage our community to contact UHM DPS (contact information above) or the UHM Office of Title IX at (808) 956-2299.
The department accepts reports of criminal activity in confidence, and crimes may be reported by a third party. UHM DPS requests that all campus counselors encourage their clients, when appropriate, to report criminal violations on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, pastoral and professional counselors are exempt from reporting obligations and may choose to withhold statistics at their discretion.

Mānoa Guardian Phone App
UHM DPS provides a free mobile safety application, Mānoa Guardian. This phone app provides rapid and proactive communication with friends, family, co-workers, and UHM DPS dispatchers in the event of an emergency. Users can communicate directly with UHM DPS via phone and direct text message using the app. The safety timer feature allows users to set a timer for a walk home, a date, or any other time they will be alone, and the app will automatically notify chosen “guardians” if the timer expires before it is deactivated. Parents, friends, and family can also download the app for free, and use a non-UH Mānoa version to become a part of a safety timer session. Mānoa Guardian also contains a full listing of contact information for important UHM offices (e.g., UHM Office of Title IX, Financial Aid) and a direct link to the UHM Emergency Response Guidebook. For information about the app, including a video, please visit the DPS website at http://manoa.hawaii.edu/dps/manoaguardian.html.

Emergency Call Boxes
UH Mānoa main campus provides Emergency Call Boxes (ECBs) that connect the caller directly with a UHM DPS dispatcher 24 hours a day. ECBs are easily identified by their blue light. At UHM, there are two types of ECBs: some have a red call box and require the user to lift the receiver to reach UHM DPS. Other ECBs are on a clearly-marked metal pole and require the user to push a button to contact UHM DPS. Picking up the headset or pushing the button (depending on the type of ECB) automatically activates the phone system and UHM DPS can immediately identify the location of the caller, even if the caller is unable to verbally communicate. A map of ECB locations can be found online at http://manoa.hawaii.edu/dps/callboxes.html. Please note that there are no Emergency Call Boxes at John A. Burns School of Medicine or UH Cancer Center.
**Voluntary Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of UHM DPS can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wishes to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, employees, and visitors, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

UH Mānoa protects the confidentiality of victim information through Clery Act reporting and disclosures, and does not release personally identifying information about crime victims within the Daily Crime Log, Emergency Notifications, or within the Annual Security Report. Statistics are gathered for this report by the UH Mānoa Clery Coordinator, who is responsible for managing all Campus Security Authority reporting. For more information about victim confidentiality concerning sexual assault, domestic violence, dating violence, and stalking, please see the University of Hawai‘i Interim Executive Policy EP 1.204 – Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence: [https://www.hawaii.edu/titleix/documents/6910](https://www.hawaii.edu/titleix/documents/6910).

**Response to Reports of Crimes & Other Emergencies**

Dispatchers at UHM DPS are available 24 hours a day, 7 days a week to answer your call. In response to a crime or other emergency, UHM DPS will take the required action, either by dispatching a security officer to the victim’s location, or by asking the victim to meet with UHM DPS officers to file an incident report. In an emergency, the department will summon the additional resources as necessary, to respond to the emergency, including but not limited to the Honolulu Police Department, Honolulu Fire Department, and Emergency Medical Services. These incident reports are forwarded to the UHM Office of Judicial Affairs for crimes, and the UHM Office of Title IX for sex offenses, for review, investigation, and potential action, as deemed appropriate. While UHM DPS does not have a written agreement or memorandum of understanding with the Honolulu Police Department for the investigation of criminal incidents, HPD possesses law enforcement authority and jurisdiction on UH Mānoa campus. The memorandum of understanding between Honolulu Police and UH campuses mentioned in the Arrest Authority and Working Relationships section of this Annual Security Report only relates to communications and procedures regarding reports of sexual assault on campus, but not investigations of sexual assault or any other criminal investigation.

When a sexual assault, dating violence, domestic violence or stalking incident is reported to UHM DPS, staff on the scene, including UHM DPS, will offer the victim a variety of university and other local resources.

The UH Mānoa Clery Coordinator is responsible for compiling crime statistics for purposes of completing the university’s Annual Security & Fire Safety Report. You can contact the Clery Coordinator by calling UHM DPS at (808) 956-5886. Crimes may also be reported to any Campus Security Authority for statistical inclusion in the Annual Security Report.

**Campus Security Authorities**

The Jeanne Clery Act mandates that each institution must report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who has “significant responsibility for students and campus activities.” This position is defined as a Campus Security Authority (CSA).

“Campus Security Authority” means:

1. A campus police department or a campus security department of an institution.
2. Any individual or individuals who have responsibility for campus security but who do not constitute campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
3. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students
and employees should report criminal offenses.

4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Because official responsibilities and job titles vary significantly on campuses, the U.S. Department of Education does not provide a list of specific job titles. Campus Security Authorities are defined by function and not title. Examples include:

- a dean of students who oversees student housing, a student center, or student extracurricular activities;
- a director of athletics, all athletic coaches (including part-time employees and graduate assistants);
- a student resident advisor or assistant;
- a student who monitors access to dormitories or buildings that are owned by recognized student organizations;
- a Title IX coordinator;
- a director of a campus health or counseling center;
- victim advocates or others who are responsible for providing victims with advocacy services, such as assisting with housing relocation, disciplinary action or court cases, etc.;
- members of a sexual assault response team or other sexual assault advocates;
- an advisor to a club or group; and
- an advisor who oversees student travel

Each campus must identify these individuals. The Clery coordinator is responsible for ensuring that CSAs are trained and aware of their responsibilities, and that they submit statistics for any crimes that have been reported to them.

Professional and Pastoral Counselors

Campus “pastoral counselors” and campus “professional counselors,” when acting as such are not considered to be a Campus Security Authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, professional counselors at UHM are encouraged if and when they deem it appropriate, to inform persons being counseled, of the procedures to report crimes on a voluntary confidential basis to UHM DPS. Pastoral and professional counselors are exempt from being a CSA as long as they are acting in a professional capacity at the time of the report. For this purpose:

- A Pastoral Counselor is a person who is associated with a religious order or denomination, is recognized by the religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- A Professional Counselor is a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Examples of individuals who would not meet the criteria for being CSAs include faculty members who do not have any responsibility for student and campus activity beyond the classroom and clerical or cafeteria staff. CSAs are expected to keep records of reported incidents, including dates, times, and locations. If the CSA is not sure of the date and time, they should record the date that it was reported. If the location is unknown, any general identifying information (residence hall, academic building) concerning the offense can be helpful in the investigation. CSAs may report Clery crimes to DPS using the reporting form located at http://manoa.hawaii.edu/dps/csa.html. UHM DPS requests that all campus counselors encourage their clients, when appropriate, to report criminal violations on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, counselors may choose to withhold statistics at their discretion.

If a serious crime that may cause an ongoing threat to the University of Hawai‘i at Mānoa campus community is reported to anyone who is defined as a Campus Security Authority, the individual must notify UHM DPS immediately. The institution has a responsibility to notify the campus community of any crimes which pose an ongoing threat to the community, and
therefore, Campus Security Authorities are obligated to report crimes immediately to UHM DPS. If there is any question about whether an ongoing threat exists, immediately contact UHM DPS at (808) 956-6911.

“Campus Security Authority” is a Clery-specific term that encompasses individuals and organizations associated with an institution. For more information, see the 2016 Handbook for Campus Safety and Security Reporting. For a full list of Campus Security Authorities at UHM, please contact the UH Mānoa Clery coordinator.

CSA Confidentiality
In most cases it is possible for a CSA to fulfill his or her responsibilities while still maintaining victim confidentiality. CSA reports are used by UH Mānoa to compile statistics for Clery Act reporting and to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert (see Emergency Notification & Response section). However, those responsibilities can usually be met without disclosing personally identifying information. A CSA report does not need to automatically result in the initiation of a police or disciplinary investigation if the victim does not want to pursue this action.

CSA Training
CSAs are required to complete an online training, which is offered on a continuous basis through UHM DPS. In order to receive CSA training, please contact the campus Clery coordinator at UHM DPS.

UH Mānoa Clery Coordinator
UH Mānoa Department of Public Safety
1951 East-West Road, Honolulu, HI 96822
Phone: (808) 956-5886
Email: clery@hawaii.edu

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

A crime of violence is defined as:
- an offense that has the use, the attempted use, or threatened use of physical force against the person or property of another, or
- any other offense that is a felony, and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

As a victim or witness of a crime, individuals have certain rights under the Victim-Witness Assistance Program through the District of Hawai‘i U.S. Attorney’s Office. If you have questions about this program, please call (808) 541-2850, or visit https://www.justice.gov/usao-hi/victim-witness-assistance-program.

Adam Walsh Child Protection and Safety Act
The Hawai‘i Criminal Justice Data Center maintains a central registry of sex offenders and other covered offenders for the State of Hawai‘i. Persons who have been convicted of certain sex offenses are required to register. Information regarding sex offenders in the State of Hawai‘i under the Adam Walsh Child Protection Act of 2006 (42 U.S.C. 16921) may be obtained by clicking on the State of Hawai‘i Department of the Attorney General’s database list at: http://sexoffenders.ehawaii.gov/sexoffender/search.html
ACCESS TO & SECURITY OF CAMPUS FACILITIES

Academic and Administrative Buildings

UH Mānoa main campus, John A. Burns School of Medicine and UH Cancer Center are state-owned properties, and are therefore, open to the public. The academic and administrative buildings are open, at a minimum, during normal business hours. Most facilities have individual hours, and hours may vary at different times of the year. Buildings have varied levels of access, and some buildings require card access after normal business hours. Most academic buildings do not have a UHM DPS officer assigned to them. However, UHM DPS officers patrol the academic and administrative buildings on a regular basis. For information about the access protocol for a specific building, see the building manager, department head, or contact UHM DPS at (808) 956-6911. UHM DPS secures these buildings based on a list provided by the UHM Facilities Work Coordination Center (WCC). Officers perform daily lock-ups of on-campus buildings, and regularly patrol the campus grounds, including the interior areas of UHM facilities.

Residence Halls

Access to all residence halls is restricted to residents, their approved guests, and other approved members of the university community. Residents gain entry by swiping their cards in the card access readers. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. UHM DPS officers actively patrol the residence halls on a regular basis. Student Housing and Residence Life Staff also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Residence Life staff and UHM DPS staff also conduct periodic educational sessions on crime prevention and safety awareness. There are no residence halls located at John A. Burns School of Medicine or UH Cancer Center.

Security Considerations Used in Maintenance

UH Mānoa campus is well-lighted in many areas, and further improvements in campus lighting are being made in parking lots, areas with heavy landscaping, and along certain sidewalks and pathways. On-duty UHM DPS officers regularly report if they observe overgrown shrubbery, uneven or obstructed pathways, inadequate lighting, or any other type of safety hazard. In addition, UHM DPS hosts periodic Campus Safety Walk events, in which students and employees circulate throughout campus in groups and identify safety concerns. These events are announced via UH broadcast email, and are open to all members of the community. All reported safety hazards are submitted to the Office of Planning and Facilities for review and potential action.

UH Mānoa also has a Building Coordinator Program, which is operated through the Office of Planning and Facilities. This program is designed to facilitate communication, support facility capital planning, and represent building user needs. Many campus buildings have a Building Coordinator, who is the point of contact for the building and is involved in the scheduling and coordination of building activities, including janitorial and maintenance services, energy management, heating and cooling, fire and environmental safety, building security, construction planning, and project management activities for the facility. This group meets on a periodic basis, along with members of key campus units including the Office of Planning and Facilities, UH Mānoa Department of Public Safety, and the Environmental Health & Safety Office. If you have any questions regarding the Building Coordinator Program, please call (808)956-3600.

UH Mānoa encourages students, employees, and visitors to report any maintenance deficiencies or security concerns to the Office of Planning and Facilities Work Coordination Center (WCC).

For emergency maintenance concerns:
- Between 7:20 a.m. and 4:00 p.m., please call WCC at (808) 956-7134
- After business hours, please call UHM DPS at (808) 956-6911

For non-emergency maintenance concerns, please submit a work request to WCC via their website at http://manoa.hawaii.edu/opf/workrequest.php.
UHM DPS SAFETY SERVICES & PROGRAMS

Crime Prevention Services
UHM DPS offers a variety of crime prevention programs to students and employees, including:

1. Vehicle (both motor and electric cart), bicycle and foot patrol to deter potential crime and respond to emergencies. Officers are trained in emergency first-aid, Cardio Pulmonary Resuscitation (CPR), and use of Automated External Defibrillator (AED).

2. A campus-wide Safety Escort Service, which provides a walking escort or vehicle transportation from dusk until dawn for any student, faculty, or staff walking alone on UH Mānoa main campus at night to any on-campus residence hall, parking lot, or facility. By calling (808) 956-SAFE (956-7233) or extension 67233 from any campus phone, a Community Safety Officer (CSO) will arrive at the requested on-campus location. For Safety Escort at John A. Burns School of Medicine and UH Cancer Center, call (808) 586-3015.

3. Building-specific security assessments and emergency plan reviews of on-campus facilities. To learn more or request a security assessment, visit http://manoa.hawaii.edu/dps/reviews-services.html.

4. In an effort to provide timely notice to the campus community, and in the event of a serious incident which may pose a threat to members of the UHM community, emergency alerts and timely warnings may be utilized.

5. Creating or initiating work request(s) to facilities maintenance for repairs (see Access to & Security of Campus Facilities section.)

6. Transportation to the University Health Services Mānoa for students who have minor injuries or illnesses

7. Emergency Call Boxes and Mānoa Guardian phone app (see Procedures for Reporting a Crime section)

8. Crime prevention and safety awareness programs

Crime Prevention & Safety Awareness Programs
Throughout the school year and on an ongoing basis, UHM DPS offers safety workshops and training sessions to all students and employees. These sessions are conducted by the UHM DPS Community Policing Unit. In addition, UHM DPS participates in information fairs, community events, New Student Orientation sessions, and social networking updates. Crime prevention and security awareness presentations are designed to inform students and employees about
UHM DPS procedures and practices, and to encourage them to take precautions for their own safety and security, and the safety and security of others. The following programs are offered by UHM DPS:

- **Safety & Wellness** (1 hour): Learn helpful tips to keep you safe on campus, as well as information on services offered by UHM DPS. Sessions are offered weekly in the month of September, during new student orientation events, and by request of any department or group. Cost: Free

- **Active Shooter Awareness & Response Training** (1 hour): Provides information on various active shooter scenarios, what you can do to keep yourself safe, and what to expect when police and UHM DPS respond. This training uses concepts from the Department of Homeland Security’s Run-Hide-Fight program. Training sessions are offered monthly, with weekly sessions during the month of September. Cost: Free

- **Hurricane Preparedness** (1 hour): Learn about how to prepare for a hurricane in Hawai‘i, including tips for preparing an emergency kit, what to do when a hurricane is approaching, and how to find a local shelter or shelter-in-place. These sessions are offered regularly during hurricane season (June - November) and by request. Cost: Free

- **First Aid/CPR/AED Certification Training** (8 hours): Obtain your First Aid/CPR/AED certification through the American Heart Association. Training sessions are offered monthly and by request. Cost: $42 per participant (covers class materials and certification card.)

Annually, UHM DPS offers approximately 30 Safety & Wellness workshops, 25 Active Shooter Awareness & Response training sessions, 35 First Aid/CPR/AED courses, and five Hurricane Preparedness sessions. To learn more or to register for a safety workshop, visit [http://manoa.hawaii.edu/dps/training.html](http://manoa.hawaii.edu/dps/training.html). To schedule a session for your student, faculty, or staff group, please contact the UH Mānoa Department of Public Safety by email at [dpscpu@hawaii.edu](mailto:dpscpu@hawaii.edu), or by phone at (808) 956-5886. UHM DPS also delivers custom safety presentations on a variety of other topics by request.

UH Mānoa campus also hosts a variety of campus information fairs and events to create safety awareness and engage students, faculty, and staff in the safety of the UH Mānoa community. UHM DPS, with the assistance of the UHM PAU Violence program and the Mānoa Alcohol Project (MAP), also participates in sexual assault and alcohol awareness programs. Last year, UHM campus held approximately 30 events in which UHM DPS offered safety information, in partnership with a variety of UHM offices and programs. Examples of these events include the Respect Walk (sexual assault awareness and prevention), Safe Spring Break (alcohol awareness and safety), Welina Mānoa, Emergency Preparedness Fair, and many other campus informational events.

For safety tips and information, watch our campus safety video and download our safety brochure at the following link: [http://manoa.hawaii.edu/dps/safetytips.html](http://manoa.hawaii.edu/dps/safetytips.html). UHM DPS encourages all students, faculty, and staff to exercise these simple precautions:

### Personal/Walking Safety

- Become familiar with the Emergency Call Boxes (ECBs) located around campus. ECBs can be identified by a blue light mounted above the box. See map of ECB locations on the UHM DPS website at: [http://manoa.hawaii.edu/dps/callboxes.html](http://manoa.hawaii.edu/dps/callboxes.html).
- Program the number for UHM DPS into your phone: (808) 956-6911. Please call UHM DPS immediately if you see suspicious activity on campus.
- If you are studying/working alone at night on UH Mānoa main campus, call the Safety Escort Service at (808) 956-SAFE (7233) for safe passage to any on-campus parking lot, residence hall, or building. For Safety Escort at John A. Burns School of Medicine and UH Cancer Center, call (808) 586-3015.
- Be aware of your surroundings while walking/jogging alone. If using headphones, always leave one earbud out so you can stay alert.
- When you go to social gatherings, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.
- If you are being harassed, loudly say “Leave me alone!” If that doesn't stop the harassment, continue to attract people’s attention and head towards a store or other populated area.
- Download the free campus safety mobile app, Mānoa Guardian – use it to contact UHM DPS via phone and text message, or set a safety timer session. For more information, visit [http://manoa.hawaii.edu/dps/Guardian](http://manoa.hawaii.edu/dps/Guardian).
Advise someone of your whereabouts and how long you expect to be out. Inform that person if you end up staying longer than expected. Use the Mānoa Guardian app to set a safety timer!

Let someone know if you plan to be in a building after normal business hours.

If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.

For safety and security purposes, don’t put your name or address on any keys or key cards.

Never loan keys to anyone (they may be easily lost, stolen, or duplicated).

If you lose your housing key card, report it to the housing office immediately so it can be deactivated. If you lose your office key, notify your department immediately so locks can be changed.

Be sure to lock/secure window(s) and door(s) in your student housing room or office, even if you are sleeping or doing homework.

Do not allow strangers to follow you into your residence hall; visitors must be escorted by their host student resident at all times.

If you find that your room or office has been entered, do not go inside. Go to a neighbor and call UHM DPS at (808) 956-6911. If you are already inside, do not touch anything. You may disturb evidence that is important to the investigation.

Move with Aloha! Whether you walk, drive, bike, or skateboard to campus, please be considerate of other commuters on campus. For more information and tips, visit http://manoa.hawaii.edu/dps/movewithaloha.html.

Always observe all traffic signals on and around campus; never ride your bike, moped, or skateboard in designated pedestrian areas.

Park in designated bike, moped, or vehicle parking areas. For information on parking permits, visit the Commuter Services website at: http://manoa.hawaii.edu/commuter

Never leave personal items or valuables unattended; always keep them with you or lock them away. Mark or engrave your belongings so you can easily identify them.

Always lock your bicycle/moped. Bicycles/mopeds should be locked around the frame to a bike rack. For more information and tips on how to properly secure your bike, visit: http://manoa.hawaii.edu/dps/biketheft.html.

Register your bike (http://www.honolulu.gov/bicycle/) or moped (http://www.honolulu.gov/csd/26091-moped-registration-information) with the City & County of Honolulu.

Do not keep valuables in your car. If you must, keep them in the trunk where they are out of sight. If you have an internal trunk lock, use it. For more tips and information, visit http://manoa.hawaii.edu/dps/vehicletheft.html.

Alcohol and Drug Policies

State law and the university’s Executive Policy 11.202 regulate the sale, possession, and use of alcoholic beverages. Under state law, no one under the age of 21 may purchase, possess, or consume alcoholic beverages. It is the responsibility of both the server and consumer to be aware of and abide by all existing laws and regulations. University of Hawai‘i at Mānoa faculty, staff, and students, in accordance with state and/or federal law, are not permitted to manufacture, sell, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol at university-sponsored or approved events or on UHM property or in buildings used by the university for education, research, or recreational programs.

Possession, Sale, and Use of Drugs & Alcohol

Alcohol consumption is permitted in residence hall rooms and apartments as long as all occupants of the room/apartment are of legal drinking age. Consumption of alcoholic beverages is forbidden in all public and common areas.

The university strives to maintain campus communities and worksites free from the illegal use, possession, or distribution of alcohol or controlled substances. Unlawful manufacture, distribution,
dispensation, possession, use, or sale of alcohol or controlled substances by university employees and students in the workplace, on university premises used for education, research, or recreational programs, at official university functions, or on university business is prohibited. The university also will not excuse misconduct by employees and students whose judgement is impaired due to substance abuse.

Employees found to be in violation of university substance abuse policies, including student employees if the circumstances warrant, may be subject to corrective action, up to and including dismissal, under applicable university policies and collective bargaining unit agreements, and/or may be required to participate satisfactorily in a drug and/or alcohol counseling, treatment, assistance, or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Students found to be in violation of university substance abuse policies may be subject to corrective action up to and including expulsion or rescission of grades or degree as designated in the University of Hawaiʻi Student Conduct Code.

Special requirements for employees engaged on federal contracts and grants: The Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that university employees directly engaged in the performance of work on a federal contract or grant shall abide by this policy as a condition of employment.

Employees working on federal contracts or grants shall notify the university within five calendar days if they are convicted of any criminal drug statute violation occurring in the workplace or while on university business. This requirement also applies to all indirect charge employees who perform support or overhead functions related to the federal contract or grant and for which the federal government pays its share of expenses, unless the employee’s impact or involvement is insignificant to the performance of the contract or grant. The university is required to notify the appropriate federal contracting or granting agency within ten calendar days of receiving notice of such conviction and to take appropriate corrective action and/or to require the employee to participate satisfactorily in a drug and/or alcohol counseling, treatment, assistance, or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency within thirty calendar days of having received notice of such conviction.

All service or consumption of alcoholic beverages involving students on campus requires an endorsement from the Office of the Vice Chancellor for Students and approval from the Vice Chancellor for Administration, Finance and Operations. A minimum of two signatures is required on the request forms from the sponsoring organization or group.

Consistent with its mission, UHM will cooperate with law enforcement agencies in any cases related to the illegal use of drugs, tobacco, and alcohol. Students and employees found to be in violation may be subject to the provisions of Hawaiʻi state law, university policy and/or the Student Conduct Code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, university policy, and other applicable state laws and rules.

For information on campus policies, please see the links below:

- UH Mānoa Alcohol Use Policy
- Illegal Drugs, Alcohol and Substance Abuse (Executive Policy EP 11.201)
- Management and Regulation of the Sale, Service and Consumption of Alcoholic Beverages on University Premises (Executive Policy EP 11.202)
- Student Housing Services Community Standards

Use of Medical Marijuana Prohibited on Campus

The information below serves to provide further clarification on the current policies regarding marijuana on campus, specifically relating to medical use. Clarification relies on the understanding that current policies are understood in full:

- University of Hawaiʻi at Mānoa: Prohibited and subject to disciplinary process and sanctions
  - Student Conduct Code (EP7.208): III.C.2.I.: Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law
Student Housing Services Community Standards: Item 13: Illegal Drugs/Controlled Substances (in entirety)

- Hawai‘i state codes and regulations related to medical marijuana:
  - Medical marijuana was adopted into Hawai‘i state law via Act 228 (2000) and further codified into Hawai‘i Revised Statutes at part IX, Chapter 329, HRS
  - Medical marijuana dispensaries were adopted into Hawai‘i state law via Act 241 (2015) and codified in Hawai‘i Revised Statutes (HRS) at Chapter 329D, HRS
  - Hawai‘i Revised Statutes 328, chapter J outlines the law on prohibited smoking areas:
    - Section 3: Prohibition in enclosed or partially enclosed places open to the public. Smoking shall be prohibited in all enclosed or partially enclosed areas open to the public, including but not limited to the following places:
      - 7: educational facilities, both public and private

The University of Hawai‘i at Mānoa prohibits the possession and use of marijuana on campus. This includes all locations of the university, including student housing facilities.

The federal government has ruled that use, possession, or growing of marijuana is illegal. This federal statute supersedes state statutes in cases in which disparities exist. Further, the Drug Free Schools & Communities Act of 1989, a federal law, requires institutions of higher education who receive federal financial assistance (i.e., financial aid, research grants, tax benefits) to adhere to federal laws and rulings on drug use and possession.

If a student requires the use of medical marijuana, the following options are recommended:

- Reside off-campus, in a secured location safe for consumption and within the state statutes noted above.
- If residing on-campus:
  - Find a secured, safe location and within the state statutes noted above to consume medical marijuana. Student must be sober before returning to campus. If student returns to campus under the influence, appropriate conduct actions may occur.
  - Request a cancellation of your housing contract per the appropriate procedures in relief of your medical exception. Students must legally obtain a medical marijuana registration card as documentation for this release. In such situations, students will be released from their contracts with no financial penalty. Any payments made to the university for housing will be returned to the student, in proportion to the remainder of their time in university residence halls.

Any questions regarding the university policy of marijuana/controlled substances on campus, or this clarification on medical marijuana, should be referred to the Office of Judicial Affairs (808-956-4416 or oja@hawaii.edu) or the Office of the Vice Chancellor for Students Office (808-956-3290 or vcs@hawaii.edu).

Alcohol and Drug Prevention Programs

Drug and Alcohol Abuse Prevention Programs for Students

The Drug Free Schools & Communities Act of 1989 requires that on-campus prevention efforts be made available to the students. At the University of Hawai‘i, the Alcohol and other Drug Education Program (ADEP) provides substance abuse education, prevention, and intervention for all students. ADEP also conducts at least two information fair events per year centered on alcohol and drug awareness and prevention. Information fairs are announced to the campus community, and are open to all students, faculty, and staff. For more information, contact:

Alcohol and Other Drug Education Program
Queen Lili‘uokalani Center for Student Services
313-D
2600 Campus Road, Honolulu, HI 96822
Phone: (808) 956-3453
Email: adep@hawaii.edu
Web: http://www.hawaii.edu/shs/health_promotion/adep.php
Drug and Alcohol Abuse Prevention Programs for Employees

The University of Hawai‘i recognizes dependency on alcohol and other drugs as a treatable condition and as a complex problem that is not easily resolved by personal effort. The university has established a substance abuse awareness program for the purpose of informing employees about the dangers of substance abuse as well as the penalties that may be imposed for substance abuse violations and available counseling, treatment, assistance, and rehabilitation programs. Employees, including student employees, are encouraged to seek assistance, as appropriate, from available support programs.

The Office of Human Resources, in consultation with the Associate Vice President for Student Affairs, is responsible for updating and distributing the annual notification to all employees regarding the Illegal Drugs and Substance and Alcohol Abuse Prevention Program. The Office of the Executive Vice President for Academic Affairs, through the Associate Vice President for Student Affairs, is responsible for distributing the annual notification to all students. Such notification shall be in compliance with the provisions of the Drug-Free Schools and Communities Act Amendments of 1989, and any subsequent amendments. Chancellors shall assist with notification to employees and students when needed. The annual notice shall include:

1. Standards of conduct that clearly prohibit at a minimum the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
2. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
5. A statement concerning disciplinary sanctions which will be imposed for violations of the standard of conduct required in paragraph 1 in accordance with the applicable collective bargaining agreement or Student Conduct Code.

Office of Human Resources
Administrative Services Building 2
2440 Campus Road, Honolulu, HI 96822
Phone: (808) 956-8988
Web: https://www.hawaii.edu/ohr/about-us/contact-us/

Tobacco Free Campuses and Facilities
On July 10, 2018 all University of Hawai‘i campuses and facilities became tobacco-free, joining more than 2,000 U.S. universities and colleges in an effort to provide a healthy environment for all students, faculty and staff. Hawai‘i state law (SB 134, Act 160, SLH 2018) now prohibits the use of tobacco products on all ten campuses in the UH System, including all university-owned facilities. We encourage everyone to refrain from using tobacco products while on property owned or operated by UH. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, electronic cigarettes, vapes and chewing tobacco. For more information, visit: https://www.hawaii.edu/offices/communications/tobaccofree.

Weapons Policy
The possession of illegal and dangerous weapons on UHM premises is strictly prohibited. Illegal and dangerous weapons include, but are not limited to, firearms, ammunition, spear guns, explosives, tasers, and dangerous substances. Any person found in violation may be subject to all applicable state and federal laws, university policy, and the Student Conduct Code. Should you suspect or discover someone on campus in possession of a weapon, contact UHM DPS immediately. Since 2003, public displays of any type of “replica” firearm are illegal; this includes pellet, air, water, and toy guns.

Gambling Policy
In accordance with the laws of the State of Hawai‘i, gambling is not permitted. Please see the Glossary of Terms section for state definitions and laws regarding Gambling.
### Student Conduct and Discipline

At the University of Hawai‘i at Mānoa, there are programs that protect your rights as a student. For more information please go to:

- Student Conduct Code: [http://studentaffairs.manoa.hawaii.edu/policies/conduct_code](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code)
- Academic Grievance Procedures: [http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance](http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance)
- Student Housing Handbook: [http://manoa.hawaii.edu/housing/guide/reshallpolicies](http://manoa.hawaii.edu/housing/guide/reshallpolicies)

### General Information & Definitions

#### Definitions of VAWA Crimes

The Violence Against Women Act requires institutions to provide definitions of certain terms, including sexual assault, domestic violence, dating violence, stalking, and consent.

The State of Hawai‘i has laws and definitions regarding sexual assault, domestic violence, and stalking, which are outlined in addition to the Clery Act/VAWA definitions, in the Glossary of Terms section of this Annual Security Report. The University of Hawai‘i also defines these terms in its Interim Executive Policy EP 1.204 – Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence, which is outlined in the next section of this document.

The State of Hawai‘i does not have definitions regarding dating violence specifically, however, the state does have a definition of what constitutes a “dating relationship.” The State of Hawai‘i also does not have a definition of “consent” in reference to sexual activity. The Clery Act/VAWA definition of dating violence, and the University of Hawai‘i definition of consent are both included in the Glossary of Terms section. In addition, dating violence and consent are defined in the Interim Executive Policy EP 1.204 – Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence, which is outlined in the next section of this document.

#### Interim Executive Policy EP 1.204 – Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence

The University of Hawai‘i is committed to creating a community free from intimidation, harassment and violence. Sexual assault is prohibited by law and is a serious offense that violates the basic standards of behavior expected of members of the university community. The university prohibits acts of domestic violence, dating violence, stalking, sex discrimination, sexual exploitation, sexual harassment, and gender-based harassment. The university will take appropriate action to prevent sexual assault and will correct and discipline behavior that is found to violate this policy.

To view the full University of Hawai‘i Interim Executive Policy EP 1.204 – Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence, please visit [https://www.hawaii.edu/titleix/documents/6910/](https://www.hawaii.edu/titleix/documents/6910/).

This university policy includes definitions of each of these crimes, an overview of the reporting process and options, possible sanctions that may be imposed, and information on the standard of evidence used, retaliation, confidentiality, and appeals. Definitions of sexual assault, domestic violence, dating violence, and stalking is also located in the Glossary of Terms section of this Annual Security Report. For information on reporting a VAWA offense, please see the Reporting a VAWA Offense section. For more information about this policy, please contact the University of Hawai‘i Office of Institutional Equity.

**UH Office of Institutional Equity (UH System)**

Bachman Hall 109D
2444 Dole Street, Honolulu, HI 96822
Phone: (808) 956-9803
Email: institutional.equity@hawaii.edu
Web: [http://www.hawaii.edu/titleix](http://www.hawaii.edu/titleix)
AWARENESS PROGRAMS & RESOURCES

UHM provides an array of services to victims of VAWA crimes, and provides counseling and support in getting through the situation, including assistance with police reporting and legal procedures. This section outlines these resources, and additional contact information can be found in the Reporting Options & Resources for victims of sexual assault, domestic violence, dating violence, stalking, and harassment chart.

UHM Sexual Assault Task Force

The UHM Sexual Assault Task Force (SATF) was established in 2003. The SATF’s primary purpose is to coordinate services provided to students involved in Title IX related situations, including but not limited to sexual violence, intimate partner violence, gender discrimination and sexual harassment. SATF members are UHM directors/coordinators from the Office of the Vice Chancellor for Students, UHM Department of Public Safety, Office of Judicial Affairs, Office of Title IX, Counseling and Student Development Center, Women’s Center, Office of Gender Equity, Student Housing Services, and PAU (Prevention, Awareness, and Understanding) Violence Program. The primary mission of the SATF is to provide student-centered response and services.

The SATF meets monthly for case review and policy and procedure review. This coordinated response allows the UHM campus to provide the appropriate measures to address the safety and wellness of all students. Additionally, the SATF coordinates to ensure students are supported through any university procedure related to gender-based misconduct.

Our Commitment to Students Who Experience Sexual Assault, Stalking, Dating, and Domestic Violence*

If you or someone you know has experienced interpersonal violence, we want you to know:

1. Your safety is the university’s primary concern.
2. Speaking to a confidential advocate does not initiate a formal report or investigation. Confidential advocates through the PAU Violence Program and Office of Gender Equity can provide more information on services, options and safety planning.
3. UHM DPS will meet with you privately, at a time and place of your choice, to take a report.
4. You will not be judged and you will not be blamed for what occurred.
5. You will be treated with professionalism, courtesy, sensitivity, and dignity.
6. UHM DPS will assist you in arranging any necessary hospital treatment, or other medical needs. You will also be assisted in emergency housing if needed.
7. If you feel more comfortable talking with a friend or advocate of your choice present at the time of reporting, you will be accommodated at your request.
8. It is your choice to contact the Honolulu Police Department. You will have full support of the university whether or not you choose to report to HPD.
9. You can privately contact the Sex Abuse Treatment Center, PAU Violence program, Counseling and Student Development Center, Office of Title IX, and any other available services needed.
10. You can contact any member of the Sexual Assault Task Force to answer any of your questions, to explain the system and process involved, and to be a listening ear if you wish.
11. Your case will be taken seriously, regardless of your gender and background or the gender or status of the person that harmed you.
12. If your experience disrupts your academic work, you will be provided academic advocacy at your request.

For further questions, please contact the advocates at the PAU Violence Program or Office of Gender Equity.

* Courtesy of the UH Mānoa Sexual Assault Task Force
Common Myths and Misconceptions about Domestic Violence*

Myth 1: Domestic violence is an anger issue.
- Anger is an emotion we all have.
- Some individuals say that they “just lost control” or “need anger management.” If anger is a regular emotion and one could “lose control,” an angry person would be violent and express that anger on anyone. Given that violence is controlled and targeted at an intimate partner, we have to realize it’s not an anger issue because the behavior is definitely managed and focused.
- Domestic violence is an issue of using physical, emotional, mental, and economic abuse to control the behaviors of an intimate partner.

Myth 2: Domestic violence is an alcohol or drug problem.
- Substance use can increase the severity of abuse.
- Perpetrators sometimes use substance abuse as a tool to control the behaviors of the victim.
- Survivors sometimes use substances as a coping mechanism to deal with the abuse.
- Substance and alcohol abuse do not cause violence; however, they can impact the severity of violence.

Myth 3: Domestic violence only happens to the poor and uneducated.
- Domestic violence knows no boundaries. It occurs amongst all socio-economic groups, all levels of education, all races, heterosexual and homosexual relationships, amongst individuals with abilities and disabilities, and amongst all age groups.
- Domestic violence is often portrayed as an issue that only impacts the poor and uneducated because there is a societal belief that domestic violence is solely the use of physical violence, which is not expected of educated or rich individuals.

Myth 4: Leaving the relationship will end abuse.
- Ending a violent relationship is the most dangerous time for a survivor. Violence may increase when there is a threat to the relationship.
- The end of a relationship means the end of control over the survivor.
- On average, a victim will attempt to leave seven to nine times before safely getting out of an abusive relationship.

- Restraining orders may not stop abuse, but can help to criminalize abusive and stalking behaviors.

*Information courtesy of the UHM PAU Violence Program

UH Mānoa Office of Title IX
Title IX is a landmark federal civil rights law that prohibits sex discrimination in education. Members of the University of Hawai‘i at Mānoa community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

When an allegation of misconduct is brought to an appropriate administrator’s attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied. The Office of Title IX has the specific responsibility for providing prompt and effective responses to all complaints of sex discrimination or harassment for faculty, staff and students. The Title IX Coordinator reports directly to the UH Mānoa Chancellor. Any questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sex discrimination or harassment may do so by reporting the concern to the university’s Title IX Coordinator.

Title IX Coordinator
UH Mānoa Office Title IX
Hawai‘i Hall 124
2500 Campus Road, Honolulu, HI 96822
Phone: (808) 956-2299
Email: t9uhm@hawaii.edu
Web: http://manoa.hawaii.edu/titleix/
**UH Mānoa Office of Gender Equity**
The mission of the Office of Gender Equity is to create an educational and work environment on the UHM campus that is free from sex discrimination and gender-based violence by assisting students, faculty, and staff with information, support, and advocacy on matters relating sexual harassment, sexual assault, intimate partner violence, stalking, and sex discrimination. The Gender Equity Specialist offers direct services to victims and survivors of sex discrimination and gender-based violence as well as responds to general inquiries from students and employees regarding situations potentially involving university community members. The Office of Gender Equity's services include, but are not limited to:

- Trainings, workshops and seminars
- Crisis Screening and assessment
- Case Referral
- Safety Planning and Risk Assessment
- Advocacy and support during formal and informal processes under Title IX

**Office of Gender Equity**
Queen Liliʻuokalani Center for Student Services
210
2600 Campus Road, Honolulu, HI 96822
Phone: (808) 956-9977
Email: geneq@hawaii.edu
Web: [http://manoa.hawaii.edu/genderequity](http://manoa.hawaii.edu/genderequity)

**UH Mānoa Women’s Center**
The UHM Women’s Center is devoted to supporting the academic careers of both undergraduate and graduate students regardless of their background. This mission helps to strengthen the multicultural and gender-sensitive aspects of the university and fosters an environment free of racism, sexism and homophobia. There are four programs within the Women’s Center: Bridge to Hope (BTH), Student Parents at Mānoa (SP@M), LGBTQ+ Center & the PAU (Prevention, Awareness & Understanding) Violence Program. The Women’s Center offers many services to students, including:

- Crisis services, including (but not limited to): support and referrals for students dealing with domestic violence, sexual assault, poverty, sex or gender discrimination, and lesbian, gay, bisexual, and/or transgender student safety
- Student lounge in a safe environment for studying or hanging out
- A reading resource library with hundreds of books, magazines, and journals
- National and local lesbian and gay publications and resources
- Access to a private lactation room for nursing mothers
- Referral services: our staff can assist students in connecting with on and off-campus resources for domestic violence, sexual assault, homelessness, legal aid, and other crisis needs
- University and community networking opportunities
- Free informational brochures and flyers from a wide range of organizations
- Service learning opportunities for students such as the annual Domestic Violence Shelter Help Drive
- Free on-campus sexual assault and dating violence prevention workshops and trainings
- Sponsors special workshops, trainings, lectures, and presentations by local, national, and international speakers on a wide range of gender-related issues

**UH Mānoa Women’s Center**
Queen Liliʻuokalani Center for Student Svcs 211
2600 Campus Road, Honolulu, HI 96822
Phone: (808) 956-8059
Email: uhmwomen@hawaii.edu
Web: [http://www.hawaii.edu/womenscenter](http://www.hawaii.edu/womenscenter)

The UHM Women’s Center hosts several programs which assist students in education and prevention of sexual and relationship violence. In addition, Women’s Center employees are trained in bystander intervention and conduct awareness events, trainings, and information sessions both on a regular basis and by special request. The PAU Violence program and the LGBTQ+ Center are explained in further detail in this section.
PAU (Prevention, Awareness, Understanding) Violence Program
Prevention, Awareness and Understanding (PAU – the Hawaiian word for end or finish) Violence exists to inspire, educate, and empower students, employees, and campus communities to build safe living-learning environments, end interpersonal violence and encourage holistic wellbeing in ways that are supportive, collaborative, student-centered and strengths-based. PAU Violence provides training and education to students, faculty and staff on issues of relationship violence (including domestic violence and dating violence), sexual assault, and stalking. Housed under the Women’s Center, the PAU Violence Program also coordinates a campus-community partner response team known as the Sexual Assault Task Force, which meets regularly to develop, implement and evaluate victim-centered policies and procedures related to sexual and relationship violence issues for UH Mānoa students and employees. PAU Violence also provides crisis support and referrals to both the survivors of sexual and relationship violence and the accused party through the PAU Violence Program Respondent Support Services.

PAU Violence provides training and education for the campus community around issues of sexual violence, intimate partner violence and stalking, and provides direct services for students that experience gender-based violence. PAU Violence Program goals:
- When working with students and the campus community, the program endeavors to create an environment that is welcoming and safe, where people of all identities and experiences feel validated and supported.
- We strive to ensure that we provide a wide range of resources and referrals that assist students in making informed decisions that are in line with their personal wellbeing and academic success.
- The program uses innovative practices and culturally appropriate approaches to engage the campus community on multiple levels to understand sexual assault, domestic violence, dating violence, and stalking.
- Using experiences, education and knowledge, we challenge our campus and students to be role models in ending interpersonal violence.

PAU Violence
Main Phone: (808) 956-8059
Confidential Advocates: (808) 956-7344
Respondent Student Support: (808) 956-4392
Email: uhmpau@hawaii.edu
Web: http://manoa.hawaii.edu/pauviolence
LGBTQ+ Center
The Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ+) Center strives to maintain a safe and inclusive campus environment for all students of the University of Hawai’i at Mānoa regardless of their gender identity or sexual orientation. The LGBTQ+ Center serves as a campus and community resource on lesbian, gay, bisexual, and transgender issues.

The LGBTQ+ Center facilitates student learning and development through a range of educational programs, weekly drop-in groups for students, and resource/referral/advocacy services. The office provides direct services to students of the University of Hawai’i at Mānoa to confidentially discuss or seek advocacy and support related to sexual harassment, gendered violence, and mistreatment due to their actual or perceived sex, gender identity, gender expression, or sexual orientation.

LGBTQ+ Center
Phone: (808) 956-9250
Email: lgbtq@hawaii.edu
Web: http://manoa.hawaii.edu/lgbt

UHM Counseling & Student Development Center
The Counseling and Student Development Center (CSDC) is committed to helping our students and campus community not only meet the built-in demands of life transitions and academic life, but also achieve a sense of overall wellness and flourishing in their lives. Juggling a course load while meeting personal, social and other responsibilities can bring on discomfort, anxiety, depression and other emotional or physical concerns. CSDC professional staff provide comprehensive counseling and psychological services in a timely, accessible and personalized way in order to meet individual needs. All services are confidential. Time-limited individual, couples and group counseling services are free of charge for UHM students. CSDC offers free consultation to faculty and staff on student related issues as well. In addition, psychiatric services and career assessment services are available for a small fee.

During Business/Office Hours
There may be times when a mental health emergency arises; therefore, walk-in and crisis services are designed to be as accessible as possible. If you or someone you know could benefit from an immediate consultation with a counselor, please call CSDC at (808) 956-7927 and ask to speak to the crisis counselor:
• Counselors are on duty from 8:30 a.m. to 4:30 p.m., Monday through Friday (except holidays).
• Crisis Intervention or “walk-in” services are available during regular hours by our on-call counselors for students needing immediate assistance. If you are in crisis, you are welcome to walk in to the CSDC and ask to speak to the crisis counselor.

After Hours (On-Campus Residents of UHM)
If you are living on campus and need to reach a counselor after 4:30 p.m., Counselors-in-Residence (CIR’s) are available for after-hours crisis intervention.
• In the event of a mental health emergency, residents of UH Mānoa student housing can contact housing staff members, including a Resident Assistant (RA), the RA on-call, or a Residence Director (RD) and request to speak with a CIR.
• CIR’s are on-call from 4:30 p.m. to 8:00 a.m. on weekdays, and 24 hours on weekends and holidays.
• CIR’s typically respond within 15 minutes, and arrive on site to meet with students in a neutral and confidential location.

After Hours (Off-Campus Residents)
While the CSDC does not extend after-hours or weekend/holiday hours, on-call services for students living off campus, individuals in distress are encouraged to contact the 24-Hour Crisis Line of Hawai’i at (808) 832-3100.
• The crisis line handles all types of mental health crises questions (e.g. suicidal thoughts, feelings of hopelessness, depression) and is available 24 hours a day, seven days a week.
• For a referral to other community resources, you may choose to call Aloha United Way 211 at (808) 275-2000.
• In a life-threatening situation, do not hesitate to contact the Honolulu Police Department (HPD) at 911 or go to your nearest hospital emergency
Counseling and Student Development Center
Queen Liliʻuokalani Center for Student Services
312
2600 Campus Road, Honolulu, HI 96822
Phone: (808) 956-7927
Web: http://manoa.hawaii.edu/counseling

Primary Prevention & Awareness Programs
UH Mānoa has several comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking, that:

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

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees. Programs offered during the 2017-18 school year included:

- **[respect] Walk (April):** Personal health is just as important as asking people to get involved in addressing the difficult issue of sexual violence. This walk brings together anyone from the campus community that is interested in learning about prevention and intervention of violence at all levels. This annual event started in April 2018.
- **Latex Exhibit (April):** Each semester, nearly 400 students from the Women’s Studies course, Sex Differences in the Life Cycle, submit projects using latex barriers. This exhibit aims to engage the community in open dialog regarding consent.
- **Sex Assault Awareness Month Flags (April):** Each year, a display of flags are placed around campus to symbolize the 1 in 5 women (teal) and 1 in 16 men (blue) that may be sexually assaulted while in college.
- **Men’s March Against Violence (October):** The University of Hawai‘i at Mānoa participates in the annual Honolulu Men’s March Against Violence to recognize the imperative role men play in ending intimate partner violence. The campus coordinates transportation for faculty, staff and students to join the march at the Hawai‘i state capitol.
- **Shots - Film Screening and Discussion (Throughout the year):** Using the locally created short film “Shots,” students engage in a discussion about alcohol and sexual consent. Students discuss how consent is defined and how they may prevent potentially harmful behaviors.

Each of the programs listed above are available to all students, faculty, and staff. For employees, UH offers a training program titled, “LawRoom Online Training,” and an in-person training titled, “Sex Discrimination and Gender Violence in Higher Education: What Employees Need to Know.” For students and employees, in-person training sessions that cover VAWA and Title IX, and a variety of other topics related to sexual harassment and gender-based violence, are offered through the UH Mānoa Office of Title IX. For information regarding these training sessions, please contact the UH Mānoa Office of Title IX at (808) 956-2299. Bystander intervention training is offered by PAU Violence Program and is explained in the next section.

In addition, The UH Office of Institutional Equity, UH Mānoa Office of Title IX, UH Mānoa Office of Gender Equity, and the UH Mānoa PAU Violence Program each offer Sex Discrimination and Gender Violence training to new and returning faculty, staff, and students throughout the year. To request a training session, please contact one of these offices:

- **UH Office of Institutional Equity:** http://www.hawaii.edu/titleix
- **UH Mānoa Office of Title IX:** http://manoa.hawaii.edu/titleix
- **UH Mānoa Office of Gender Equity:** http://manoa.hawaii.edu/genderequity
- **UH Mānoa PAU Violence Program:** http://manoa.hawaii.edu/pauviolence
**Bystander Intervention**

**Bystander Intervention Definition & Purpose**
A bystander is someone who is present at an event but does not take part. A bystander might be someone at a bar who sees a drunk person being taken advantage of, someone who notices a family member’s bruises, or someone who hears screaming from a neighbor’s home. In situations of domestic violence or sexual assault, bystanders may think “it’s not my problem” or “it’s none of my business.” A bystander might rationalize their decision not to take action in a situation by telling themselves that they don’t have to act because someone else will. Some bystanders feel overwhelmed and unsure of what they can do to help. However, anyone can become an active bystander. Here are some tips to help you to take an active role in safely preventing and interrupting sexual assault and domestic violence.

Bystander Intervention means *safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.* Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**The 3Ds of Intervention Before, During and After**

**Direct:** To directly interact with the people involved in a situation and address the behavior of concern.

*Examples:*
- Before: “I don’t think you should be giving them more alcohol.”
- During: “Are you OK?”
- After: “Hey, I saw what happened. Can I do anything to help?”

**Distract:** To defuse a situation without directly addressing the behavior of concern.

*Examples:*
- Before: “Let’s go somewhere else. I don’t feel like hanging out with them.”
- During: “Did anyone see my keys?”
- After: “Offer to take them out for coffee or a snack to talk about what happened.”

**Delegate:** Notifying someone else of what is happening so as not to be alone in addressing the situation.

*Examples:*
- Before: Talking to other friends about what can be done for a friend in an abusive relationship.
- During: Calling law enforcement the UHM Department of Public Safety to let them know of a situation of concern.
- After: Informing officials (i.e. Housing staff, host of event, etc.) of what happened to prevent recurrence.

UHM also provides descriptions of several safe and positive options for bystander intervention in this report. These options may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

**Risk Reduction**
No victim is EVER to blame for being assaulted, abused, or victimized in any other way. Because bystander intervention includes recognizing situations of potential harm, UHM provides information on early warning signs of high risk situations, such as parties where drugs or alcohol are involved, and situations where you may be isolated.

UHM also seeks to further the understanding of institutional structures and cultural conditions that facilitate violence. The existence of a relationship often creates barriers to reporting. Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe.

**Overcoming Barriers to Intervening**
UHM encourages its community members to reframe common barriers to intervening, in order to promote safe and effective intervention options.

- **In/Out Groups (Barrier):** When making decisions, labeling the victim in an “out group” reduces a sense of responsibility to act. Therefore,
instead of having the rationalization that a situation may not involve someone you know, an active bystander can reframe the issue by thinking that if it’s happening, it affects you.

- **Role Morality (Barrier):** We act differently based on our roles. If we rationalize a situation by saying “It’s not my job,” then we may not respond. However, if we think “as part of the UH community, I have a duty to keep our campus safe,” then the reframed role helps to encourage being an active bystander.

- **Diffusion of Responsibility (Barrier):** The more people present in a situation, the less likely a person will act. This is because many people think that if lots of people are around, someone will take care of the situation. By understanding that this happens, we can reframe the situation and think that because everyone else might be feeling the same way, you must be the one to act.

**Taking Action: Safe and Effective Intervention Options**

UHM also provides descriptions of several safe and positive options for bystander intervention in this report. To ensure intervention is safe, [UH Campus] encourages bystanders to evaluate the risk for intervening. **If intervening means putting yourself in danger, call 911 instead.**

- **Offer Assistance (Taking Action):** As long as intervening does not put you in danger, you can step in and ask if the person needs help. By remaining at the scene and being a witness, you can make it less likely that the situation will escalate.

- **Buddy System (Taking Action):** By letting a friend know you are there for them, you can help reduce isolation and create effective group support systems.

- **Safety Plans (Taking Action):** Encouraging people to seek professional help can place them with trained professionals such as victim advocates and/or law enforcement officers. Professionally prepared safety plans can help to address case specific circumstances, reducing the risk of further harm.

## Bystander Intervention Programs at UHM

In accordance with VAWA and the Jeanne Clery Act, the PAU Violence Program provides bystander education and awareness education on the dynamics of interpersonal violence. In addition, online training is available to students and employees:

- For students, the online training provided at [http://www.hawaii.edu/titleix/lawroom/students](http://www.hawaii.edu/titleix/lawroom/students) contains helpful information regarding how to be an active bystander.

- For employees, the online training available at [http://www.hawaii.edu/titleix/lawroom/employees](http://www.hawaii.edu/titleix/lawroom/employees) helps to identify barriers to intervention, and provides safe and positive intervention options.

The PAU Violence Program has adapted the Bringing in the Bystander curriculum from the University of New Hampshire Prevention Research Center. Student learning outcomes of this curriculum are:

1. Participants will be able to identify the continuum of behaviors contributing to sexual and relationship violence;
2. Participants will demonstrate an understanding of the impact of interpersonal violence on the campus community by developing empathy for those who have experienced interpersonal violence;
3. Participants will understand their role in active bystander intervention and make a commitment to intervene before, during and/or after an incident using culturally informed approaches; and
4. Participants will develop personal skills to safely intervene as an active bystander within the context of the environment/situation.

Bringing in the Bystander acknowledges that most people will not intervene in relationship and sexual violence due to misconceptions of acceptable interventions. Providing students with an understanding of behaviors that contribute to sexual and relationship violence does two things:

a. Recognize unhealthy behaviors that are not often perceived as harmful; and

a. Allow them to identify situations which are considered safer to intervene. In doing so, students are able to explore various options for intervention.
The UHM PAU Violence Program facilitates discussions with students and employees to use three strategies to intervene in harmful or potentially harmful situations: directly before, distracting from or delegating others to assist. These strategies are encouraged before, during and after incidents of violence. Participants realize and discuss the multiple ways they can intervene when they recognize they are not limited to interventions during immediate acts of physical and sexual violence. Therefore, students are more likely to intervene having been given the opportunity to think about what intervention feels safest for them.

These modules encourage participants to be leaders and active bystanders by challenging them to identify concrete options for intervention of potentially harmful situations. These training sessions provide information on risk reduction, which gives options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Intervention trainings are tailored to meet the learning outcomes of specific populations or groups on campus. Regular trainings are provided annually to students who participate in the following campus programs:

- New Student Orientation
- Week of Welcome
- College Opportunities Program
- GEAR UP
- New student-athletes
- First Year Welcome
- Native Hawaiian Student Services Bridge Program
- Women’s Studies Course on Sex Differences in the Life Cycle
- Myron B. Thompson School of Social Work Masters Practicum students

Training sessions are available to students and employees, and are delivered annually and by request of the PAU Violence Program.

**Respondent Support Services**

PAU Violence Program Respondent Support Services provides assistance to any University of Hawai‘i at Mānoa student who has been accused of sexual or gender-based misconduct by another student. Sexual or gender-based misconduct include, but are not limited to, sexual violence, sexual assault, sexual harassment, dating/domestic violence or stalking. Comprehensive support services are available to help accused students understand their rights, and investigation and adjudication processes. Respondent Support Services provides:

- Review of student rights
- Safe listening space
- Explanation and assistance in navigating campus investigation and adjudication processes
- Support and referrals to on-campus and off-campus services

It is important to note that Respondent Support Services can maintain privacy, but are not designated as a confidential resource. Furthermore, Respondent Support Services does not provide legal advice.

**Respondent Support Services**

Queen Lili‘uokalani Center for Student Services
305
Phone: (808) 956-4392
Email: paurs@hawaii.edu
REPORTING & RESPONSE FOR VAWA OFFENSES

Temporary Restraining Order (TRO)
Also known as an “order for protection” or “civil protective order;” a TRO is a legal initiative to court order (i.e., restrain) an alleged defendant from further abuse against a plaintiff. UH Mānoa does not issue TROs, however, this document can be obtained through the Hawai‘i State Judiciary to provide legal assistance which prevents one individual from contacting another if they have a history of harassing, threatening, or abusing that individual. For assistance from UHM DPS in enforcing a TRO, the complainant must provide all necessary TRO information, including a clear copy of the TRO to the UHM DPS office. In addition to a copy of the TRO, the complainant must provide a current photo of the subject of the TRO, along with a description of any vehicle the subject may own or operate. Should the subject of the TRO violate their order, DPS will assist the victim in contacting the Honolulu Police Department and will issue a trespass warning to the subject, within the parameters of the court order.

Information regarding TROs can be obtained from the UHM Women’s Center, PAU Violence, Office of Title IX, Office of Gender Equity, or by visiting: http://www.courts.state.hi.us/self-help/protective_orders/. 

Victim Assistance & Preservation of Evidence
UHM DPS encourages victims of sexual assault, domestic violence, dating violence and stalking to make every attempt to preserve any physical evidence, even if they decide not to report the incident immediately. For sexual assault, this includes not showering or disposing of any damaged clothing or other items that are present during or after the assault. If any of these incidents should occur, the victim can take the following actions:

- Get to a safe place.
- Contact UHM DPS at 956-6911 or through an Emergency Call Box (ECB). Victims have the option to notify the Honolulu Police Department (HPD) by dialing 911, and UHM DPS personnel will assist in notifying HPD if the student chooses.
- Contact someone you trust to be with you or ask the police dispatcher to contact them for you.
- Victims of sexual assault should not shower, bathe, douche, change, or destroy clothing.
- Victims of sexual assault should also not eat, drink, smoke, or brush their teeth if oral contact took place.
- DO NOT clean or straighten up the area.
- Write down all details remembered as soon as possible.

In the event that sexual assault, domestic violence, stalking, or dating violence has taken place, it is very important to preserve all physical evidence of the crime. Do not shower or brush your teeth, and save all of the clothing you were wearing at the time. Place all garments in a paper (not plastic) bag.

UHM DPS will call for an ambulance or assist the victim in making other arrangements for prompt medical attention, as appropriate. UHM DPS accepts reports of criminal violence, particularly in the case of sexual violence, through a third party (i.e., a friend, Resident Assistant, family member, or other party). For information on reporting options and resources, see the Reporting Options & Resources chart at the end of this section.

Procedures for Reporting Domestic Violence, Dating Violence, Sexual Assault and Stalking
In addition to seeking resources, information, and counseling, students and employees have the option to report any of these crimes through the avenues explained below. These services may be sought regardless of whether or not the victim decides to report the crime to law enforcement (reporting a crime to the authorities is not a requirement for using any UH Mānoa resources). A student may utilize any, all, or none of the options listed without necessitating use of the other options.

Reporting to UHM DPS
Students and employees can report any crime to UHM DPS by contacting the department via on-campus Emergency Call Box, or by calling (808) 956-6911. For students with cell phones, we recommend programming the number into their phone for quick access in case of emergency. UHM DPS office is located at 1951 East-West Road, in the Campus Services
building. Officers are on duty 24 hours per day, seven days per week. Sexual assaults may also be reported to DPS online at: http://manoa.hawaii.edu/dps/reportsexassault.html.

For emergency services, including Honolulu Police Department, Honolulu Fire Department, and EMS, please call 911. Victims have the option to decline law enforcement or UHM DPS services, and may still receive UH Mānoa counseling, advocacy, and other resources regardless. Any of the UHM organizations listed within this Annual Security & Fire Safety Report will assist the victim in reporting to any other agency, including Honolulu Police Department, at his or her request. For more information, please see the Reporting a Crime section.

**Reporting to UHM Office of Title IX**

Individuals may also report sexual assault, domestic violence, dating violence, and stalking to the institution's Title IX Coordinator, who can meet with you to discuss different options. You may request that the Title IX coordinator provide you with remedies and resources without initiating a formal resolution process. Generally, the university will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

You are not obligated to pursue formal resolution in order to access the resources that are available. If the university decides that it is obligated to pursue a formal resolution based on the notice you have given, you are not obligated to participate in the resolution process. However, the ability of the university to enforce its policies or provide some remedies may be limited if you choose not to participate.

**Confidential Reporting**

If you wish that details of the incident be kept confidential, speak with a campus mental health counselor and/or health services provider or an advocate. The university has confidential offices where students can seek assistance in a confidential manner.

University employees who are not designated as confidential are called "responsible employees," and are expected to report the details of which they are aware about the incident. They share this information with the Title IX Coordinator. Giving a responsible employee notice of an incident constitutes official notice to the university. Incidents of sexual misconduct will be taken seriously when official notice is given. Incidents of sexual misconduct will be resolved in a prompt and equitable manner under the university resolution procedures, which are discussed in University of Hawai’i Interim Executive Policy EP 1.204 – Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence, please visit https://www.hawaii.edu/titleix/documents/6910/.

For information on reporting options and resources, see the Reporting Options & Resources chart at the end of this section.

**What Happens After I File a Report?**

Whether or not criminal charges are filed, the university or a person may file a complaint under the following policies, depending upon the status of the responding party (student or employee): Procedurally, when the UHM receives a report of sexual assault, domestic violence, dating violence, or stalking, the campus Title IX Coordinator is notified and determines if the complaint, if substantiated, constitutes a policy violation under EP1.204. The Title IX Coordinator or an advocate will offer assistance to the reporting party in the form of interim measures such as opportunities for academic adjustments, changes in housing, student financial aid, visa and immigration assistance, changes in working situations, no contact orders, campus safety escorts, and other assistance as may be appropriate and available on campus or in the community (e.g., TRO, transportation assistance, targeted interventions, etc.). If the reporting party so desires, that individual will be connected with an advocate and/or counselor on or off-campus.

No reporting party is required to take advantage of these services and resources, but UHM provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, resources, and procedures, is provided to all reporting parties, in writing, whether they are students, employees, guests, or visitors. If the Title IX Coordinator determines that the complaint, even if
substantiated, does not rise to the level of a violation under EP1.204, the Title IX Coordinator will dismiss the complaint but may recommend follow-up actions to be taken, as appropriate.

The university’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and procedure, and that is transparent to the reporting party and the responding party. Usually, the resolution of sexual assault, domestic violence, dating violence, and stalking complaints are completed within a timely manner. However, each proceeding allows for extensions of timeframes for good cause with written notice to the reporting party and the responding party of the delay and the reason for the delay. UHM officials involved in the investigation or adjudication of sexual assault, domestic violence, dating violence, and stalking complaints are trained annually on the issues related to sexual assault, domestic violence, dating violence, and stalking as well as how to conduct an investigation that protects the safety of the reporting party and promotes accountability. Furthermore, UHM provides that:

1. The reporting party and the responding party will have timely notice for meetings;
2. The reporting party and the responding party will have timely and equal access to information that will be used during formal and informal disciplinary meetings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the reporting party or the responding party;
4. The reporting party and the responding party will have the same opportunities to have others present during any institutional disciplinary proceeding. The reporting party and the responding party each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. UHM will not limit the choice of advisor or presence for either the reporting party or the responding party in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited and the advisor cannot speak for the reporting party or responding party nor dictate the line or rationale of questioning;
5. The reporting party and the responding party will be notified simultaneously, in writing, of the result of any disciplinary proceeding that arises from an allegation of sexual assault, dating violence, domestic violence, or stalking;
6. The reporting party and the responding party will be notified simultaneously in writing, of the appropriate method for filing an appeal. When either party files an appeal, UHM will notify the other party in writing;
7. Should any change in outcome occur prior to finalization, the reporting party and responding party will be informed in a timely manner, and in writing, and will be notified when the results of the resolution process becomes final.

Interim Measures
Interim Executive Policy EP 1.204, “Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence,” (EP1.204) is applicable to both students and employees. This policy serves to inform the reporting party about their right to file criminal charges as well as the availability of resources to include but not limited to counseling, health services, mental health, reporting party advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a reporting party and responding party, such as housing, academic, transportation and employment remedies, if reasonably available. UHM will provide interim measures, if the reporting party requests them and if they are reasonably available, regardless of whether the reporting party chooses to report the crime to local law enforcement. Reporting parties can contact the UH Mānoa Office of Title IX, EEO/AA Office, PAU Violence, or Office of Gender Equity to file a complaint.

Law Enforcement Involvement
It is the policy of the UHM not to notify local law enforcement when sexual misconduct occurs, unless a reporting party wishes or there is an emergency threat to health or safety. Reporting parties have the option to notify law enforcement directly, or to be
assisted in doing so by campus officials. If requested, campus officials can facilitate reporting to local law enforcement, but may also respect a reporting party’s request not to do so.

Confidentiality of Personally Identifying Information
The student reporting party may request that directory information on file with UHM be withheld by the UH Mānoa Office of the Registrar. Regardless of whether a victim has opted-out of allowing UHM to share “directory information,” the investigation and records of the resolution conducted by UHM are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Privacy of the records specific to the investigation is maintained in accordance with existing UH administrative procedure relating to protection of the educational right and privacy of students and the Federal Educational Rights and Privacy Act (FERPA) statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of the parties or information that could easily lead to their identification. Additionally, the UHM maintains privacy in relation to any interim measures or protective measures afforded to the parties, except to the extent necessary to provide the interim measures and/or protective measures. Typically, if faculty, staff or administrators are asked to assist with interim measures for a specific student, they are told that such measures are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. Irrespective of state law or public records access provisions, information about the parties are maintained privately in accordance with Title IX and FERPA.

Disciplinary Procedures
For offenses including sexual assault, domestic violence, dating violence, or stalking, possible student disciplinary action and sanctions could include warning, disciplinary probation, suspension, suspension with conditions, withholding of degree, expulsion/discharge, censure, university housing restrictions, restrictions on access to space, resources, and activities, and other sanctions such as alcohol or other drug education programs, essays, or other assignments. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion, or termination of employment. For all included responding parties covered by collective bargaining, sanctions or appropriate administrative actions may be imposed in accordance with the applicable collective bargaining agreements.

Information About the “Date Rape Drug”
Date rape drugs, such as rohypnol, can be placed into any beverage, not just alcohol. The drug may act as an aphrodisiac or an intoxicant. Common side effects of these drugs include feelings of euphoria, short-term memory loss, decreased inhibitions, drowsiness, light-headedness, staggering, confusion, muscle relaxation, and amnesia that can last as long as 24 hours. Serious adverse effects can occur, such as seizures, insomnia, anxiety, nausea, dizziness, hallucinations, coma and even death.

It is important to note that alcohol is more commonly used in sexual assault cases on college campuses. For more information on the university’s alcohol and drug policy, refer to the Alcohol and Drug Policy Policies & Prevention Programs section.

If you or someone you know has been drugged and/or assaulted, go to a safe place and contact UHM DPS or local police. UHM DPS recommends that the victim request to be taken to University Health Services Mānoa or local hospital Emergency Room, for immediate treatment of any injuries. Victims may also choose to receive urine, blood, pregnancy, and sexually transmitted disease (STD) testing.
## Reporting Options & Resources
for victims of sexual assault, domestic violence, dating violence, stalking, and harassment

<table>
<thead>
<tr>
<th>Type</th>
<th>Department/Office Name</th>
<th>Student Resource</th>
<th>Employee Resource</th>
<th>Services</th>
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<tr>
<td>Reporting</td>
<td>UHM Department of Public Safety (808) 956-6911</td>
<td>X</td>
<td>X</td>
<td>Reports, incident response, &amp; TRO filing</td>
</tr>
<tr>
<td></td>
<td>UHM Office of Title IX (808) 956-2299</td>
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<td>X</td>
<td>Reports, investigation, assistance w/interim measures, and adjudication</td>
</tr>
<tr>
<td></td>
<td>PAU Violence (808) 956-7344</td>
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<td>X</td>
<td>Confidential advocacy, safety planning, risk assessment, case referral</td>
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<tr>
<td></td>
<td>UHM Office of Gender Equity (808) 956-9499</td>
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<td>X</td>
<td>Confidential advocacy, safety planning, risk assessment, case referral</td>
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<tr>
<td></td>
<td>UHM Counseling &amp; Student Development Center (808) 956-7927</td>
<td></td>
<td>X</td>
<td>Counseling services for students</td>
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<tr>
<td></td>
<td>University Health Services Mānoa (808) 956-8965</td>
<td>X</td>
<td></td>
<td>General medical care &amp; specialty care, immunizations, laboratory services, pharmacy</td>
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<tr>
<td></td>
<td>UHM Office of Human Resources (Employee Relations)</td>
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<td>X</td>
<td>Assistance w/employment concerns</td>
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<td></td>
<td>UH Employee Assistance Program</td>
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<td>Counseling services for employees</td>
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<tr>
<td></td>
<td>UH Mānoa Equal Employment Opportunity and Affirmative Action (EEO/AA) Office</td>
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<td>X</td>
<td>Training, resources, and information regarding equal employment opportunity requirements</td>
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<td>Law Enforcement Response</td>
<td>Honolulu Police Department 911</td>
<td>X</td>
<td>X</td>
<td>Law enforcement incident response and investigation</td>
</tr>
<tr>
<td></td>
<td>Sex Abuse Treatment Center Hawai‘i (808) 524-7273</td>
<td>X</td>
<td>X</td>
<td>24/7 crisis intervention, referral services, medical exams</td>
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<tr>
<td></td>
<td>Domestic Violence Action Center (808) 531-3771</td>
<td>X</td>
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<td>Advocacy, crisis support, safety planning, referral services</td>
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<td></td>
<td>Child &amp; Family Service Oahu Abuse Hotline (808) 841-0822</td>
<td>X</td>
<td>X</td>
<td>Temporary housing for domestic violence victims</td>
</tr>
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<td></td>
<td>Rape, Abuse, &amp; Incest National Network (RAINN) (800) 656-HOPE</td>
<td></td>
<td>X</td>
<td>24/7 support, information, referral services (nationwide service)</td>
</tr>
</tbody>
</table>
### UH Mānoa Student Housing

#### Community Desk Coordinators (CDC)
Community Desk Coordinators work at the community (front) desk in each of the halls. They serve as a resource for residents and provide various services to assist the residential community.

#### Resident Assistant (RA)
Resident Assistants (RA) reside on floors within the residence halls and are primarily responsible for an assigned group of residents. The RAs are the primary resource persons for the residents in their hall. RAs assist residents with the Roommate Living Agreement and help to mediate roommate or floor conflicts. They also provide the residents with community and educational programs. The RAs assume on-call responsibilities, which include documenting incidents that occur, reporting malfunctions, cleaning issues in the building, and responding to emergency situations.

#### Residence Director (RD) / Administrator-On-Call (AOC)
A Residence Director (RD) is a full-time, professional, live-in staff member. The RD is responsible for the overall, day-to-day operations of a hall and supervises the Resident Assistants and community desk, advises the Community Council, and oversees educational programming, facilities, emergencies, and disciplinary procedures. The RDs assume the Administrator-On-Call (AOC) role on a rotational basis. The AOC oversees any crisis or emergency situation in the residence halls and apartments.

### East-West Center Student Housing

East-West Center has two housing facilities for its student scholarship recipients: Hale Mānoa and Hale Kuahine. In addition, housing in these residence halls is available to students with no formal affiliation with East-West Center (e.g., University of Hawaii graduate students) as space permits. The Special Housing program accommodates graduate students whose academic work is related to the East-West Center mission of promoting better relations and understanding among the people and nations of the United States, Asia, and the Pacific. Residents at East-West Center may stay for a few days, or for the entire school year, depending on their needs, length of program, and the arrangement they make with East-West Center Housing Office.

East-West Center Housing does not have resident advisors, but they have Housing Staff Assistants (HSA) who work during normal business hours (7:30 a.m. to 4:30 p.m.) and conduct inspections of rooms and common areas, assist students with needs, and report any problems to the necessary office (i.e., East-West Center Facilities or East-West Center Housing Office). In addition to HSAs, East-West Center Housing has desk clerks who are stationed on site at Hale Mānoa 24/7, and conduct regular rounds of Hale Mānoa and Hale Kuahine on the HSA role at night.

### East-West Center Housing Policies
East-West Center Housing Office maintains policies for guests and visitation, weapons, drugs, alcohol, and a variety of other policies which are available online. Unlike UH Mānoa Student Housing, East-West Center is independently owned and operated, and while students are affiliated with the university, East-West Center Housing has its own Resident Conduct Code. For more information and to view the conduct code, visit: https://www.eastwestcenter.org/about-ewc/housing/student-housing.
Student Housing Missing Student(s) Procedure

If a resident student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, please immediately notify the UH Mānoa Department of Public Safety (UHM DPS) at (808) 956-6911. Students under the age of 18 will have their parents notified if they are determined missing for more than 24 hours, and law enforcement may be notified for any student missing for more than 24 hours. If a resident over 18 years of age is deemed to be missing, the university will, at its discretion, contact the confidential contact and/or the emergency contact on file. If a student has been seen in the company of an individual(s) indicating that they may be in danger, the UH Mānoa Department of Public Safety and/or the Honolulu Police Department (call 911), should be notified immediately.

It is strongly recommended that any resident let their roommate, neighbor, or RA know if they are going on a trip, hiking, to the beach, etc. Having a friend know when to expect their roommate or friend back and having them look for that person immediately if they are not back can be lifesaving.

UHM DPS will conduct an investigation to determine if the student is missing. The university will notify the following individuals within 24 hours of determining that the student is missing: If a student is under the age of 18 and is not emancipated, their parent or guardian will be notified; if the student has registered a confidential contact and/or emergency contact person with the university, the contact(s) will be notified; and if the Honolulu Police Department (HPD) was not involved in the initial campus investigation, UHM DPS will notify HPD or the appropriate law enforcement agency, depending on the jurisdiction. If a student has been seen in the company of individual(s) indicating that they may be in danger, UHM DPS and/or the Honolulu Police Department, will be notified immediately. The University of Hawai‘i also may choose to contact the student’s parent/guardian in the event that a student is deemed to be missing.

The investigation will be conducted by UHM DPS as follows:

- The responding officer will gather all essential information about the person (description, clothes last worn, where the subject might be, who they might be with, vehicle description, etc.). An up-to-date photograph may also be obtained to aid in the search.
- The responding officer will also gather information about the physical and mental wellbeing of the individual.
- Appropriate campus staff will be notified to aid in the search for the individual.
- A quick, but thorough search will be conducted in all campus buildings and parking lots.
- Class schedules will be obtained and a search will be conducted. If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing, (i.e. call from parents, guardians) the investigation will be turned over to the appropriate local law enforcement agency. At that time, they become the authority in charge and UHM DPS will assist them in any way necessary.
- The Vice Chancellor for Students will be responsible for communicating with the family or relatives of the missing person.

For more information, please visit the Student Housing Services website: https://manoa.hawaii.edu/housing/guide/services/campussafety/missing-student

Confidential Contact Information

Students residing in on-campus housing with UH Mānoa Student Housing Services have the option to identify confidentially an individual to be contacted by UHM in the event that the resident is determined to be missing for more than 24 hours. A resident who wishes to identify a confidential contact for the 2018-2019 school year can do so via this website: https://www.surveymonkey.com/r/29JMQCF. The confidential contact information will be accessed only by authorized UHM officials and law enforcement in the course of an investigation. If a resident does not identify a confidential contact, the individual’s emergency contact will be informed in the event that the resident is determined to be missing for more than 24 hours. Please refer to the Student Housing Services Community Standards at http://manoa.hawaii.edu/housing/guide/reshallpolicies. Please contact the hall staff or the Residential Life Office at (808) 956-8300.
with any questions.

For students residing with East-West Center, emergency contacts are kept on file with the East-West Center Housing Office. These contacts are requested upon the student’s arrival to housing. For more information, contact the East-West Center Housing Office.

**UH Mānoa Student Housing Services**
Frear Hall  
2569 Dole Street, Honolulu, HI 96822  
Phone: (808) 956-8177  
Email: uhmsh@hawaii.edu

**East-West Center Housing Office**
Hale Mānoa  
1711 East-West Road, Honolulu, HI 96822  
Phone: (808) 944-7805  
Email: housing@eastwestcenter.org
## Crime Statistics

### UH Mānoa Main Campus

The chart below represents all incidents reported to UHM DPS and other CSAs during calendar years 2015, 2016, and 2017.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
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<td>Sex Offenses - Fondling</td>
<td>2</td>
<td>5</td>
<td>0</td>
<td>3</td>
<td>5</td>
<td>0</td>
<td>1</td>
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<td>0</td>
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<td>Sex Offenses - Rape</td>
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<td>7</td>
<td>0</td>
<td>11</td>
<td>13</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>0</td>
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<td>Sex Offenses - Incest</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Sex Offenses - Statutory Rape</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
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<td>Arson</td>
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<td>0</td>
<td>1</td>
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<td>0</td>
</tr>
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<td>Robbery</td>
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<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Aggravated Assault</td>
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<td><strong>ARRESTS &amp; DISCIPLINARY REFERRALS</strong></td>
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<td>0</td>
<td>666</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
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<td>1</td>
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<td>0</td>
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<td>Drug-Related Violation (Referred for disciplinary action)</td>
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<td>0</td>
<td>1</td>
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<td>0</td>
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<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td><strong>VAWA CRIMES</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Domestic Violence</td>
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<td>3</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
<td>9</td>
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</tr>
</tbody>
</table>

**Important Notes:**

* "Total On-Campus" statistics includes the statistics from Student Housing Facilities.

** Statistics for Burglaries in 2016 were edited due to 2016 Jeanne Clery Act Handbook guidance that clarified that any property outside of a one mile radius of main campus is considered Non-Campus property. Statistics from Lyon Arboretum (which is three miles from main campus) for one Burglary in 2016 were moved from the On-Campus to Non-Campus category.

### Hate Crimes

There were no hate crimes reported at this campus for the years 2015, 2016 or 2017

### Unfounded Crimes

There were no unfounded crimes at this campus for the years 2015, 2016 or 2017
### CRIME STATISTICS

#### Kaka’ako Campus Units

The chart below represents all incidents reported to CSAs during calendar years 2015, 2016 and 2017 at the John A. Burns School of Medicine (JABSOM) and University of Hawai’i Cancer Center (UHCC). Although JABSOM and UHCC are located in the Kaka’ako area of Honolulu and not directly contiguous to main Mānoa campus, these locations are considered a “branch campus” of UH Manoa, and administrators within these facilities report to the UH Mānoa Chancellor’s Office.

<table>
<thead>
<tr>
<th>Offense</th>
<th>2017 On-Campus Property</th>
<th>2016 On-Campus Property</th>
<th>2015 On-Campus Property</th>
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<tbody>
<tr>
<td></td>
<td>Student Housing</td>
<td>Total On-Campus</td>
<td>Public Property</td>
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<td>Murder/Non-Negligent Manslaughter</td>
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<td>Manslaughter by Negligence</td>
<td>NA</td>
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<td>Sex Offenses - Fondling</td>
<td>NA</td>
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<tr>
<td>Sex Offenses - Rape</td>
<td>NA</td>
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<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Incest</td>
<td>NA</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Statutory Rape</td>
<td>NA</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>NA</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>NA</td>
<td>0</td>
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<tr>
<td>Aggravated Assault</td>
<td>NA</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>NA</td>
<td>1</td>
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</tr>
<tr>
<td>Motor Vehicle Theft</td>
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#### ARRESTS & DISCIPLINARY REFERRALS

<table>
<thead>
<tr>
<th>Violation</th>
<th>2017 On-Campus Property</th>
<th>2016 On-Campus Property</th>
<th>2015 On-Campus Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Arrest</td>
<td>NA</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations (Referred for disciplinary action)</td>
<td>NA</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug-Related Arrest</td>
<td>NA</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug-Related Violation (Referred for disciplinary action)</td>
<td>NA</td>
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<td>0</td>
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<tr>
<td>Weapons Possession Arrest</td>
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<tr>
<td>Weapons Possession Violation (Referred for disciplinary action)</td>
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</table>

#### VAWA CRIMES

<table>
<thead>
<tr>
<th>Violation</th>
<th>2017 On-Campus Property</th>
<th>2016 On-Campus Property</th>
<th>2015 On-Campus Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>NA</td>
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<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>NA</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>NA</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### IMPORTANT NOTES:

* On-Campus Student Housing Facilities: John A. Burns School of Medicine and UH Cancer Center do not have residence halls.

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**Hate Crimes**

There were no hate crimes reported at this campus for the years 2015, 2016 or 2017.

**Unfounded Crimes**

There were no unfounded crimes at this campus for the years 2015, 2016 or 2017.
**Daily Crime Log**

UHM DPS maintains a daily crime log of all incidents reported to their office. This includes all reported crimes that occur on campus, in non-campus buildings or properties, and on public property for UH Mānoa main campus, John A. Burns School of Medicine, and UH Cancer Center. The log also includes fires that occur in residential facilities on campus (main Mānoa campus only). The most current 60 days of information is available for public inspection at UHM DPS offices at the address below between 8:00 a.m. and 3:00 p.m., Monday through Friday. Requests for logs older than 60 days must be made in writing, and will be accommodated within five business days of the written request.

**UHM Department of Public Safety**
 Auxillary Services Building
 1951 East-West Road
 Honolulu, HI 96822
 Email: dpschief@hawaii.edu
 Web: [http://manoa.hawaii.edu/dps](http://manoa.hawaii.edu/dps)

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**Preparing the Annual Disclosure of Crime Statistics**

The procedure for preparing the annual disclosure of crime statistics includes reaching out to various law enforcement agencies and UHM departments to obtain Clery reportable statistics. These sources include:

- **UHM DPS incident reports**: Includes any crimes reported directly to UHM DPS, and documented with an incident report.

- **UHM Departments & Campus Security Authorities (CSAs) for main Mānoa and Kakaʻako campus**: Office of Student Life and Development, Women’s Center, LGBT Services, Office of Gender Equity, Student Housing, Judicial Affairs, Athletics, International and Exchange Programs, Study Abroad Programs, Office of Title IX, and all other designated Campus Security Authorities. The UHM DPS Clery Coordinator conducts outreach to these CSAs on an ongoing basis throughout the year, and via an annual survey. See [Campus Security Authorities](#) section for more information.

- **Non-Campus Property**: Sources include Hawai‘i Institute of Marine Biology (HIMB) – remote vessels, College of Tropical Agriculture and Human Resources (CTAHR), Waikiki Aquarium/Marine Science, Institute for Astronomy, School of Ocean, Earth Sciences, and Technology (SOEST), Lyon Arboretum, and off-campus trips to UHM-organized study abroad or student travel locations. These are satellite UH facilities that are not immediately on or adjacent to campus. Some of these facilities are located on neighbor islands, but are still part of Mānoa non-campus property. Non-campus property also includes hotel stays for a "long duration." DPS solicits statistics from these properties and their local law enforcement agencies, during the dates of each “long duration” stay for any student athletics, study abroad, or educational trip.

- **Law Enforcement Agencies**: Statistics were requested from Honolulu Police Department, Maui County Sheriff, Kauai Police Department, Hawai‘i Department of Public Safety, and Hawai‘i Police Department. Some agencies reported back with no statistics, and some statistics reported to UHM DPS were not available in a usable format for Clery reporting purposes. In addition, some law enforcement agencies chose not to respond to our request for statistics.

Statistics reporting comes from a variety of sources, including the above-listed agencies, departments, and non-campus locations. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities, local law enforcement, hotels where students have stayed for a “long duration,” and the law enforcement agencies within the jurisdiction of those hotels. Statistics from the daily crime logs for the same calendar year are also gathered.

All statistics are gathered, compiled, and reported to the university community via the Annual Security & Fire Safety Report (ASFSR) which is published by the institution. The university submits the ASFSR to the Department of Education (ED), and these statistics become available through both the ED website and UHM DPS website. The university sends an individual notice of availability to every enrolled student and current employee on an annual basis on or before October 1 each year. The notice includes a brief summary of the contents of the ASFSR, a web link to
the ASFSR on the UHM DPS website, and information about how to request a hard copy of the report.

The UH Mānoa Clery Coordinator is responsible for preparing the Annual Security & Fire Safety Report.

**UH Mānoa Clery Coordinator**
UHM Department of Public Safety
Phone: (808) 956-5886
Email: clery@hawaii.edu
Under the Clery Act, for the purposes of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics, institutions must do so based on definitions provided by the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI’s UCR Program. The definitions of Fondling, Incest and Statutory Rape are from the FBI’s National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all of the other UCR Program standards.

For the categories of Domestic Violence, Dating Violence and Stalking, the Clery Act specifies that institutions must use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department’s Clery Act regulations.

Some definitions provided below also include Hawaiʻi Revised Statutes (where noted).

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arrest:** Defined by the Clery Act as persons processed by arrest, citation or summons.

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

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

**Consent:** According to the University of Hawaiʻi Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence (EP 1.204), consent is affirmative, conscious, and voluntary agreement to engage in agreed upon forms of sexual contact. A person cannot give consent if the person is under the age of consent for sexual contact (see below), the person is developmentally or intellectually disabled, or the person is mentally incapacitated or physically helpless. Lack of protest or resistance cannot be interpreted as consent. Silence cannot be interpreted as consent. Consent must be ongoing throughout any sexual contact and can be revoked at any time. The existence of a dating relationship, domestic partnership, or marriage between the persons involved, or the existence of past sexual relations between the persons involved, is never by itself an indicator of consent.

This definition is used in the context of Interim Executive Policy 1.204 for the purpose of determining whether there was a policy violation for the prohibited conducts of sexual exploitation or sexual assault.

In Hawaiʻi, the age of consent is sixteen (16) generally, or the age of consent is between fourteen (14) and fifteen (15) when either the other person is less than (5) years older or when the other person is legally married to the person between the ages of fourteen (14) and fifteen (15). See Haw. Rev. Stat. § 707-732.

*The Hawaiʻi Penal Code does not define “consent” in reference to sexual activity.*

**Crime of Violence:**
According to Section 16 of title 18 of the United States Code, the term “crime of violence” means:

a. an offense that has the element of the use, attempted use, or threatened use of physical force against the person or property of another, or

b. any other offense that is a felony and that, by its nature, involves a substantial risk that physical
force against the person or property of another may be used in the course of committing the offense.

**Dating Violence and Domestic Violence:** According to the Violence Against Women Act of 1994, *Dating Violence* is 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 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. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Jeanne Clery Act reporting.

According to the Violence Against Women Act of 1994, *Domestic Violence* is a felony or misdemeanor crime of violence committed by:

- A 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

**Hawai'i Criminal Law: Hawai'i Revised Statutes § 709-906**

*Abuse of family or household members; penalty.* (1) It shall be unlawful for any person, singly or in concert, to physically abuse a family or household member or to refuse compliance with the lawful order of a police officer under subsection (4). The police, in investigating any complaint of abuse of a family or household member, upon request, may transport the abused person to a hospital or safe shelter.

For the purposes of this section: “Business day” means any calendar day, except Saturday, Sunday, or any state holiday.

“Family or household member:” (a) Means spouses or reciprocal beneficiaries, former spouses or reciprocal beneficiaries, persons in a dating relationship as defined under section 586-1, persons who have a child in common, parents, children, persons related by consanguinity, and persons jointly residing or formerly residing in the same dwelling unit; and (b) Does not include those who are, or were, adult roommates or cohabitants only by virtue of an economic or contractual affiliation.

**Hawai'i Civil Law: Hawai'i Revised Statutes § 586-1**

“Dating relationship” means a romantic, courtship, or engagement relationship, often but not necessarily characterized by actions of an intimate or sexual nature, but does not include a casual acquaintanceship or ordinary fraternization between persons in a business or social context.

“Domestic abuse” means: (1) Physical harm, bodily injury, assault, or the threat of imminent physical harm, bodily injury, or assault, extreme psychological abuse or malicious property damage between family or household members; or (2) Any act which would constitute an offense under section 709-906, or under part V or VI of chapter 707 committed against a minor family or household member by an adult family or household member.

“Extreme psychological abuse” means an intentional or knowing course of conduct directed at an individual that seriously alarms or disturbs consistently or continually bothers the individual, and that serves no legitimate purpose; provided that such course of conduct would cause a reasonable person to suffer extreme emotional distress.

“Family or household member”: (1) Means spouses or reciprocal beneficiaries, former spouses or former reciprocal beneficiaries, persons who have a child in common, parents, children, persons related by
consanguinity, persons jointly residing or formerly residing in the same dwelling unit, and persons who have or have had a dating relationship; and (2) Does not include those who are, or were, adult roommates or cohabitants only by virtue of an economic or contractual affiliation.

“Malicious property damage” means an intentional or knowing damage to the property of another, without his consent, with an intent to thereby cause emotional distress.

**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 Violation**: Violations laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Fondling**: Touching of the private body parts of another person for the purpose of sexual gratification, for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Gambling** (definition based on Hawai‘i Revised Statutes §712-1220):
Definitions of terms in this part. In this part unless a different meaning plainly is required, the following definitions apply[.]

"Advance gambling activity". A person “advances gambling activity” if he engages in conduct that materially aids any form of gambling activity. Conduct of this nature includes but is not limited to conduct directed toward the creation or establishment of the particular game, contest, scheme, device, or activity involved, toward the acquisition or maintenance of premises, paraphernalia, equipment, or apparatus therefor; toward the solicitation or inducement of persons to participate therein, toward the actual conduct of the playing phases thereof, toward the arrangement of any of its financial or recording phases, or toward any other phase of its operation. A person advances gambling activity if, having substantial proprietary control or other authoritative control over premises being used with his knowledge for purposes of gambling activity, he permits that activity to occur or continue or makes no effort to prevent its occurrence or continuation. A person advances gambling activity if he plays or participates in any form of gambling activity.

“Bookmaking” means advancing gambling activity by accepting bets from members of the public upon the outcomes of future contingent events.

“Contest of chance” means any contest, game, gaming scheme, or gaming device in which the outcome depends in a material degree upon an element of chance, notwithstanding that skill of the contestants may also be a factor therein.

“Gambling”. A person engages in gambling if he stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under his control or influence, upon an agreement or understanding that he or someone else will receive something of value in the event of a certain outcome. Gambling does not include bona fide business transactions valid under the law of contracts, including but not limited to contracts for the purchase or sale at a future date of securities or commodities, and agreements to compensate for loss caused by the happening of chance, including but not limited to contracts of indemnity or guaranty and life, health, or accident insurance.

“Gambling device” means any device, machine, paraphernalia, or equipment that is used or usable in the playing phases of any gambling activity, whether that activity consists of gambling between persons or gambling by a person involving the playing of a machine. However, lottery tickets and other items used in the playing phases of lottery schemes are not gambling devices within this definition.
“Lottery” means a gambling scheme in which:
(a) The players pay or agree to pay something of value for chances, represented and differentiated by numbers or by combinations of numbers or by some other medium, one or more of which chances are to be designated the winning ones; and
(b) The winning chances are to be determined by a drawing or by some other method based on an element of chance; and
(c) The holders of the winning chances are to receive something of value.

“Mutuel” means a form of lottery in which the winning chances or plays are not determined upon the basis of a drawing or other act on the part of persons conducting or connected with the scheme, but upon the basis of the outcome or outcomes of a future contingent event or events otherwise unrelated to the particular scheme.

“Player” means a person who engages in gambling solely as a contestant or bettor.

“Profit from gambling activity”. A person “profits from gambling activity” if he accepts or receives money or other property pursuant to an agreement or understanding with any person whereby he participates or is to participate in the proceeds of gambling activity.

“Social gambling” is defined in section 712-1231.

“Something of value” means any money or property, any token, object, or article exchangeable for money or property, or any form of credit or promise directly or indirectly contemplating transfer of money or property or of any interest therein, or involving extension of a service or entertainment.

Hawai‘i Revised Statutes §712-1221
Promoting gambling in the first degree.
(1) A person commits the offense of promoting gambling in the first degree if the person knowingly advances or profits from gambling activity by:
   (a) Engaging in bookmaking to the extent that the person receives or accepts in any seven-day period more than five bets totaling more than $500; or
   (b) Receiving in connection with a lottery, or mutuel scheme or enterprise, money or written records from a person other than a player whose chances or plays are represented by such money or records; or
   (c) Receiving or having become due and payable in connection with a lottery, mutuel, or other gambling scheme or enterprise, more than $1,000 in any seven-day period played in the scheme or enterprise.
(2) Promoting gambling in the first degree is a class C felony.

Hawai‘i Revised Statutes §712-1222
Promoting gambling in the second degree.
(1) A person commits the offense of promoting gambling in the second degree if the person knowingly advances or profits from gambling activity.
(2) Promoting gambling in the second degree is a misdemeanor.

Hawai‘i Revised Statutes §712-1223
Gambling.
(1) A person commits the offense of gambling if the person knowingly advances or participates in any gambling activity.
(2) Gambling is a misdemeanor.

Hate Crime: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. Hate crimes are included in statistics if they are reported in conjunction with any Clery Act crime or any of the following additional crime categories: Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property.

“Bias” is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, sexual orientation, ethnicity, or national origin.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Hawai‘i Revised Statutes § 707-741
(1) A person commits the offense of incest if the person commits an act of sexual penetration with another who is within the degrees of consanguinity or affinity within which marriage is prohibited.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession, of another person.

Liquor Law Violation: 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.

Motor Vehicle Theft: Theft or attempted theft of a motor vehicle – including mopeds.

Manslaughter by Negligence: The killing of another person through gross negligence (excludes traffic fatalities, accidental deaths not resulting from gross negligence, and deaths of persons due to their own negligence).

Murder or Non-Negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Personally Identifying Information: This is defined in Section 40002(a) of the Violence Against Women Act of 1994 as individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including
- a first and last name;
- a home or other physical address;
- contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
- a social security number, driver’s license number, passport number or student identification number; and
- any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

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. This offense includes rape of both males and females.

Referred for Disciplinary Action: the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

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

Sexual Assault (Sex Offenses): Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Types of sexual assault included in the Annual Security Report include rape, fondling, incest, and statutory rape. Each of these terms is defined in alphabetical order within this Glossary of Terms section.

Hawai‘i Revised Statutes § 707-730
707-730 Sexual assault in the first degree.
(1) A person commits the offense of sexual assault in the first degree if:
(a) The person knowingly subjects another person to an act of sexual penetration by strong compulsion;
(b) The person knowingly engages in sexual penetration with another person who is less than fourteen years old;
(c) The person knowingly engages in sexual penetration with a person who is at least fourteen years old but less than sixteen years old; provided that:
(i) The person is not less than five years older than the minor; and
(ii) The person is not legally married to the minor;
(d) The person knowingly subjects to sexual penetration another person who is mentally
defective; or
(e) The person knowingly subjects to sexual penetration another person who is mentally incapacitated or physically helpless as a result of the influence of a substance that the actor knowingly caused to be administered to the other person without the other person’s consent.

Paragraphs (b) and (c) shall not be construed to prohibit practitioners licensed under chapter 453 or 455 from performing any act within their respective practices.

(2) Sexual assault in the first degree is a class A felony.

**Hawai‘i Revised Statutes § 707-731**

707-731 Sexual assault in the second degree.

(1) A person commits the offense of sexual assault in the second degree if:

(a) The person knowingly subjects another person to an act of sexual penetration by compulsion;
(b) The person knowingly subjects to sexual penetration another person who is mentally incapacitated or physically helpless;
(c) The person, while employed:
(i) In a state correctional facility;
(ii) By a private company providing services at a correctional facility;
(iii) By a private company providing community-based residential services to persons committed to the director of public safety and having received notice of this statute;
(iv) By a private correctional facility operating in the State of Hawaii; or
(v) As a law enforcement officer as defined in section [710-1000], knowingly subjects to sexual penetration an imprisoned person, a person confined to a detention facility, a person committed to the director of public safety, a person residing in a private correctional facility operating in the State of Hawaii, or a person in custody; provided that paragraph (b) and this paragraph shall not be construed to prohibit practitioners licensed under chapter 453 or 455 from performing any act within their respective practices; and further provided that this paragraph shall not be construed to prohibit a law enforcement officer from performing a lawful search pursuant to a warrant or exception to the warrant clause; or

(d) The person knowingly subjects to sexual penetration a minor who is at least sixteen years old and the person is contemporaneously acting in a professional capacity to instruct, advise, or supervise the minor; provided that:
   (i) The person is not less than five years older than the minor; and
   (ii) The person is not legally married to the minor.

(2) Sexual assault in the second degree is a class B felony.

**Hawai‘i Revised Statutes § 707-732**

707-732 Sexual assault in the third degree.

(1) A person commits the offense of sexual assault in the third degree if:

(a) The person recklessly subjects another person to an act of sexual penetration by compulsion;

(b) The person knowingly subjects to sexual contact another person who is less than fourteen years old or causes such a person to have sexual contact with the person;

(c) The person knowingly engages in sexual contact with a person who is at least fourteen years old but less than sixteen years old or causes the minor to have sexual contact with the person; provided that:
   (i) The person is not less than five years older than the minor; and
   (ii) The person is not legally married to the minor;

(d) The person knowingly subjects to sexual contact another person who is mentally defective, mentally incapacitated, or physically helpless, or causes such a person to have sexual contact with the actor;

(e) The person, while employed:
   (i) In a state correctional facility;
   (ii) By a private company providing services at a correctional facility;
   (iii) By a private company providing community-based residential services to persons committed to the director of public safety and having received notice of this statute;
   (iv) By a private correctional facility operating in the State of Hawaii; or
   (v) As a law enforcement officer as defined in section [710-1000],
knowingly subjects to sexual contact an imprisoned person, a person confined to a detention facility, a person committed to the director of public safety, a person residing in a private correctional facility operating in the State of Hawai‘i, or a person in custody, or causes the person to have sexual contact with the actor; or
(f) The person knowingly, by strong compulsion, has sexual contact with another person or causes another person to have sexual contact with the actor.

Paragraphs (b), (c), (d), and (e) shall not be construed to prohibit practitioners licensed under chapter 453 or 455 from performing any act within their respective practices; provided further that paragraph (e)(v) shall not be construed to prohibit a law enforcement officer from performing a lawful search pursuant to a warrant or an exception to the warrant clause.

(2) Sexual assault in the third degree is a class C felony.

Hawai‘i Revised Statutes § 707-733

707-733 Sexual assault in the fourth degree.
(1) A person commits the offense of sexual assault in the fourth degree if:
(a) The person knowingly subjects another person, not married to the actor, to sexual contact by compulsion or causes another person, not married to the actor, to have sexual contact with the actor by compulsion;
(b) The person knowingly exposes the person’s genitals to another person under circumstances in which the actor’s conduct is likely to alarm the other person or put the other person in fear of bodily injury;
(c) The person knowingly trespasses on property for the purpose of subjecting another person to surreptitious surveillance for the sexual gratification of the actor; or
(d) The person knowingly engages in or causes sexual contact with a minor who is at least sixteen years old and the person is contemporaneously acting in a professional capacity to instruct, advise, or supervise the minor; provided that:
(i) The person is not less than five years older than the minor; and
(ii) The person is not legally married to the minor.
(2) Sexual assault in the fourth degree is a misdemeanor.

(3) Whenever a court sentences a defendant for an offense under this section, the court may order the defendant to submit to a pre-sentence mental and medical examination pursuant to section 706-603.

Hawai‘i Revised Statutes § 707-733.6

707-733.6 Continuous sexual assault of a minor under the age of fourteen years.
(1) A person commits the offense of continuous sexual assault of a minor under the age of fourteen years if the person:
(a) Either resides in the same home with a minor under the age of fourteen years or has recurring access to the minor; and
(b) Engages in three or more acts of sexual penetration or sexual contact with the minor over a period of time, while the minor is under the age of fourteen years.
(2) To convict under this section, the trier of fact, if a jury, need unanimously agree only that the requisite number of acts have occurred; the jury need not agree on which acts constitute the requisite number.
(3) No other felony sex offense involving the same victim may be charged in the same proceeding with a charge under this section, unless the other charged offense occurred outside the period of the offense charged under this section, or the other offense is charged in the alternative. A defendant may be charged with only one count under this section, unless more than one victim is involved, in which case a separate count may be charged for each victim.
(4) Continuous sexual assault of a minor under the age of fourteen years is a class A felony.

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.

Stalking: According to the Violence Against Women Act of 1994, Stalking is 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. For the purposes of this definition:
• Course of conduct: Two or more acts, including, but not limited to, acts in 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.

- **Reasonable person**: A reasonable person under similar circumstances and with similar identities to the victim.

- **Substantial emotional distress**: Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Hawai‘i Revised Statutes § 711-1106.5**

§711-1106.5 Harassment by stalking.

(1) A person commits the offense of harassment by stalking if, with intent to harass, annoy, or alarm another person, or in reckless disregard of the risk thereof, that person engages in a course of conduct involving pursuit, surveillance, or nonconsensual contact upon the other person on more than one occasion without legitimate purpose.

(3) For purposes of this section, “nonconsensual contact” means any contact that occurs without that individual’s consent or in disregard of that person’s express desire that the contact be avoided or discontinued. Nonconsensual contact includes direct personal visual or oral contact and contact via telephone, facsimile, or any form of electronic communication, as defined in section 711-1111(2), including electronic mail transmission.

**Hawai‘i Revised Statutes § 711-1106.4**

§711-1106.4 Aggravated harassment by stalking.

(1) A person commits the offense of aggravated harassment by stalking if that person commits the offense of harassment by stalking as provided in section 711-1106.5 and has been convicted previously of harassment by stalking under section 711-1106.5 within five years of the instant offense.

**Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent (see “Consent” definition above).

**Weapons Possession**: 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.

For specific University of Hawai‘i policy information and definitions regarding sexual assault, domestic violence, dating violence, stalking, and consent, please view the full University of Hawai‘i Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence.

For more information, please refer to the following links:

- Uniform Crime Reporting Definitions: [http://www2.fbi.gov/ucr/cius2009/about/offense_definitions.html](http://www2.fbi.gov/ucr/cius2009/about/offense_definitions.html)
- FBI Uniform Crime Reporting information: [https://ucr.fbi.gov/](https://ucr.fbi.gov/)
- Honolulu Sex Offender Registration List – Honolulu Police Department Sex Offender Inquiry System: [http://sexoffenders.ehawaii.gov/sexoffender/search.html](http://sexoffenders.ehawaii.gov/sexoffender/search.html)
- U.S. Department of Justice Office on Violence Against Women Fact Sheet: [https://www.justice.gov/file/29836/download](https://www.justice.gov/file/29836/download)

© 2018 University of Hawai‘i [http://manoa.hawaii.edu/dps/PDFs/annual_report_current.pdf](http://manoa.hawaii.edu/dps/PDFs/annual_report_current.pdf)
The Higher Education Opportunity Act (HEOA) (Code Reference DOE 34 CFR 600, 668, 675 Final Rule) requires that certain information pertaining to the Fire Safety in University of Hawai‘i at Mānoa administered housing units of current or prospective students and employees be reported on and readily available for viewing by any interested party.

**Overview**

In August of 2008, the Higher Education Opportunity Act was enacted and became a law (Public Law 110-315) which requires all Title IV eligible institutions that participate in any Title IV program and that maintain on-campus student housing facilities to publish an annual fire safety report, maintain a fire log, and report fire statistics to the Secretary of Education. Starting October 2010, the report must be publicly disclosed. This report covers calendar year 2017.

Fire safety is an essential tool in protecting the campus community from injuries, deaths, business interruption, and property damage resulting from fires and related perils. Fire safety includes education, training, and policies designed to ensure all students, staff and faculty of the University of Hawai‘i at Mānoa are aware of and understand the elements that help to ensure the safety of all.

The University of Hawai‘i at Mānoa Environmental Health and Safety Office/Fire Safety Program (EHSO/FSP) provides a fire safe campus environment by identifying and eliminating potential fire hazards through consistent and comprehensive building fire inspection procedures which emphasize compliance with all applicable fire and building codes. FSP is responsible for fire safety building inspections, fire investigations, Uniform Fire and Building Code interpretations and technical assistance, new construction and building renovation plans review, emergency egress and relocation drills (fire drills), and the inspection, maintenance, and testing of all fire protection equipment on the Mānoa campus. FSP also conducts education and training programs which include relevant lecture, audio/video presentations on fire safety awareness and hands-on fire extinguisher training to any on-campus group upon request.

*Please note: The Annual Fire Safety Report is written and compiled by the University of Hawai‘i at Mānoa Environmental Health & Safety Office/Fire Safety Program (EHSO/FSP).*
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## Fire Safety Systems

### Statistics

Includes the number of fires, cause of each fire, number of injuries, number of deaths, and value of property damage for each fire reported in on-campus student housing facilities.

### Fire Log

### Disclosure of Information

- Fire Log
- Annual Fire Statistics Report
- Annual Fire Safety Report
- Access to Annual Security Report

Appendix I: Mānoa Higher Education Opportunity Act Reporting Form
**Definition of Terms**

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

**Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-Related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Fire-Related Death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

**Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This system may include sprinkler systems or other fire extinguishing systems, fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

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

**Additional Terms**

**On-Campus Student Housing Facility:** A residence hall or other residential apartment facility for students that is located on an institution’s campus.

**UH Fire Safety Program Definition:** The HEOA applies to all residential facilities owned or controlled by the university within the same reasonably contiguous geographic area provided the building is owned by the university or on the main campus. If the residential housing facility is privately operated, not owned by the university and not located on the main campus then the facility is NOT included in this report.

**Policies**

- **UH Mānoa Student Housing Services Community standards:** [http://manoa.hawaii.edu/housing/guide/reshallpolicies](http://manoa.hawaii.edu/housing/guide/reshallpolicies)

**Safety Policies for Student Housing Facilities**

1. **Appliances:**
   a. Use of cooking appliances such as sandwich makers, George Foreman grills, coffee makers, and toasters is strictly prohibited in residence hall rooms, but may be stored in residence hall rooms for use in community kitchen areas. When possible, appliances should have an “auto shut off” feature and be energy star compliant.
   b. Personal appliances such as irons and hair dryers must be used for their intended purpose and never left on and unattended.
   c. Microwaves must not exceed a stated FCC rating of 700 watts, and the FCC rating placard must be intact. Microwaves must also be plugged directly into a wall outlet and must be energy star compliant. For the residence halls, only one microwave is allowed per bedroom. For the apartment complexes (Hale Noelani and Hale Wainani), only one microwave is allowed per apartment.
d. Refrigerators are permitted according to the following guidelines: 1) be a maximum of 4.5 cubic feet; 2) must be Underwriter Laboratory (UL) approved, 3) must be energy star compliant, 4) must be plugged directly into a wall outlet, and 5) must be kept clean and sanitary. In addition, only one refrigerator is allowed per bedroom. For Frear Hall and the apartment complexes (Hale Noelani and Hale Wainani), no refrigerators are allowed in the common areas (except for the refrigerator in the Hale Noelani and Hale Wainani kitchens that is provided by Student Housing Services).

e. Any appliance with an open heating element not covered in these policies is prohibited for use or storage in residence hall rooms. Student Housing Services reserves the right to confiscate and/or require the removal of any appliance that exceeds wattage or space requirements, or that is otherwise deemed to be a safety hazard.

2. Arson/Fire Safety:
   a. Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. is strictly prohibited.
   b. Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner is prohibited.
   c. Activating false fire alarms or other false reporting of emergencies is prohibited.
   d. Tampering with fire or safety equipment is prohibited. This includes hanging anything on or covering smoke detectors and sprinkler pipes, and the tampering with fire pull stations or fire extinguishers. Residents may be charged for replacement and/or repair costs incurred as the result of such behavior.
   e. Fire Evacuation: All residents must evacuate at the sound of an alarm regardless of whether they believe it to be false, and remain in the designated evacuation areas until given permission to return by Hall Staff. Residents must not block exits or access areas at any time.
   f. Extension cords are not permitted for use in residence hall and apartment facilities.

3. Fire Evacuation: Temporary Lighting: Temporary light installations, such as string lights or decorative holiday lighting, shall be permitted between November 15 and January 15 only. In order to be complaint with Honolulu Fire Code, temporary lighting installations are not permitted during any other time of year, and any products used must be UL approved.

h. Use of any incendiary device, such as candles, incense, or any device that utilizes an open flame is prohibited.

i. Storage of any flammable liquid, chemical, or other substance is prohibited.

j. Halogen lights/halogen lamps are prohibited.

k. Barbecue Grills: Residents must barbecue within the designated barbecue areas only. See the Community Desk for reservations and instructions concerning community barbeque grills.

3. Firearms, Weapons, Explosives: Possession of any type of firearm, weapon, explosives, or other hazardous material is not allowed in or around the on-campus housing communities. This policy also incorporates “toy” weapons, including, but not limited to, any “toy” that shoots a projectile; such as an air soft gun, paintball gun, BB gun, pellet gun, water gun or a slingshot. Knives that have blades longer than 3 inches, and/or are not intended for use as a tool, are also prohibited. Other prohibited items include, but are not limited to: bows and arrows, axes, spears, machetes, crossbows, crossbow bolts, nunchucks, kendo sticks, ammunition, and throwing stars. Student Housing Services reserves the right to confiscate or require the removal of any item deemed dangerous in a community living environment.

4. Prohibited Items
   In order to maintain a safe living environment, the following types of items are strictly prohibited:
   - Tasers.
   - Appliances not provided by Student Housing Services, unless otherwise specified in these policies.
   - Laser Pointers
   - Motor vehicle batteries and acids.
Barbells in excess of 25 lbs each.
Air conditioners or ceiling fans (in units where they are not already provided).
Personal lofts or any other structure.

Student Housing Services reserves the right to require removal of any item deemed unsafe for a group living environment and residents can be assessed for any relevant usage, cleaning and/or repair costs.

5. Safety and Security:
   a. Locks and Doors: Use of the deadbolt to keep the door open or tampering with or damaging lock mechanisms is prohibited. Additional locks may not be added to doors or other University property or equipment. For the security of everyone, building doors should not be propped open at any time.
   b. Unauthorized Entry/Restricted Areas: No person shall enter or attempt to enter any residence hall or apartment facility (including rooms/suites/apartments) without proper authorization. Students are not permitted on residence hall roofs, ledges, on railings, or overhangs. Students are not permitted to climb in or out of residence hall windows at any level.
   c. Misuse of Keys: The possession of keys by anyone other than the person they were issued to is prohibited. Residents are prohibited from “lending” any keys assigned to them to any other person, including their roommate(s).
   d. Lock-outs and Key Replacements: Residents are responsible for carrying their key(s) at all times. Excessive lock-outs (contacting the hall staff for room/apartment entry) and/or replacement keys may result in conduct sanctions and fines.
   e. If a resident student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, please notify Department of Public Safety at 808-956-6911. Students under the age of 18 will have their parents notified if they are determined missing for more than 24 hours and law enforcement may be notified for any student missing for more than 24 hours. If a resident over 18 years of age is deemed to be missing, the University will, at its discretion, contact the Confidential Contact and/or the Emergency Contact on file. If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, Department of Public Safety and/or the Honolulu Police Department (call 911), should be notified immediately.

6. Smoking: UH Mānoa campus is smoke-free: [http://manoa.hawaii.edu/smokefree](http://manoa.hawaii.edu/smokefree)

**Fire Evacuation Procedures for Students and Employees**

- **BEFORE A FIRE:** Know the location of all exits from the building.
- **IF AN INDIVIDUAL DISCOVERS A FIRE OR SMELLS SMOKE:** Sound the building fire alarm. Know the locations of the fire extinguisher stations and how they operate. Do not attempt to fight a fire due to the hazards associated with the products of combustion and the threat of spreading fire.
- **WHEN THE FIRE ALARM SOUNDS, ALL OCCUPANTS OF A BUILDING MUST LEAVE AT ONCE:** Lock the office or room door. Use the nearest safe exit. Upon exit from the building, proceed to a “safe” area at least 300 feet away from the building. Check the fire safety instructions on the back of the room/apartment door for specific instructions for that facility. Do not attempt to re-enter the building until told to do so by UH Mānoa Department of Public Safety or the Honolulu Fire Department.
- **DO NOT USE THE ELEVATOR:** Elevator shafts are like chimneys; smoke and heat could enter the elevator shaft thereby asphyxiating the occupants of the elevator.
- **FEEL THE DOOR THAT LEADS FROM A ROOM/OFFICE:** If it is hot or smoke is seeping in, do not open it. If an occupant becomes trapped and cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone to call UHM Department of Public Safety (956-6911) and give the name and location of the building, the floor and room number. If the occupant does not have a phone, go to the window and signal for help using a white or light-colored pillowcase or sheet. DO NOT JUMP. The fire department will assist you.
- **IF THE DOOR FEELS COOL:** Open it cautiously. Be
braced to slam it shut if the hall is full of smoke or if the occupant feels heat or pressure against the door. If the hall is clear, proceed to the nearest fire exit.

- **IF CAUGHT IN SMOKE OR HEAT:** Stay low where the air is better; take short breaths (through the nose), until the occupant reaches a safe exit or area of refuge.

- **IMPORTANT:** Be sure fire exit doors and hallway doors are kept closed at all times. These doors prevent the spread of noxious smoke and heat should a fire occur. If a resident observes these doors propped or tied open, please close them and report the occurrence to the hall staff or community desk.


**Fire Safety Education and Training**

The Fire Safety Program conducts education and training programs which include relevant lecture, audio/video presentations on fire safety awareness and hands-on fire extinguisher training to any on-campus group upon request. Fire safety awareness and fire extinguisher training is provided to Resident Assistants every year before the start of the fall semester.

**Future Improvements**

**Fire Safety Systems:** Student Housing Services maintains a list of buildings that will receive system upgrades. There are none for this reporting period.

**Reporting List**

For purposes of including statistics on fires that occurred for the annual fire safety report, the titles of each person or organization to which students and employees should report fires are as follows:

- **Laurie Furutani**
  Interim Director
  Student Housing Services
  (808) 956-4011

- **R. Michael Merrell**
  Fire Safety Officer
  Environmental Health & Safety Office
  (808) 956-9601

- **Sherrie Morinaka**
  Housing Manager
  East-West Center Housing
  (808) 944-7804

- **Michael Ditizio**
  Facilities Manager
  East-West Center
  (808) 944-7810

- **Sarah Rice**
  Clery Coordinator
  UHM Department of Public Safety
  (808) 956-5886

**Fire Drills**

UH Mānoa Student Housing holds a minimum of 48 total fire drills per year, including the following:

- January (start of Spring semester):
  - 12 announced drills (one in each facility)
  - 12 unannounced drills (one in each facility)

- August/September (start of Fall semester):
  - 12 announced drills (one in each facility)
  - 12 unannounced drills (one in each facility)

At East-West Center Housing, 2 drills are conducted each year (one in Fall semester and one in Spring semester) for each building.
**Fire Safety Systems:** A description of each on-campus student housing facility fire safety system (see table below.)

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>Residential Facilities</th>
<th>Fire Sprinkler</th>
<th>Fire Alarm System</th>
<th>Fire Rated Wall</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Name &amp; Address</strong></td>
<td>Fire Sprinkler</td>
<td>Fire Alarm System</td>
<td>Fire Rated Wall</td>
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</tr>
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<td><strong>Full</strong></td>
<td><strong>Smoke</strong></td>
<td><strong>Duct</strong></td>
<td><strong>Manual Pull</strong></td>
<td><strong>Evac Device</strong></td>
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</table>
**Statistics:** The institution must report statistics for each campus student housing facility for the three (3) most recent calendar years

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>Residential Facility</th>
<th>Date Reported</th>
<th>Date &amp; Time of Fire</th>
<th>Fire-related Injuries</th>
<th>Fire-related Deaths</th>
<th>Value of Property Damage</th>
<th>Cause of Fire</th>
<th>UHM Dept. of Public Safety Incident Report #</th>
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<td>Frear Hall</td>
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<td>Heat lamp malfunctioned and caught fire</td>
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<td>Intentional - Arson: flyer on 5th floor; elevator lobby bulletin board lit</td>
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<td>Elevator #1 controller had a failure in the panel causing a fire</td>
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</tr>
</tbody>
</table>

*East-West Center is not owned by UH Mānoa, however, some students are housed in Hale Mānoa and Hale Kuahine facilities. It was recently discovered that these facilities are managed by East-West Center Housing Office (not UH Mānoa Student Housing Services), and are still considered On-Campus Student Housing for purposes of the Annual Fire Safety Report. This does not affect statistics for Jeanne Clery Act in our annual report of crime statistics, but they have been added to the Fire Safety Report.*
*East-West Center is not owned by UH Mānoa, however, some students are housed Hale Mānoa and Hale Kuahine facilities. It was recently discovered that these facilities are managed by East-West Center Housing Office (not UH Mānoa Student Housing Services), and are still considered On-Campus Student Housing for purposes of the Annual Fire Safety Report. This does not affect statistics for Jeanne Clery Act in our annual report of crime statistics, but they have been added to the Fire Safety Report.

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<tr>
<td>UH Mānoa Student Housing Services</td>
<td>Frear Hall</td>
<td>0</td>
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*Each of these cases is Arson:*
- 02/15/17: Hale Aloha Mokihana - burn marks on bulletin board (8th floor) - SHS Report #00211-001-2017
- 02/15/17: Hale Aloha Mokihana - burn marks on bulletin board (10th floor) - SHS Report #00215-001-2017
- 02/17/17: Hale Aloha Mokihana - burn marks on bulletin board (5th floor) - SHS Report #00214-001-2017
- 02/27/17: Hale Aloha Mokihana - burn marks on bulletin board (8th floor) - SHS Report #00212-001-2017
- 03/01/17: Hale Aloha Mokihana - burn marks on bulletin board (8th floor) - SHS Report #00210-001-2017

**Accidental/Undetermined:**
- 03/17/17: Hale Aloha Mokihana - burn marks on sofa, appeared to be accidental from marijuana joint (rooftop) - SHS Report #00231-001-2017

*Report numbers provided above are from Student Housing Services. UHM Department of Public Safety (DPS) was not notified of the above events at the time of occurrence since these incidents were not reported as active fires (burn marks only). For this reason, there are no DPS reports for these incidents.*
Fire Log
A daily fire log is maintained by the UH Fire Safety Program Office located in Pamoa Building C, #1149C. 1980 East-West Rd., Honolulu, HI 96822 and is available for public inspection during normal business hours 7:00 am – 4:00 pm.

Disclosure of Information
Fire Log
1. Must maintain a written, easily understood fire log.
2. Must make an entry or an addition to an entry within 2 business days of receipt of information.
3. Must make the fire log for the most recent 60-day period open to public inspection during normal business hours, and older logs available within 2 business days of request.
4. Must be reported to the campus community on an annual basis through the annual fire safety report statistics log.

Annual Fire Statics Report
1. Each year, by the date and in a form specified by the Secretary, an institution must submit the statistics to the Secretary.
2. Will include: number of fires and the cause of each fire; number of injuries related to a fire that required treatment; number of deaths related to a fire; value of property damage caused by the fire.

Annual Fire Safety Report
1. Must be distributed to enrolled students through appropriate publications and mailings or internet or intranet web sites.
2. Must be distributed in brief form to current employees through notice of exact electronic address for internet or intranet web sites with a statement that paper copies of full report available upon request.
3. Must provide a notice to prospective students or prospective employees of the availability of the report, a description of the report contents and an opportunity to request a copy. The notice must also include the exact electronic address if the report is posted on an internet web site, and also include a statement that paper copies of the full report are available upon re-quest.
4. Will include: fire statistics as described previously; description of each on-campus student housing facility fire safety system, the number of fire drills held during the previous calendar year; the institutions policies or rules on portable electrical appliances, smoking, open flame in student housing facilities; the institutions procedures for student housing evacuation in case of a fire; policies regarding fire safety education and training programs provided to the students, faculty, and staff; a list of the titles of each person or organization to which students and employees should re-port that a fire occurred; plans for future safety improvements.

Access to Annual Security Report
1. If the Annual Fire Safety report is published independently of the Annual Security Report, it must include information in each of the two reports about how to directly access the other report.

I. Policies (§668.49(b))
   • Safety Policies (Use of electrical appliances, Smoking, Open Flames)
   • Fire Evacuation Procedures
   • Fire Safety Education and Training
II. Fire Safety Systems
   • Campus list (spreadsheet) on description of fire safety systems for each facility.
III. Fire Drills
   • Fire Drill Log or Statement of drills
IV. Reporting List
   • List of Emergency Contact numbers/names
V. Future Improvements
   • List or log of scheduled future improvement
VI. Statistics
   • Campus Statistics Log for three (3) most recent calendar years
VII. Publication
   • Exact electronic address or other information on how to access the Mānoa Annual Security Report.