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*See corresponding Table of Contents for this section, which is prepared by the UHM Environmental Health and Safety Office/Fire Safety Program (EHSO/FSP)
Introduction

This Handbook is intended to be used by University of Hawai‘i at Mānoa (UHM) students, faculty, staff, and visitors. It provides useful information, policies, 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.
- **Safety on Campus:** Includes an overview of emergency response policies, procedures, and safety considerations.
- **University Policies & Procedures:** Gives information on policies and state laws concerning alcohol, drugs, weapons, and gambling.
- **Sexual Assault Prevention and Response:** Explains 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 Safety & Procedures:** Policies and procedures for student residents, including our Missing Student and Guest policies.
- **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, description of fire safety systems in each housing facility as well as additional fire safety information. This report is prepared by the Fire Safety Office and Environmental Health & Safety Office.

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 an Annual Security Report, 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.
- Keeping a public crime log.
- Upholding basic rights to victims of sexual assault. This section has been expanded to include new requirements under the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination (Campus SaVE) Act.
- Making accurate crime statistics available 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.
### Quick Reference

#### Emergency Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>UHM Department of Public Safety</td>
<td>24 hrs/day, 7 days/wk (on-campus)</td>
</tr>
<tr>
<td>Emergency</td>
<td></td>
</tr>
<tr>
<td>Non-Emergency</td>
<td>(808) 956-8211</td>
</tr>
<tr>
<td>Security Escort Service</td>
<td>(808) <strong>SAFE</strong> (7233)</td>
</tr>
<tr>
<td>Honolulu Police Department</td>
<td>Emergency</td>
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<td>Honolulu Fire Department</td>
<td>Emergency</td>
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</tbody>
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#### Counseling, Mental Health, & Substance Abuse

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<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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<tr>
<td>University Health Services Mānoa</td>
<td>(808) 956-8965</td>
</tr>
<tr>
<td>Counseling and Student Development Center</td>
<td>(808) 956-7927</td>
</tr>
<tr>
<td>Health Promotion Resource Center</td>
<td>(808) 956-3574</td>
</tr>
<tr>
<td>UHM Women's Center</td>
<td>(808) 956-8059</td>
</tr>
<tr>
<td>Includes PAU (Prevention, Awareness, Understanding) Violence</td>
<td>(808) 956-8059</td>
</tr>
<tr>
<td>Sex Abuse Treatment Center</td>
<td>(808) 524-7273</td>
</tr>
<tr>
<td>Shelter for Abused Spouses &amp; Children</td>
<td>(808) 841-0822</td>
</tr>
<tr>
<td>UH Mānoa Office of Gender Equity</td>
<td>(808) 956-9499</td>
</tr>
<tr>
<td>LGBT Student Services</td>
<td>(808) 956-9250</td>
</tr>
<tr>
<td>Suicide &amp; Crisis Line (24 hour)</td>
<td>(808) 832-3100</td>
</tr>
</tbody>
</table>

#### Alcohol and Other Drug Education Program | (808) 956-3574 |
#### Smoke-Free Mānoa                       | (808) 956-3574 |
#### Alcoholics Anonymous                   | (808) 946-1438   |
#### Narcotics Anonymous                    | (808) 734-4357   |

#### Other Local & University Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Office of the Vice Chancellor for Students</td>
<td>(808) 956-3290</td>
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<tr>
<td>Office of Judicial Affairs</td>
<td>(808) 956-4416</td>
</tr>
<tr>
<td>Legal Aid Society of Hawai‘i</td>
<td>(808) 536-4302</td>
</tr>
<tr>
<td>ACLU</td>
<td>(808) 522-5900</td>
</tr>
<tr>
<td>UH Mānoa Office of Title IX</td>
<td>(808) 956-2299</td>
</tr>
<tr>
<td>Office of Human Resources</td>
<td>(808) 956-8988</td>
</tr>
<tr>
<td>Bridge to Hope</td>
<td>(808) 956-8059</td>
</tr>
<tr>
<td>Educational options for students on welfare</td>
<td></td>
</tr>
<tr>
<td>Environmental Health &amp; Safety Office</td>
<td>(808) 956-8660</td>
</tr>
<tr>
<td>KOKUA Program</td>
<td>(808) 956-7511</td>
</tr>
<tr>
<td>For students with disabilities</td>
<td></td>
</tr>
<tr>
<td>Student Housing Services</td>
<td>(808) 956-8177</td>
</tr>
</tbody>
</table>
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 UH 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 20,000 students and over 5,000 faculty and staff. Approximately 3,800 students reside on campus. 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.

UHM Department of Public Safety (UHM DPS)

The UHM Department of Public Safety (UHM DPS) consists of 77 department personnel: one chief, five administrative and support personnel, two captains, nine supervisors, and 61 uniformed officers. The department selects each recruit carefully; they must pass an extensive screening and background check 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.

UHM DPS officers do not have police powers or arrest authority 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). Any campus incident requiring an arrest is referred to the Honolulu Police Department (HPD).

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 monitors and responds to all reported crimes, regardless of location. Please refer to Honolulu Police Department’s District 7 Mānoa Valley Map [http://honolulupd.org/information/index.php?page=crimemapping](http://honolulupd.org/information/index.php?page=crimemapping) and patrol districts for additional law enforcement information. Presently there are no off-campus, officially recognized student organizations.
I. Emergency Notification and Response

Emergency Response

UHM’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, Incident Command System 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.

General information about the emergency response and evacuation procedures for UHM is publicized each year in the Annual Security 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)

Notification About an Immediate Threat

In the event of an immediate threat, UHM DPS, the Office of Community and Government Affairs, and Communications staff receive information from various offices/departments on campus, such as the Office of Environmental Health and Safety (EHSO), or from the City & County of Honolulu Department of Emergency Management (DEM), and/or the State of Hawai‘i Civil Defense Agency.

If UHM DPS 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 and Communications will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the UHM community or, if the threat is limited to a particular building or segment of the population, to the appropriate segment of the community. Notifications are issued immediately, taking into account the safety of the community, unless issuing a notification will, in the judgment of the first responders (including, but not limited to UHM DPS, HPD, and/or HFD and EMS), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
Emergency Alerts & Timely Warnings

In the event of a serious incident that poses an immediate 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: social media, network emails, written bulletins, and text messages. 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. The University will post updates during a critical incident on the UH Emergency website. Community members who do not have a UHM username or password can receive emergency alerts and updates through our social networking pages, the UHM DPS website, and the recorded information telephone. Information for these resources is outlined on the following page.

UHM DPS vehicles are equipped with public address systems and these vehicles can be strategically placed throughout the campus to facilitate communication through the vehicle PA system. UHM students, faculty, staff, and community members 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 or the appropriate segments of the community that may be affected by the situation. Students, faculty, and staff are encouraged to report any strange activities or crimes that occur on campus, by calling DPS directly at (808) 956-6911. The University will withhold as confidential the names of victims in all Emergency Alerts and Timely Warnings.

UH Alert

In accordance with the Higher Education Opportunity Act (HEOA) (Public Law 110315), the University of Hawai‘i at Mānoa will endeavor to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation on 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: email notices, text messages, University website and social media postings, written bulletins, and direct communication through staff members. UHM DPS staff is authorized and trained to write an alert and will determine the appropriate segment(s) of the community to receive the alert. UHM DPS can initiate some or all of the notification systems 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. Upon confirmation of an immediate threat to the health or safety of students or employees occurring on campus, the University officials listed above 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. When the emergency is declared over and the situation returned to normal, an announcement using the same dissemination methods listed above 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. Student Housing Services maintains a parent organization to notify parents of emergency situations, and all-clear notices.

Timely Warning

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 Annual Security Reports 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 students, but it is not an emergency requiring
immediate action. This warning may be distributed to the campus community using some or all of the following methods of communication: email notices, written and social media postings. Timely warnings are written and distributed by UHM DPS or Communications staff.

Resources & Links

- UHM DPS website: http://manoa.hawaii.edu/dps
- UH Systems Emergency Information website: http://hawaii.edu/emergency
- Report a crime or send an anonymous tip: http://manoa.hawaii.edu/dps/reportcrimes.html
- Emergency Alert registration (UHM students, faculty, and staff): http://www.hawaii.edu/alert/
- Facebook: https://www.facebook.com/UHManoaSafety
- Twitter: http://twitter.com/UHManoaSafety
- Emergency Information Line: (808) 956-0001

Emergency Response & Evacuation Testing Procedures

An evacuation (fire) drill is coordinated by UHM Student Housing Services staff in collaboration with UHM DPS and the UHM Fire Safety Office 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 Residential Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

During evacuation tests, drills 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 drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components. Evacuation drills are conducted by the UH Mānoa Fire Safety Office and reviewed by UHM DPS and the Student Housing Services department 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.

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.

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.
II. Criminal Activity

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.

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 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 to remain for the arrival of UHM DPS and/or HPD.

5. In the event of civil disturbance, continue with a normal routine as much as possible. If the disturbance is outside, stay away from doors and windows.

6. Do not interfere with persons creating the disturbance, or with law enforcement authorities on the scene.

Crime Reporting Policy

Crimes and other emergencies can be reported directly to UHM DPS by dialing (808) 956-6911 or extension 66911 from any phone on campus, by using an Emergency Call Box (ECB), or through the Mānoa Guardian app. Crimes can also be reported directly to the Honolulu Police Department by dialing 911. We encourage the community to report crimes immediately and accurately to UHM DPS for the purpose of issuing emergency alerts and timely warnings.

The department accepts reports of criminal activity in confidence; crimes of sexual violence may be reported by a third party and/or anonymously. The UHM DPS website has an anonymous reporting option where an individual can report a crime, incident, or sexual assault directly via this link: [http://manoa.hawaii.edu/dps/reportcrimes.html](http://manoa.hawaii.edu/dps/reportcrimes.html). Additionally, anonymous reports can be made through the Women’s Center/PAU Violence program, Student Housing staff, the UH Mānoa Office of Title IX, and UH Mānoa Counseling and Student Development Center.

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.
Emergency Call Boxes

UHM DPS provides 74 Emergency Call Boxes (ECBs) that connect the caller directly with the dispatcher 24 hours a day. The 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 at http://manoa.hawaii.edu/dps/callboxes.html.

Mānoa Guardian Phone App

UHM DPS recently introduced a new mobile safety application, Mānoa Guardian. This application 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. For information about the app, including an informational video, please visit the DPS website at http://manoa.hawaii.edu/dps/manoaguardian.html.
Response to Reports of Crimes & Other Emergencies

In response to a call, UHM DPS will take the required action, either by dispatching a security officer to the victim’s location, or by asking the victim to report to the UHM DPS office 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, Fire Department, and Emergency Medical Services. These incident reports are forwarded to the Director of Judicial Affairs Office for review 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, and is responsible for investigating all criminal activity that occurs on University property.

Campus Security Authorities

The Jeanne Clery Act mandates that each institution is required to 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 student and campus activities." This position is defined as a Campus Security Authority (CSA).

"Campus Security Authority" means:

1. A campus public safety or police department.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a public safety department under paragraph (1) of this definition, such as a private security company.
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, or any employee who manages or otherwise oversees student and campus activities. For example, staff responsible for campus student and family housing, a student center, or student extracurricular activities; a director of athletics, coaches and trainers, faculty advisors to student groups, staff responsible for student discipline and campus judicial staff.

Campus Security Authorities are defined by function and not title. Examples include:

- Vice Chancellor for Students
- Dean of Students
- Director of Judicial Affairs
- Director of Resident Life
- Athletic Director and Team Coaches
- Faculty Advisors to Student Group
- Deans
- Residential housing staff
- Student Activity Coordinators

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. 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.
• Other individuals who have significant responsibility for campus and student activities and who counsel or advise students and employees are not exempt from reporting, even if the counseling is confidential.

Examples of individuals who would not meet the criteria for being CSAs include:

• A faculty member who does not have any responsibility for student and campus activity beyond the classroom.
• 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 Handbook for Campus Safety and Security Reporting, page 74. For a full list of Campus Security Authorities at UHM, please call UHM DPS at (808) 956-5886.

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 by calling (808) 956-5886.

III. Security of Campus Facilities

Access to & Security of Campus Facilities

UH Mānoa is an open campus. With the exception of residence halls, most University facilities are open to students, staff, and the public during daytime and evening hours when classes are in session. Many buildings have specific hours of business and closing times; UHM DPS secures these buildings based on a list provided by the 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.

Security Considerations Used in Maintenance

UH Mānoa campus is well-lighted, and further improvements in campus lighting are being made in parking lots, areas with heavy landscaping, and along sidewalks and pathways frequently traveled by students. On-duty UHM DPS officers regularly file reports 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 faculty, staff, and students 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 Management for review and potential action.

In 2014, UH Mānoa instituted a campus-wide Building Coordinators’ Working Group, which is comprised of Building Coordinators from a variety of campus facilities, as well as members of key campus units including the Office of Planning and Facilities, UH Mānoa Department of Public Safety, and the Environmental Health & Safety Office. The purpose of this group is to advise in the creation of preconstruction plans for both new facilities and renovations of existing buildings to insure that security technology and other considerations are included in the construction phase of any project.

IV. UHM DPS Safety Services & Programs

Security Escort Service & Other Programs

UHM DPS offers a campus-wide Safety Escort Service, which provides a walking escort or vehicle transportation from dusk until dawn for any student walking alone on 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 Service Officer (CSO) will arrive at the student or staff member’s location.

Other services include:

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 the use of an Automated External Defibrillator (AED).

2. Safety and security hazard inspections of the campus. Initiates work request(s) to facilities maintenance for repairs and initiates deficiency reports and sends to departments effected. See detailed description above.

3. Transportation to the UH Health Center for students who have minor injuries or illnesses.

Crime Prevention Tips & Security Awareness Programs

Throughout the school year, precautions are taken to assist in providing for the safety of students, faculty, and staff. The UHM DPS Community Policing Unit offers security awareness programing, including community events, New Student Orientation sessions, presentations to student residents, faculty, staff and other groups, 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. These presentations are delivered each semester during New Student Orientation, and are available upon request year-round by any student or employee group. To request a presentation, contact the UHM DPS Community Policing Unit by phone at (808) 956-8211.

Crime prevention and awareness programs include a general information session that provides the community with an overview of security and safety procedures and a description of the safety services provided to the campus community. With the assistance of the UHM Women’s Center and the Mānoa Alcohol Project (MAP), the department also conducts sexual assault and alcohol awareness programs. UHM DPS holds 3-4 monthly themed events per year per year to create safety awareness and engage students, faculty, and staff in the safety of the UH Mānoa community, 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.
- Program the number for UHM DPS into your phone: (808) 956-6911. If you see something out of the ordinary, call us!
- If you are studying/working alone at night on campus, call the Safety Escort Service at (808) 956-SAFE (7233) for safe passage to your car, residence hall, or another on-campus building.
- 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. Arrange 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.
- Advise someone of your whereabouts and how long you expect to be out. Inform that person if you end up staying longer than expected.
- 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.
- 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/manoaguardian.html.

Residence Hall Safety

- For safety and security purposes, don't put your name or address on your student housing key card.
- Never loan keys to anyone (they may be easily lost, stolen, or duplicated).
- If you lose your student housing key, report it immediately so it can be deactivated.
- 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 registered and escorted by their host student resident at all times.
- If you find that your room 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.

Vehicle, Bike, and Moped Safety

- 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.
- 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.
Alcohol and Drug Policy

State law and the University's Executive Policy (E11.202) regulate the purchase, possession or consumption of alcoholic beverages. Under state law, no one under the age of twenty-one 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. UHM faculty, staff and students 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.

Alcohol consumption is permitted in dormitory rooms and student apartments occupied by individuals who are twenty-one years of age or older. Consumption of alcoholic beverages is forbidden in all public and common areas.

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 might be subject to the provisions of Hawai‘i state law, university policy and 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 more information, view the Student Conduct Code at: http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/

Drug and Alcohol Abuse Prevention

Section 120 of The Higher Education Act, Drug and Alcohol Abuse Prevention, requires that certification of on-campus prevention efforts be made available to the students and the public. At the University of Hawai‘i, the Alcohol and Other Drug Education Program (ADEP) provides substance abuse education, prevention, and intervention for all students, faculty, and staff. For more information contact:

Health Promotion Resource Center
Alcohol and Other Drug Education Program
Queen Lili‘uokalani Center for Student Services 313-D
2600 Campus Road, Honolulu, HI 96822
Phone: (808) 956-3574
Email: healthed@hawaii.edu
http://www.hawaii.edu/shs/health_promotion/adep.php

UH Mānoa Smoke-Free Campus Policy

Beginning August 17, 2015, we encourage all persons, including students, faculty, staff, contractors, and visitors, to refrain from smoking while on property owned or operated by the University of Hawai‘i at Mānoa. The university is committed to providing a safe and healthy learning and working environment and to promoting the health and wellbeing of the campus community. This policy establishes system wide parameters for a healthy, safe and smoke-free environment for students, faculty, staff and visitors to the university. The purpose and objective of this policy is to adhere to and comply with the applicable statutory laws and mandates governing
smoking including, but not limited to, Hawai‘i Revised Statutes (HRS), Chapter 328J, as may be amended from time to time. The university shall comply with all subsequent amendments to Chapter 328J, HRS, as applicable. To view this policy, visit http://manoa.hawaii.edu/smokefree/campus_policy.php

**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. This includes bingo, raffles, and lotteries. See Hawai‘i Revised Statutes: http://www.capitol.hawaii.gov/hrscurrent/Vol14_Ch0701-0853/HRS0712/HRS_0712-1220.htm

**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: http://www.hawaii.edu/campuses/manoa.html

Student Conduct Code: http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/

Academic Grievance Procedures: http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/
Student Housing Handbook: https://manoa.hawaii.edu/housing/guide/reshallpolicies

**Crime Victim and Witness Rights**

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 http://www.justice.gov/usao-hi/victim-witness-assistance-program
I. University of Hawai‘i Policies

**UH Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence & Stalking Policy**

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 will not tolerate acts of sexual assault. This includes domestic violence, dating violence, and stalking. 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 Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking policy, please visit [http://hawaii.edu/offices/eeo/policies.php?policy=sexual_assault](http://hawaii.edu/offices/eeo/policies.php?policy=sexual_assault).

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.

UHM provides an array of services to victims of these crimes, and provides counseling and support in getting through the situation, including assistance with police reporting and legal procedures. The following is a list of available resources:

- Sex Abuse Treatment Center 24-hour hotline: (808) 524-7273
- Office of the Gender Equity: (808) 956-9977
- UHM Counseling and Student Development: (808) 956-7927
- University Health Services: (808) 956-8965
- Women’s Center and PAU Violence (Programs & Information): Phone: (808) 956-8059
- Counselors in Residence Halls may be contacted through the Resident Assistant or Resident Director
- For information about sex offenders in your area, visit: [http://sexoffenders.ehawaii.gov/sexoffender/search.html](http://sexoffenders.ehawaii.gov/sexoffender/search.html)

For more information about this policy, please contact the University of Hawai‘i Office of Institutional Equity and Title IX.

**UH Office of Institutional Equity** (System-wide office)

Bachman Hall 109D
2444 Dole Street, Honolulu, HI 96822
Phone: (808) 956-9803
Email: jennifer.rose@hawaii.edu
Web: [http://www.hawaii.edu/titleix](http://www.hawaii.edu/titleix)

**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://www.manoa.hawaii.edu/titleix/](http://www.manoa.hawaii.edu/titleix/)
II. UHM Sexual Assault Task Force

The University of Hawai‘i at Mānoa Sexual Assault Task Force (SATF) was established in 2003. In 2006, the SATF was recognized as a formal advisory group to the Mānoa Chancellor’s Office. SATF’s primary purpose is to ensure improved victim services and perpetrator accountability for UH Mānoa students. SATF members are directors/coordinators from the Office of the Vice Chancellor for Students, UHM DPS, Office of Judicial Affairs, Counseling and Student Development Center, Women’s Center, Office of the Gender Equity Specialist, Student Housing Services, University Health Services, UHM Department of Public Safety, the UH Mānoa Office of Title IX, and the PAU (Prevention, Awareness, and Understanding) Violence program. The primary mission of the SATF is to provide victim centered response and services.

The SATF meets monthly for case review and policy and protocol review. This coordinated response allows UH Mānoa campus to provide student victims of interpersonal violence with crisis counseling, safer housing options, assistance with academic issues, assistance with appropriate medical care, advocacy in reporting crimes and appropriate referrals to on-campus and off-campus services. These responses address perpetrator accountability and improved safety on campus by issuing crime alerts, implementing trespass bans, initiating investigations and adjudicating conduct code violations.

III. Prevention & Awareness

Sexual Assault, Dating, and Domestic Violence Victim’s Bill of Rights*

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. Telling someone your story does not mean you have to report what happened to you. Contact the PAU Violence program for 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 Center, Office of Title IX, and any other available services needed.
10. You can contact any member of the Sex 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 considered seriously, regardless of your gender and background or the gender or status of the person that harmed you.
12. Your experience may disrupt your academic work. You will be provided academic advocacy at your request.

* Courtesy of the UH Mānoa Sexual Assault Task Force
IV. Resources for Victims & Survivors

Information About the “Date Rape Drug”

Date rape drugs 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.

If you or someone you know has been drugged and/or assaulted, go to a safe place, contact UHM DPS or local police. UHM DPS recommends that the victim request to be taken to the university’s Student Health Services or local hospital ER, for immediate treatment of any injuries. Victims may also choose to receive urine, blood, pregnancy, and sexually transmitted disease (STD) testing.

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, “They just lost control and 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 violence to maintain control over 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 can impact 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 7-9 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 UH Mānoa Women’s Center*
Title IX is a landmark federal civil rights 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.

The university believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that 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.

**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://www.manoa.hawaii.edu/titleix/](http://www.manoa.hawaii.edu/titleix/)

**UH Mānoa Women’s Center**
The 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. The Women’s Center offers many services to students, including:

- Crisis services for students. Includes, but is not limited to: support and referrals for students dealing with domestic violence; sexual assault; poverty; lesbian, gay, bisexual, transgender student safety.
- Two comfortable lounges in a safe environment for studying or just hanging out. The lounges are wireless hotspots and can be used for study groups and small meetings. There is also a play area for children.
- Video resources on a variety of topics.
- A reading resource library with hundreds of books, magazines, and journals.
- National and local lesbian and gay publications and resources.
- 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, training, lectures, and presentations by local, national, and international speakers on a wide range of women’s issues.
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 LGBT Student Services Offices are explained in further detail below.

**PAU (Prevention, Awareness, Understanding) Violence**

Prevention, Awareness and Understanding (PAU – the Hawaiian word for end or finish) Violence exists to inspire, educate and empower students 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, 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. PAU Violence also provides crisis support and referrals to survivors of sexual and relationship violence.

PAU Violence Program goals:

1. 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.
2. 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.
3. The program uses innovative practices and culturally appropriate approaches to engage the campus community on multiple levels to understand sex assault, domestic and dating violence and stalking.
4. Using experiences, education and knowledge, we challenge our campus and students to be role models in ending interpersonal violence.

PAU Violence provides bystander education and basic definitions and dynamics of interpersonal violence. PAU Violence utilizes the Mentors in Violence Prevention (MVP) bystander leadership program. MVP trainings involve facilitated discussions to open dialogue regarding underlying issues and dynamic of sexual violence, intimate partner violence and stalking. This module encourages participants to be proactive leaders by challenging them to identify concrete options for intervention in potentially harmful situations. Regular trainings are provided annually to students who participate in the following campus programs:

New student programs:

- New Student Orientation
- Warrior Week of Welcome
- College of Opportunities
- Gear Up
- New Student Athletes
• First Year Welcome
• Hulili Bridge Program (Native Hawaiian Student Services)

Other programs:
• Women’s Studies/Biology Course 350: Sex Differences in the Life Cycle
• Myron B. Thompson School of Social Work Practicum Students

PAU Violence
Phone: (808) 956-8059
Email: pauvaw@hawaii.edu

LGBT Student Services Office
The Lesbian, Gay, Bisexual, Transgender (LGBT) Student Services Office 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. As the only LGBT program in the UH System, the office serves as a resource for other UH campuses. The LGBT Student Services Office serves as a campus and community resource on lesbian, gay, bisexual and transgender issues.

LGBT Student Services 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.

LGBT Student Services
Phone: (808) 956-9250
Email: lgbtq@hawaii.edu
Web: http://manoa.hawaii.edu/lgbt/

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 which is free from sexual harassment and discrimination by assisting students, faculty and staff with information, counseling and advocacy on matters relating to sexual harassment and discrimination. The Gender Equity Specialist offers direct services to victims and survivors of sexual harassment and sexual assaults. The Gender Equity Specialist also responds to general inquiries from students, staff, and faculty regarding situations potentially involving university community members. The Office of Gender Equity offers several services to students, faculty, and staff, including:

• Free Trainings, Workshops, and Seminars
• Crisis Screening and Assessment
• Case Referral.
• Safety Planning and Risk Assessment

Office of Gender Equity
Queen Lili‘uokalani 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/
Going through life changes, choosing a major, making career decisions, becoming independent, relating well with others, being successful, and living meaningfully is inherently challenging and often difficult or distressing. The built-in demands of academic life contribute to the overall stress we inevitably feel. Juggling a course load while meeting all the other personal, social, and financial responsibilities we have can bring on discomfort, anxiety, depression, and other emotional or physical symptoms. Our comprehensive counseling and psychological services are designed to be timely, accessible, preventative, and personalized to meet your individual needs. All services are confidential. Individual, couples and group counseling services are free of charge for UHM students. We offer free consultation to faculty and staff on personal and student related issues as well. In addition, psychiatric services and assessment services are available for a fee.

**During Business/Office Hours**

If an emergency arises for which you need to speak with a counselor or if you are concerned about someone and would like to consult 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 am to 4:30 pm, Monday through Friday (except holidays).
- **Crisis Intervention** ("walk-in") services are available during regular working hours by the on-call counselor for students needing immediate assistance. If you would prefer to talk to a counselor in person, you are welcome to walk into the Counseling Center 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 pm, Counselors-In-Residence (CIRs) are available for crises and emergencies after hours.

- In the event of an emergency, residents of UH Mānoa student housing may contact a Counselor-in-Residence (CIR). CIRs can be reached by contacting most housing staff members, including your Resident Assistant (RA), the RA on-call, or a Resident Director (RD).
- CIRs are available from 4:30 pm to 8:30 am on weekdays, and 24 hours on weekends and holidays.
- CIRs typically respond within 15 minutes, and arrive on-site to meet with students.

**After Hours (Off-campus Residents)**

CSDC does not provide after-hours on-call services for off-campus residents. If you need to talk to someone on an emergency basis after 4:30 pm or during weekends and holidays, you may choose to call the "Access Line" at (808) 832-3100.

- Access Line: handles all types of mental health crisis questions 24 hours a day, 7 days a week and can respond appropriately to questions of suicide, dangerousness, and other mental health crisis.
- For a referral to other community resources, you may choose to call ASK-2000 (275-2000).
- In a life-threatening situation, you may choose to call HPD at 9-1-1 or go to a hospital emergency room.

**Counseling and Student Development Center (CSDC)**

Queen Liliʻuokalani Center for Student Services 312
2600 Campus Road, Honolulu, HI 96822
Phone: (808) 956-7927
Web: [http://manoa.hawaii.edu/counseling/](http://manoa.hawaii.edu/counseling/)
V. Information & Reporting

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. This document can be obtained through 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 subject of the TRO, along with a description of any vehicle the subject may own or operate. Contact the UHM DPS office for further information. Information regarding TRO can be obtained from the Women’s Center, PAU Violence, Office of Title IX, Vice Chancellor for Students, Office of Gender Equity, or by visiting: http://honolulupd.org/information/index.php?page=dv.

Preservation of Evidence

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.

Bystander Intervention

The PAU Violence program provides bystander intervention training using the Mentors in Violence Prevention (MVP) Model. MVP provides the leadership necessary, within sport and beyond, to address the global issues of sexism, especially men’s violence against women. The goals of MVP training are:

- Raise participant awareness of underlying issues and unique dynamics of all forms of relationship violence
- Challenge participants to think critically and personally (empathize) about these issues
- Open dialogue amongst participants about the dynamics and context of all forms of relationship violence
- Inspire participants to be proactive leaders around these issues by challenging them to develop concrete options for intervention in potentially dangerous situations involving peers

PAU Violence provides bystander intervention training to students and leaders participating in the following programs:

- New Student Orientation
- New Student Athlete Orientation
- College Opportunities Program
- Gear Up Programs
- Native Hawaiian Student Services Bridge Programs
- Student Housing incoming students
- Classrooms throughout the academic year
- Various other student programs and groups

Training sessions are delivered annually and by request of the PAU Violence program.
Victim Assistance

UHM DPS encourages victims of sexual assault to make every attempt to preserve any physical evidence. This includes not showering or disposing of any damaged clothing or other items that are present during or after the assault.

If a sexual offense should occur, the victim should 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.
- DO NOT shower, bathe, douche, change or destroy clothing.
- DO NOT eat, drink, smoke, or brush your teeth if oral contact took place.
- DO NOT clean or straighten up the area.
- Write down all details remembered as soon as possible.

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).

Reporting to Law Enforcement or UHM DPS

In addition to seeking resources, information, and counseling at the Women’s Center, Counseling and Student Development Center, Office of Title IX, and Office of Gender Equity, students have the option to report any of these crimes through the avenues explained below. These services may be sought in confidence; 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.

- UHM DPS: Contact UHM DPS 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 Auxiliary Services building. Officers are on duty 7 days a week, 24 hours a day. Sexual Assaults may also be reported to DPS online at: http://manoa.hawaii.edu/dps/reportsexassault.html.
- Call 911 for HPD, Fire or EMS. Crimes may also be reported to HPD through their non-emergency number at (808)529-3111.

Any of the UHM organizations listed within this Annual Security Report will assist the victim in reporting to any other agency at his or her request.

Reporting to Office of Title IX

Individuals may also report a sex offense to the institution’s Title IX coordinator. For more information on reporting procedures, please view the University of Hawai‘i Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking policy http://hawaii.edu/offices/eeo/policies.php?policy=sexual_assault

Campus Sex Crimes Prevention Act

Contact the State of Hawai‘i Attorney General’s Office (AG) website for information about sex offenders in your area: http://sexoffenders.ehawaii.gov/sexoffender/search.html
Student Housing Staff

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.

Residence Hall Policies
The UH Mānoa Student Housing Services Office maintains policies for guests and visitation, weapons, drugs, alcohol, and a variety of other policies which are available online at:
http://manoa.hawaii.edu/housing/guide/reshallpolicies

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 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.

It is strongly recommended that any Student Housing resident let his or her roommate, neighbor, or RA know if he/she is going on a trip, hiking, to the beach, etc. Having a friend know when to expect their roommate or friend back and having him or her look for them 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, his/her parents 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 he/she 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 person receiving the complaint will immediately dispatch a UHM DPS officer to location of the complaint.
- 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.

Confidential Contact Information

Students residing in on-campus housing 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 can do so via this website: https://www.surveymonkey.com/r/TG6N8WK. 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/resshallpolicies.

Please contact the hall staff or the Residential Life Office at 808-956-8300 with any questions.

Student Housing Services
Frear Hall
2569 Dole Street, Honolulu, HI 96822
Phone: (808) 956-8177
Email: uhmsh@hawaii.edu
The chart below represents all incidents reported to UHM DPS and other CSAs during calendar years 2012, 2013, and 2014.

<table>
<thead>
<tr>
<th>Offense</th>
<th>On-Campus Property*</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>On-Campus Residence Halls*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
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</tr>
<tr>
<td>Sex Offenses – Forcible</td>
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<td>8</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Non-Forcible</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>4</td>
<td>2</td>
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<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>6</td>
<td>4</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>8</td>
<td>10</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Arson**</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>1</td>
<td>5</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>9</td>
<td>52</td>
<td>72</td>
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<tr>
<td>Motor Vehicle Theft***</td>
<td>41</td>
<td>49</td>
<td>19</td>
<td>2</td>
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<td>Liquor Law Arrest</td>
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</tr>
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<td>Liquor Law Violations</td>
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<td>Referred for disciplinary action</td>
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</tr>
<tr>
<td>Drug-Related Arrest</td>
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<td>0</td>
</tr>
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<td>Drug-Related Violation</td>
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<td>0</td>
</tr>
<tr>
<td>Weapons Possession Arrest</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTES:**

* On-Campus Residence Halls: These statistics are included in the On-Campus statistics; they include only incidents which occurred in residence halls and other campus-controlled residential facilities. (When interpreting these statistics, do not add “On-Campus” statistics with “Residence Hall,” statistics or you will be double-counting these reports.)

** These statistics were revised in 2015 to accurately reflect arson numbers within Student Housing. Since dumpsters are not physically located within student housing facilities, they should not be counted within Student Housing fire statistics and these particular arson reports were removed from statistics for calendar years 2012, 2013, and 2014.

*** Motor Vehicle Theft includes statistics for mopeds.

**Hate Crimes**

There were no hate crimes reported at this campus for the years 2012, 2013 or 2014.
**Kaka’ako Campus Units**

The chart below represents all incidents reported to CSAs during calendar years 2012, 2013 and 2014 at the John A. Burns School of Medicine (JABSOM) and University of Hawai‘i Cancer Center. Although JABSOM and Cancer Center are located in the Kaka’ako area of Honolulu and not directly on main Mānoa campus, these units are still considered as part of UH Mānoa on-campus geography.

<table>
<thead>
<tr>
<th>Offense</th>
<th>On-Campus Property*</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>On-Campus Residence Halls*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft**</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations referred</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug-Related Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug-Related Violation referred</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession Arrest</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Weapons Possession Violation</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTES:**
* On-Campus Residence Halls: These statistics are included in the On-Campus statistics; they include only incidents which occurred in residence halls and other campus-controlled residential facilities. (When interpreting these statistics, do not add “On-Campus” statistics with “Residence Hall,” statistics or you will be double-counting these reports.)
** Motor Vehicle Theft includes statistics for mopeds.

**Hate Crimes**

There were no hate crimes reported at this campus for the years 2012, 2013 or 2014.
Daily Crime Log

UHM DPS maintains a Daily Crime Log of all incidents reported to their offices. This includes all reported crimes that occur on campus, in non-campus buildings or properties, and on public property. The log also includes fires that occur in residential facilities on campus. The most current 60 days of information is available for public inspection at UHM DPS offices at the address below during normal business hours. Written requests for logs older than 60 days will be made available within two (2) business days.

UHM Department of Public Safety
Auxiliary Services Building
1951 East-West Road
2569 Dole Street, Honolulu, HI 96822
Email: dpschief@hawaii.edu

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 Departments & Campus Security Authorities (CSAs):** 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, Military Sciences, University Health Services, KOKUA (Students with Disabilities Program), and all other designated Campus Security Authorities.

- **Kaka’ako Campus:** UH Cancer Center and, John A. Burns School of Medicine (JABSOM)

- **Noncampus Property:** Hawai‘i Institute of Marine Biology (HIMB) – remote vessels, CTAHR College of Tropical Agriculture and Human Resources (CTAHR), Waikiki Aquarium/Marine Science, Institute for Astronomy, School of Ocean, Earth Sciences, and Technology (SOEST). These are satellite UH facilities that are not immediately on or adjacent to main Mānoa campus. Some of these facilities are located on neighbor islands, but are still part of Mānoa noncampus property.

- **Law Enforcement Agencies:** Honolulu Police Department, Honolulu County Sheriff, Maui County Sheriff, Kauai Police Department, Hawai‘i Police Department. Although these statistics were requested, when they were reported to UHM DPS, they were not available in a usable format for Clery reporting purposes.

Statistics reporting comes from a variety of sources, including the above listed agencies, departments, and noncampus locations. These are obtained from police agencies and non-police officials defined as Campus Security Authorities (see page 10 for definition of CSA). 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. Statistics from the Daily Crime logs for the same calendar year are also gathered.

All of the 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, and these statistics become available through both the Department of Education 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. The notice also includes the web link to the ASFSR on the UHM DPS website and information about how to request a hard copy of the report.
Glossary of Terms

Terms provided below, unless otherwise denoted, are Federal Uniform Crime Reporting (UCR) definitions which are used for Clery Act purposes in the reporting of statistics:

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.

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 Hawai‘i Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking policy, 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 sixteen (16), 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.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on reporting party’s statement and with consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

In civil law: ‘Family or household member' 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.

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

In criminal law: ‘Family or household member' means spouses or reciprocal beneficiaries, former spouses or former reciprocal beneficiaries, persons in a dating relationship as defined under § 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.

(Hawaii Revised Statutes §§ 586-1, 709-906)

Domestic Violence: 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

According to Hawaii Revised Statutes (HRS §§ 706-660, 709-906), Domestic Violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Hawaii law defines “domestic abuse” as the occurrence of one or more of the following things between family or household members:

- physical harm/ bodily injury/ assault;
• the threat of imminent physical harm/ bodily injury/ assault;
• extreme psychological abuse (ongoing behavior/actions towards you that seriously disturbs or continually bothers you and has no purpose, causing you extreme emotional distress);
• malicious property damage (purposely causing damage to your property to try and cause you emotional distress);

'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.

Domestic Violence or Dating Violence, as defined above, may include but is not limited to:

• Physical or emotional abuse
• Controlling/possessive behavior
• Changing your normal behavior, like making you have to call your friends in secret;

Drug-Related Violation: Violations of State and Local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. Relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotic (Demerol, methadone); and dangerous non-narcotic drugs (barbiturate, Benzedrine).

Fondling: Touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Larceny: 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: manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence is not included in the definition).

Manslaughter:
• Non-negligent: Willful killing (deaths caused by negligence: attempts to kill, assaults to kill, suicides accidental deaths, justifiable homicides are excluded)
• Negligent: Killing through gross negligence (traffic fatalities are excluded)

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

Murder: Willful (non-negligent) killing of one human being by another.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part of object, or oral penetration by a sex organ of another person, without the consent of the victim

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

Sexual Assault: According to Hawaii Revised Statutes (HRS §711-731, 711-732, 711-733), Sexual Assault is any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

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.

Stalking: 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.
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.

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

For specific policy information and definitions regarding Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Consent, please view the full University of Hawai‘i Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking policy: http://hawaii.edu/offices/eeo/policies.php?policy=sexual_assault.

For more information, please refer to the following links:

- Uniform Crime Reporting Definitions: http://www2.fbi.gov/ucr/cius2009/about/offense_definitions.html
- The Clery Center (non-profit organization established by Parents of Jeanne Clery: http://clerycenter.org

© 2015 University of Hawai‘i
http://manoa.hawaii.edu/dps/PDFs/annual_report15.pdf
2015 Annual Fire Safety Report*

University of Hawaiʻi at Mānoa

*Please note: The Annual Fire Safety Report is written and compiled by the University of Hawai‘i at Mānoa Environmental Health and Safety Office/Fire Safety Program (EHSO/FSP)
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 perspective 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 period calendar year 2014.

Fire Safety is an essential tool in protecting a 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-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 emphasizing 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.
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I. DEFINITION OF TERMS

A. 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.

B. 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.

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

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

E. 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.

F. 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 ii. Dies within one year of injuries sustained as a result of the fire.

G. 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.

H. 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.

II. ADDITIONAL TERMS

A. On-Campus Student Housing Facility: Regulatory Language A dormitory or other residential facility for students that is located on an institution’s campus.

B. UH Fire Safety Program Definition: The HOEA 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.
III. POLICIES

UH - Mānoa Student Housing Services Community standards: http://manoa.hawaii.edu/housing/guide/reshallpolicies

A. Safety Policies

1. Use of Electrical 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. All appliances must have an “auto shut off” feature.
   b. Irons must be used on ironing boards. Use of irons on any other surface is strictly prohibited. Irons must not be left unattended, and must have an “auto shut off” feature.
   c. Hair dryers and other hair styling appliances are permitted provided that they are used for their intended purpose and used in an appropriate space.
   d. 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.
   e. Refrigerators must not exceed 6.0 cubic feet. Refrigerators must also be Under writer’s Laboratory (UL) approved and be kept clean and sanitary.
   f. A maximum of one refrigerator and one microwave per room is allowed.
   g. Any appliance with an open heating element not covered by a policy in this guide 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. Barbecue Grills:
   a. Residents must barbecue within the designated barbecue areas only. See community desk for reservations and instructions concerning community barbecue grills.

3. Firearms, Weapons, Explosives:
   a. 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, or a slingshot. Knives that have blades longer than 3 inches, and/or are not intended for use as a tool are also prohibited.
   b. Other prohibited items include, but are not limited to: bows and arrows, axes, spears, machetes, crossbows, crossbow bolts, nun-chucks, kendo sticks, ammunition and throwing stars. Student Housing Services reserves the right to confiscate or require the removal of any item deemed dangerous in community living environment.
4. Prohibited Items: In order to maintain a safe living environment, the following types of items are strictly prohibited:

a. Appliances not provided by the Office of Student Housing Services, unless otherwise specified in this Guide.
b. Use or storage or any incendiary device, such as candles or incense.
c. Use or storage of any device which utilizes an open flame.
d. Storage of any flammable liquid, chemical, or other substance.
e. Any furniture not provided by the Office of Student Housing Services, unless an exception is granted in writing from the Residence Director.
f. Halogen lights/halogen lamps.
g. Laser Pointers
h. Automobile batteries and acids.
i. Hookahs, bongs, pipes, rolling papers.
j. Barbells in excess of 25 lbs. each.
k. Air conditioners or ceiling fans (in units where they are not already provided).
l. Personal lofts or any other structure.

The Office of Student Housing Services reserves the right to require removal of any item deemed unsafe for a group living environment.

5. Safety and Security:

a. False reporting of emergencies and/or tampering with any safety device is prohibited.
b. Fire Evacuation: All residents must evacuate at the sound of an alarm regardless of whether they believe it to be false.
c. Locks and Doors: Tampering with or damaging lock mechanisms are 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.
d. Unauthorized Entry/Restricted Areas: No person shall enter or attempt to enter any residence hall or apartment facility without proper authorization. Students are not permitted on residence hall roofs, ledges or overhangs. Students are not permitted to climb in or out of residence hall windows at any level.
e. Misuse of Keys: The possession of keys by anyone other than the person they were issued to is not allowed. Residents are prohibited from “lending” any keys assigned to them to any other person, including their roommate(s).

f. Lock-outs: Residents are responsible for carrying their key(s) at all times. Excessive lock-outs (contacting the hall staff for room/apartment entry) may result in disciplinary sanctions.

g. 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, Campus Security and/or the Honolulu Police Department (call 911), should be notified immediately.


B. 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 Campus Security or the 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 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.
C. Fire Safety Education and Training

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 Residential Assistants every year before the start of the Fall semester.

IV. FIRE SAFETY SYSTEMS: A description of each on-campus student housing facility fire safety system.

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Fire Sprinkler</th>
<th>Fire Alarm System</th>
<th>Fire Rated Wall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Name</td>
<td>Full Smoke Duct Manual Pull Evac Device</td>
<td>Corridor Room</td>
<td></td>
</tr>
<tr>
<td>Hale Aloha Lehua</td>
<td>YES YES N/A YES YES</td>
<td>YES YES</td>
<td></td>
</tr>
<tr>
<td>Hale Aloha Mokihana</td>
<td>YES YES N/A YES YES</td>
<td>YES YES</td>
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<tr>
<td>Hale Aloha Lokelani</td>
<td>YES YES N/A YES YES</td>
<td>YES YES</td>
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<tr>
<td>Hale Aloha Ilima</td>
<td>YES YES N/A YES YES</td>
<td>YES YES</td>
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<tr>
<td>Frear Hall</td>
<td>YES YES YES YES YES</td>
<td>YES YES</td>
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<tr>
<td>Hale Anuenue</td>
<td>YES YES N/A YES YES</td>
<td>YES YES</td>
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<td>Hale Laulima</td>
<td>YES YES N/A YES YES</td>
<td>YES YES</td>
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<td>Hale Kahawai</td>
<td>YES YES N/A YES YES</td>
<td>YES YES</td>
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<td>Hale Noelani</td>
<td>YES YES N/A YES YES</td>
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<td>Hale Wainani</td>
<td>YES YES N/A YES YES</td>
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<tr>
<td>Johnson Hall</td>
<td>YES YES N/A YES YES</td>
<td>YES YES</td>
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<tr>
<td>Gateway House</td>
<td>YES YES N/A YES YES</td>
<td>YES YES</td>
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</tbody>
</table>

V. FIRE DRILLS:

A. Number of Fire Drills held during the previous year: Minimum of 48 drills held.

- 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)
VI. REPORTING LIST
For purposes of including a fire in statistics in the annual fire safety report, a list of titles of each person or organization to which students and employees should report that a fire occurred.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Kaptik</td>
<td>Director, Student Housing Services</td>
<td>(808) 956-4011</td>
</tr>
<tr>
<td>R. Michael Merrell</td>
<td>Interim Fire Safety Officer</td>
<td>(808) 956-9601</td>
</tr>
<tr>
<td>Sarah Rice</td>
<td>Community Program Manager, UHM Department of Public Safety</td>
<td>(808) 956-5886</td>
</tr>
</tbody>
</table>
VII. FUTURE IMPROVEMENTS

Fire Safety Systems

The Student Housing Services maintains a list of the buildings that will receive system upgrades. There is none for this reporting period.

VIII. STATISTICS*

The institution must report statistics for each campus student housing facility for the three most recent calendar years.

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>2012</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Injuries that Required Treatment at Medical Facility</th>
<th>Deaths Related to Fire</th>
<th>Value of Property Damage</th>
<th>University Campus Security Incident Report #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hale Anuenue - Trash Bin</td>
<td>Feb 3, 2012</td>
<td>1905</td>
<td>Unintentional - Discarded cigarette - Trash bin</td>
<td>None</td>
<td>None</td>
<td>Undetermined</td>
<td>2012-0122</td>
</tr>
<tr>
<td>Gateway House – Concrete Ash Tray</td>
<td>Aug 4, 2012</td>
<td>2328</td>
<td>Unintentional – Ash Tray</td>
<td>None</td>
<td>None</td>
<td>Undetermined</td>
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</tr>
<tr>
<td>Hale Wainani F 1504</td>
<td>Oct 1, 2012</td>
<td>1200</td>
<td>Unintentional - Unattended cooking</td>
<td>None</td>
<td>None</td>
<td>Undetermined</td>
<td>2012-0974</td>
</tr>
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*These statistics were revised in 2015 to accurately reflect arson numbers within Student Housing. Since dumpsters are not physically located within student housing facilities, they should not be counted within these fire statistics and were removed from statistics for calendar years 2012, 2013, and 2014. Arson statistics were also changed to reflect the accurate number.
<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>2013</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Injuries that Required Treatment at Medical Facility</th>
<th>Deaths Related to Fire</th>
<th>Value of Property Damage</th>
<th>University Campus Security Incident Report #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frear Hall</td>
<td>Mar 17, 2013</td>
<td>1356</td>
<td>Intentional-Paper fire</td>
<td>None</td>
<td>None</td>
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<tr>
<td>Frear Hall</td>
<td>Mar 18, 2013</td>
<td>2355</td>
<td>Intentional-Paper fire</td>
<td>None</td>
<td>None</td>
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<td>2013-0355</td>
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<tr>
<td>Hale Wainani H</td>
<td>Nov 28, 2013</td>
<td>0025H</td>
<td>Unintentional - Unattended cooking fire</td>
<td>None</td>
<td>None</td>
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<tr>
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<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>2014</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Injuries that Required Treatment at Medical Facility</th>
<th>Deaths Related to Fire</th>
<th>Value of Property Damage</th>
<th>University Campus Security Incident Report #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gateway House</td>
<td>Sep 1, 2014</td>
<td>820</td>
<td>Unintentional-Attended cooking fire</td>
<td>None</td>
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<td>None</td>
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<tr>
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<td>1600</td>
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<td>None</td>
<td>Undetermined</td>
<td>2014-1065</td>
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<tr>
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<td>Hale Aloha Lokelani</td>
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*These statistics were revised in 2015 to accurately reflect arson numbers within Student Housing. Since dumpsters are not physically located within student housing facilities, they should not be counted within these fire statistics and were removed from statistics for calendar years 2012, 2013, and 2014. Arson statistics were also changed to reflect the accurate number.

IX. FIRE LOG
A daily fire log is maintained by the UH Fire Safety Program Office located in Building 149C, 1980 East-West Rd., Honolulu, HI 96822 and is available for public inspection during normal business hours 7:00 am – 4:00 pm.
X. DISCLOSURE OF INFORMATION

A. 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.

B. 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.

C. 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 full report available upon request.
   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 report that a fire occurred; plans for future safety improvements.

D. 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.