2020 ANNUAL SECURITY & FIRE SAFETY REPORT

For University of Hawai'i at Mānoa, John A. Burns School of Medicine & UH Cancer Center

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INTRODUCTION

The Annual Security & Fire Safety Report is intended to be used by University of Hawaiʻi at Mānoa (UHM) students, employees and visitors. It provides useful information, policies, procedures, and references for issues relating to safety and security at UHM. It is organized into the following sections:

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

About the Jeanne Clery Act

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

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

QUICK REFERENCE RESOURCE GUIDE

Emergency Contacts

UHM Department of Public Safety	
24 hrs/day, seven days/wk (on-campus)	
Emergency	(808) 956-6911
Non-Emergency	(808) 956-8211
Safety Escort Service	(808) 956-SAFE (7233)
Honolulu Police Department	
Emergency	9-1-1
Honolulu Fire Department	
Emergency	9-1-1

Mental Health & Substance Abuse

University Health Services Mānoa	(808) 956-8965
UHM Counseling & Student Development Center	(808) 956-7927
UHM Health Promotion Resource Center	(808) 956-3574
UHM Alcohol & Other Drug Education Program	(808) 956-3453
Smoke-Free Mānoa	(808) 956-3574

Student Conduct

UHM Office of the Vice Chancellor for Students	(808) 956-3290
UHM Office of Judicial Affairs	(808) 956-4416

Sexual Assault, Domestic Violence, Dating Violence, and Stalking (Reporting & Advocacy)

UHM Office of Title IX	(808) 956-2299
UH Confidential Advocacy	(808) 341-4952
UHM Office of Gender Equity	(808) 956-9499

General University Resources

UHM Women's Center	(808) 956-8059
PAU Violence Program	(808) 956-7344
UHM LGBTQ+ Center	(808) 956-9250
Student Parents at Mānoa (SP@M)	(808) 956-9306
Bridge to Hope	(808) 956-8059
Educational options for students on welfare	
UHM KOKUA Program	(808) 956-7511
For students with disabilities	
UHM Environmental Health & Safety Office	(808) 956-8660
UHM Fire Safety Program	(808) 956-4954
UHM Student Housing Services	(808) 956-8177
East-West Center Housing Office	(808) 944-7805

Employee Resources

UH Office of Human Resources	(808) 956-8988
UH Mānoa Equal Employment Opportunity and Affirmative Action (EEO/AA) Office	Contact HR rep for info
UH Employee Assistance Program	Contact HR rep for info

Local & National Resources

Sex Abuse Treatment Center 24-Hour Hotline	(808) 524-7273
Domestic Violence Action Center	(808) 531-3771
Child and Family Service Oahu Abuse Hotline	(808) 841-0822
Suicide & Crisis Line (24-Hour)	(808) 832-3100
Alcoholics Anonymous Oahu Helpline	(808) 946-1438
Narcotics Anonymous Oahu Helpline	(808) 734-4357

ABOUT UHM

The University of Hawaiʻi 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 within UH Mānoa Clery geography, 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 18,000 students and over 5,000 faculty and staff. Over 3,000 students reside on campus. The UH Mānoa campus also includes UH Cancer Center (UHCC) and John A. Burns School of Medicine (JABSOM), which are both located in the Kakaʻako area of Honolulu. Crime statistics for JABSOM and UHCC are contained in a separate table, however, JABSOM and UHCC are both administratively considered as units of the Mānoa campus, and are subject to the same policies and procedures, unless otherwise noted in this report. The goal of this report is to inform the community of safety and security issues on campus, while providing resources for crime prevention and victim assistance. This report also includes policy statements and crime statistics for the three most recent calendar years (2017, 2018, and 2019).

UHM Department of Public Safety (UHM DPS)

The UHM Department of Public Safety (UHM DPS) consists of 77 department personnel: one chief, eight administrative and support personnel, one deputy chief, one captain, nine supervisors, and 57 uniformed officers. The department selects each recruit carefully; they must pass a screening and background check conducted by the State of Hawaiʻi 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 Jurisdiction

UHM DPS has response authority for on-campus property that is owned by UH Mānoa, including:

- All property located within UHM main campus
- University (faculty) housing facilities: Kauʻiokahaloa Nui Apartments, Kauʻiokahaloa Iki Condominiums, and Waʻahila Apartments
- UH Institute for Astronomy
- Magoon Research Station
- Lyon Arboretum (noncampus, but within UHM DPS patrol jurisdiction)
- College Hill
- John A. Burns School of Medicine & UH Cancer Center in Kakaʻako

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

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

Arrest Authority & Working Relationships

While UHM DPS officers have the authority to enforce UH Mānoa policies, UHM DPS officers are not sworn and do not have police powers or arrest authority (other than citizen's arrest), and are not authorized to carry firearms. Security officers may detain person(s) involved in the violation of laws and those involved in criminal acts they personally view, or those positively identified as having committed such an act by victims or witnesses until the Honolulu Police arrive to take custody of the individual(s). UHM DPS authority

to enforce UH Mānoa policies comes directly from the University of Hawaiʻi Office of the President. All UHM DPS officers, sergeants, and third party contract security guards are registered with the State of Hawaiʻi Board of Private Detectives and Guards and posses a Hawaiʻi State Guard Card, in accordance with Act 208, Session Laws of Hawaiʻi 2010. Any campus incident requiring an arrest is referred to the Honolulu Police Department (HPD).

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

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

Local Police Monitoring & Recording of Crimes

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

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

SAFETY ON CAMPUS

EMERGENCY NOTIFICATION & RESPONSE

Emergency Response

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

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

of HPD in informing the campus of any situations reported to them that may warrant an emergency response or evacuation of campus.

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

- UH Mānoa Comprehensive Emergency Management Plan: https://manoa.hawaii.edu/dps/uhm-emergency-plan/
- UH Alert: https://www.hawaii.edu/alert

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

Evacuation & Shelter in Place Procedures

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

- **Run (Evacuate)**
  - Have an escape plan and route in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering the area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police or security officers
  - Do not attempt to move wounded people
  - Call 911 and UHM DPS at (808) 956-6911 when you are safe
- **Hide (Shelter in place)**
  - Find a hiding place that is out of view and provides protection if shots are fired in your direction
  - Your hiding place should not trap or restrict your options for movement
  - Lock the door
  - Blockade the door with heavy furniture
  - Silence your cell phone (turn off vibrate feature) and turn off any source of noise, including radio or television
  - Remain calm and quiet
  - Call 911 if possible, to alert police to the active shooter's location
- **Fight**
  - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or act as aggressively as possible against the shooter
  - Throw items and improvise weapons
  - Yell
  - Commit to your actions in an attempt to incapacitate the shooter

The Run and Hide concepts can be used as guidelines for evacuation or shelter in place for a variety of incidents on campus. UHM DPS recommends evacuating the building for incidents that could present a danger should you stay in a building. Examples include a fire, chemical spill, or a gas leak. UHM DPS recommends shelter in place for any type of scenario that requires the community to seek safety within a building. Examples include an active shooter, a dangerous person at large on campus, or a riot or civil disturbance.

UHM DPS has published an Emergency Response Guidebook, which outlines procedures regarding a variety of possible emergencies on campus. Safety is a responsibility that we all share. The guidebook was designed to provide quick-reference emergency procedures. Please review this book periodically, so you will be prepared to rapidly and effectively manage any emergencies. While emergency procedures may vary by building, general guidelines outlined in the Emergency Response Guidebook can assist for an emergency, no matter where on campus you are located. The guidebook can be downloaded using the

link on our website (click on link above), or a hard copy of this guidebook can be requested from UHM DPS by email (clery@hawaii.edu) or phone (808) 956-5886.

Please note that every emergency poses a unique and ever-changing combination of factors and challenges, so no guide can ever be complete. Plan ahead by reading about emergency response procedures on our website: https://manoa.hawaii.edu/dps/emergency-management/. We also recommend taking advantage of our Security Assessment program, so you can develop or update your building's current emergency plan: https://manoa.hawaii.edu/dps/security-assessment/.

Notification About an Immediate Threat

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

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

Emergency Notifications (UH Alert)

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

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

If UHM DPS or any of the above-listed agencies confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the UHM community, UHM DPS will determine the content of the message and use some or all of the systems described below to communicate the threat to the appropriate segment or segments of the UHM community. UH Mānoa also collects incident information from direct reports made to UHM DPS, and from Campus Security Authorities on UH Mānoa campus (see *Campus Security Authorities* section for more information.) In addition, UHM DPS may be notified of an incident by another local, state, or federal agency.

Students and employees with a UHM username and password can sign up for the **text message** UH Alert service on the UH Alert website. Please note that the UH Alert system is an "opt in" system, which means

that users must register for the text message service. The UH Alert system requires a UH username in order to opt into the system and receive text messages. UH usernames are only provided to students and employees of the university. When the emergency notification system is initiated, the university will provide adequate follow-up information to the UHM community as needed, via the same method(s) used to send the initial notification. When the emergency is declared over and the situation returned to normal, an announcement using the same dissemination method will be used to declare the "all-clear." Depending on the nature of the situation, local media may be utilized to notify the community.

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

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

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

Timely Warning Notices (UH Announce)
In an effort to keep the community informed of security issues, "timely warning" bulletins are issued. A timely warning may be issued when there is an occurrence of a crime listed in the Jeanne Clery Act or any other crime considered by the institution to present a serious or continuing threat to students or employees. Typically, a timely warning is issued when a situation poses a threat to the health or safety of the community, but it is not an emergency requiring immediate action. Examples of a timely warning include a notification to the community about a string of moped thefts, a burglary, or any other situation that does not require immediate action on behalf of the community. Notifications regarding an aggravated assault would be sent on a case by case basis depending on the facts of the case. For example, if an aggravated assault occurs between two students and there is no ongoing threat to the campus community, a timely warning may not be distributed.

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

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

All UH Mānoa students and employees are automatically subscribed to the campus **email** system, UH Announce, which provides timely warning notices. There is no further action required on behalf

of students and employees, as this system does not require an "opt in" as the text messaging system does. UH usernames are only provided to students and employees of the university.

Content & Distribution of Timely Warning Notices
The Chief and Deputy Chief of UHM DPS or his/her designee has primary responsibility for writing content and distributing *most* timely warnings to campus concerning Clery Act crimes or incidents that occur within the campus Clery geography and present an ongoing danger to the safety of the UHM community. However, the Director of UH Communications or his/her designee has primary responsibility for writing content and distributing any notification concerning situations that don't involve a Clery Act crime, such as an approaching hurricane, power outage, building/campus closure, or any message that affects multiple campuses in the UH System or requires administrative decision and approval.

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

Please note that UH Mānoa is not required by the Jeanne Clery Act to issue a timely warning with respect to crimes that are reported to a professional or pastoral counselor. Timely warning notices shall be provided to students in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

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

Resources & Links for Incident Notification
- UH Mānoa main website
- UHM Department of Public Safety website
- UH System Emergency Information website
- Report a crime or send an anonymous tip
- UH Alert Emergency Notification system (UH students & employees only)
- UH Mānoa Facebook
- UHM Department of Public Safety Facebook
- UH Mānoa Twitter: @UHManoa
- UHM DPS Twitter: @UHManoaSafety

Summary of Timely Warning vs. Emergency Notification

	Timely Warning (UH Announce)	Emergency Notification (UH Alert)
Circumstance	Clery Act crimes that have been reported to UHM DPS or a Campus Security Authority	Significant emergency or dangerous situation
Triggered by?	Crimes that occurred (in the past) and represent an ongoing threat; as soon as pertinent information is available	Event that is currently occurring on or imminently threatening campus; immediately upon confirmation of situation
Where incident occurs?	Anywhere within UH Mānoa Clery geography	Only on campus
Means of Notification (can include some or all means listed)	Email, social media postings, website postings, and local media	Text message, email, social media postings, website postings, and local media
Sign-Up Required	None - students and employees with UH username are automatically enrolled to receive email messages	Requires UH username, and the student or employee must "opt in" using the UH Alert website

Circumstances for Timely Warning vs. Emergency Notification

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

Emergency Response & Evacuation Testing Procedures

Testing of Emergency Notification (UH Alert)

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

Evacuation Tests & Drills for UH Mānoa Campus

UHM DPS conducts tabletop and full-scale exercises on a periodic basis. On August 20, 2019, UHM DPS led a full-scale exercise at Les Murakami Stadium in partnership with local Federal Bureau of Investigation (FBI), UH Mānoa administration, students, and employees. Over one hundred students and employees attended the exercise to participate as victims, witnesses, and bystanders. This exercise was held in conjunction with a test of the UH Alert text messaging system, during which departments were invited to practice lockdown procedures within their own offices and classrooms. This scenario was announced in advance, and practiced response, evacuation, and communication protocols for an active shooter scenario. Students, employees and UH administration were directly involved throughout the duration of the exercise. DPS officers at the exercise had the opportunity to practice evacuating and securing the area, and interviewing and providing triage for victims and witnesses.

In addition to the August 2019 exercise, DPS conducted a series of all-hazards tabletop exercises with UH Athletics and various other UH Mānoa departments in April 2019, a limited scale active shooter exercise with Air Force ROTC students in September 2019, and an internal DPS drill for a traffic accident scenario in December 2019. Additional drills and exercises were planned for 2020, but have been canceled due to COVID-19 restrictions and campus closures.

Evacuation tests and drills, in general, may be announced or unannounced. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. At UHM, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice procedures and familiarize themselves with the location of exits and the sound of the fire alarm. Reports, prepared by participating departments, identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

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

Evacuation Tests & Drills in UH Mānoa Student Housing

Evacuation (fire) drills are coordinated by UHM Student Housing Services staff in collaboration with UHM DPS for all student housing facilities. Thus, the emergency response and evacuation procedures are tested at least once each year in these facilities. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. UHM DPS does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the

building(s) being evacuated, availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both short-term and long-term building evacuations, UHM DPS and Student Housing Services staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

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

Evacuation Tests & Drills in East-West Center Housing

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

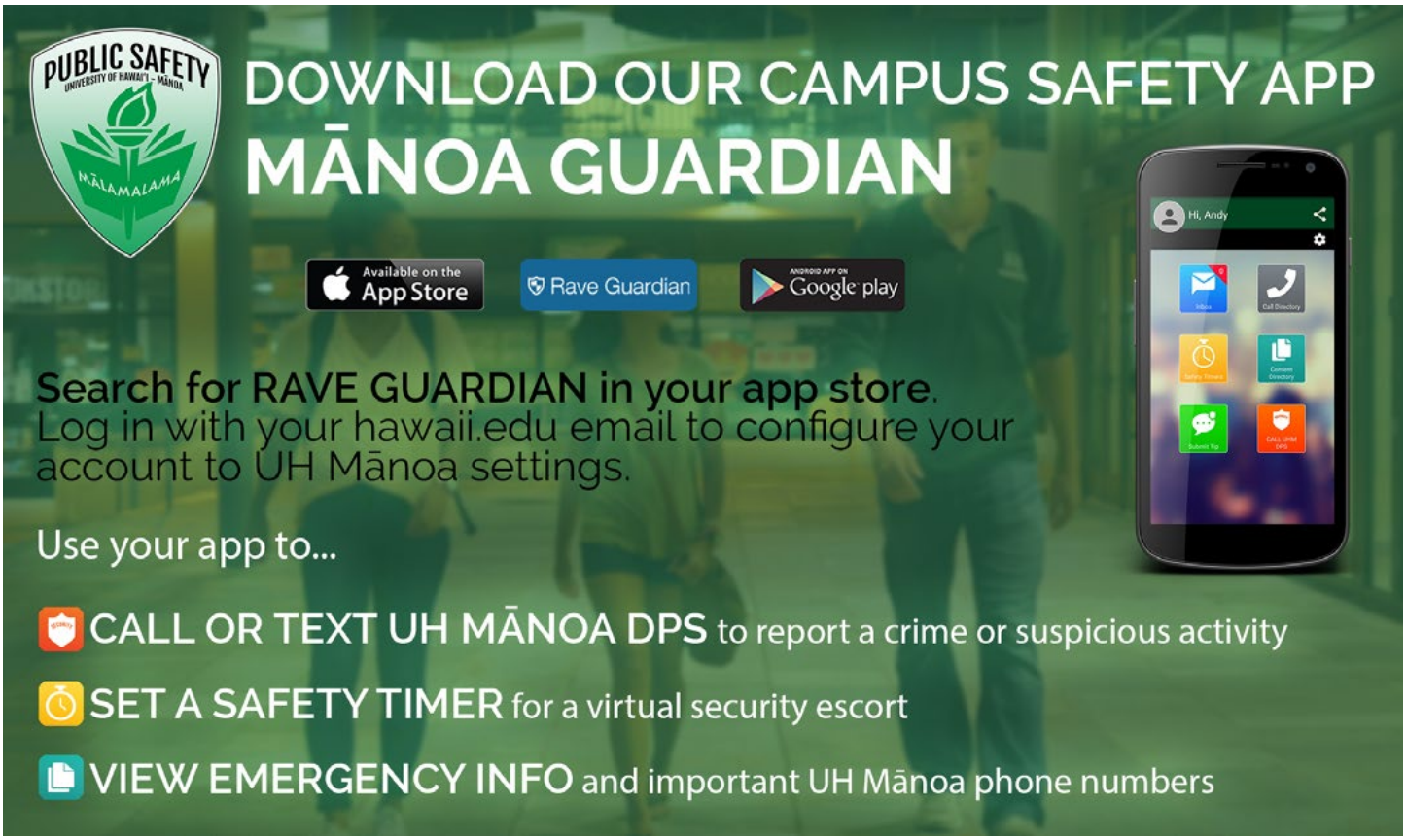
REPORTING A CRIME

Crime In Progress

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

Procedures for Reporting a Crime

Students, faculty, staff, community members, and guests of main UH Mānoa campus, John A. Burns School of Medicine, and UH Cancer Center are encouraged to accurately and promptly report all crimes, emergencies and public safety related incidents to UHM Department of Public Safety (UHM DPS) by dialing (808) 956-6911 or extension



66911 from any land line phone on campus. UHM DPS can also be contacted by using an Emergency Call Box (ECB), the Mānoa Guardian app, or the DPS website: https://manoa.hawaii.edu/dps/tip/. In an emergency, we recommend calling the Honolulu Police Department by dialing 911, in addition to reporting the crime to UHM DPS. We encourage the community to report all crimes immediately and accurately to UHM DPS, when the victim of the crime elects to, or is unable to make such a report, for the purpose of issuing emergency alerts and timely warnings, and for inclusion in the annual disclosure of crime statistics.

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

Mānoa Guardian Campus Safety App

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

Emergency Call Boxes

UH Mānoa main campus provides Emergency Call Boxes (ECBs) that connect the caller directly with a UHM DPS dispatcher 24 hours a day. ECBs are easily identified by their blue light. At UHM, there are two types of ECBs: some have a red call box and require the

user to lift the receiver to reach UHM DPS. Other ECBs are on a clearly-marked metal pole and require the user to push a button to contact UHM DPS. Picking up the headset or pushing the button (depending on the type of ECB) automatically activates the phone system and UHM DPS can immediately identify the location of the caller, even if the caller is unable to verbally communicate. A map of ECB locations can be found online at https://manoa.hawaii.edu/dps/callboxes/. Please note that there are no Emergency Call Boxes at John A. Burns School of Medicine or UH Cancer Center.

Voluntary Confidential Reporting Procedures

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

UH Mānoa protects the confidentiality of victim information through Clery Act reporting and disclosures, and does not release personally identifying information about crime victims within the Daily Crime Log, Emergency Notifications, or within the Annual Security Report. Statistics are gathered for this report by the UH Mānoa Clery Coordinator, who is responsible for managing all Campus Security Authority reporting. Individuals should be aware that for certain types of gender-based misconduct, DPS cannot accept confidential reports. Specifically, if DPS receives any reported crimes involving sexual discrimination, sexual harassment, gender-based harassment, sexual assault, domestic violence, dating violence, and/or stalking, it must report that to the UH Mānoa Title IX Coordinator. If one wishes to make a confidential report regarding gender-based misconduct, UH Mānoa has a list of confidential resources available at https://www.hawaii.edu/titleix/help/confidential/. For more information about victim confidentiality concerning sexual assault, domestic violence, dating violence, and stalking, please see the Interim University of Hawaiʻi Executive Policy EP 1.204 – Interim Policy on Title IX Sexual Harassment.

Please be aware that UH Mānoa cannot guarantee confidentiality with respect to crime reports involving minors (those under the age of 18). Reporting of an incident involving a minor may require reporting to state agencies and/or local law enforcement.

Response to Reports of Crimes & Other Emergencies

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

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

The UH Mānoa Clery Coordinator is responsible for compiling crime statistics for purposes of completing

the university's Annual Security & Fire Safety Report. You can contact the Clery Coordinator by phone at (808) 956-5886, or by email at clery@hawaii.edu. Crimes may also be reported to any Campus Security Authority for statistical inclusion in the Annual Security Report.

Campus Security Authorities

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

"Campus Security Authority" means:

1. A campus police department or a campus security department of an institution.
2. Any individual or individuals who have responsibility for campus security but who do not constitute campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An **official** is defined as *any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.*

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

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

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

Professional and Pastoral Counselors

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

- A *Pastoral Counselor* is a person who is associated with a religious order or denomination, is recognized by the religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that role 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 informally counsel or advise students and employees outside of their job roles, are not exempt from reporting, even if the counseling is confidential.

Examples of individuals who would not meet the criteria for being CSAs include faculty members who do not have any responsibility for student and campus activity beyond the classroom and clerical or cafeteria staff. CSAs are expected to keep records of reported incidents, including dates, times, and locations. If the CSA is not sure of the date and time, they should record the date that it was reported. If the location is unknown, any general identifying information (residence hall, academic building) concerning the offense can be helpful in the investigation. CSAs may report Clery crimes to DPS using the reporting form located at https://manoa.hawaii.edu/dps/csa/. 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 Hawaiʻi at Mānoa campus community is reported to anyone who is defined as a Campus Security Authority, the CSA must notify UHM DPS immediately. The institution has a responsibility to notify the campus community of any crimes which pose an ongoing threat to the community, and therefore, Campus Security Authorities are obligated to report crimes immediately to UHM DPS. If there is any question about whether an ongoing threat exists, immediately contact UHM DPS at (808) 956-6911.

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

CSA Confidentiality

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

CSA Training

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

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

Crime Victim and Witness Rights

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

A crime of violence is defined as:

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

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

Adam Walsh Child Protection and Safety Act

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

ACCESS TO & SECURITY OF CAMPUS FACILITIES

Academic and Administrative Buildings

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

Residence Halls

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

Security Considerations Used in Maintenance

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

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

UH Mānoa encourages students, employees, and

visitors to report any maintenance deficiencies or security concerns to the Office of Campus Operations and Facilities Work Coordination Center (WCC).

For emergency maintenance concerns:

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

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

UHM DPS SAFETY SERVICES & PROGRAMS

Crime Prevention Services

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

1. Vehicle (both motor and electric cart), bicycle and foot patrol to deter potential crime and respond to emergencies. Officers are trained in emergency first-aid, Cardio Pulmonary Resuscitation (CPR), and use of Automated External Defibrillator (AED).
2. A campus-wide Safety Escort Service, which provides a walking escort or vehicle transportation from dusk until dawn for any student, faculty, or staff walking alone on UH Mānoa main campus at night to any on-campus residence hall, parking lot, or facility. By calling (808) 956-SAFE (956-7233) or extension 67233 from any campus phone, a Community Safety Officer (CSO) will arrive at the requested on-campus location. For Safety Escort at John A. Burns School of Medicine and UH Cancer Center, call (808) 586-3015.
3. Building-specific security assessments and emergency plan reviews of on-campus facilities. To learn more or request a security assessment, visit https://manoa.hawaii.edu/dps/security-assessment/.
4. In an effort to provide timely notice to the campus community, and in the event of a serious incident which may pose a threat to members of the UHM community, emergency alerts and timely warnings may be utilized.
5. Creating or initiating work request(s) to facilities maintenance for repairs (see *Access to & Security of Campus Facilities* section.)
6. Transportation to the University Health Services Mānoa for students who have minor injuries or illnesses
7. Emergency Call Boxes and Mānoa Guardian phone

app (see *Procedures for Reporting a Crime* section)
8. Crime prevention and safety awareness programs

Crime Prevention & Safety Awareness Programs

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

- **Safety & Wellness** (1 hour): Learn helpful tips to keep you safe on campus, as well as information on services offered by UHM DPS. Sessions are offered weekly in the month of September, during new student orientation events, and by request of any department or group. Cost: Free
- **Active Shooter Awareness & Response Training** (1 hour): Provides information on various active shooter scenarios, what you can do to keep yourself safe, and what to expect when police and UHM DPS respond. This training uses concepts from the Department of Homeland Security's Run-Hide-Fight program. Training sessions are offered monthly, with weekly sessions during the month of September. Cost: Free
- **Hurricane Preparedness** (1 hour): Learn about how to prepare for a hurricane in Hawaiʻi, including tips for preparing an emergency kit, what to do when a hurricane is approaching, and how to find a local shelter or shelter-in-place. These sessions are offered regularly during hurricane season (June - November) and by request. Cost: Free
- **Conflict Resolution & De-escalation Workshop** (75 minutes): During this workshop, participants learn about precipitating factors and signs of agitation, discuss verbal and nonverbal de-escalation techniques, learn how to end the de-escalation process so you can begin a reasonable discussion, learn techniques for what to do when de-escalation isn't possible (i.e., how to ask a person to leave your office or area, while maintaining your own personal safety), and engage with other participants through practice scenarios. This training is recommended for all faculty and staff. Cost: Free
- **First Aid/CPR/AED Certification Training** (8 hours - approximately 6 hours online; 2 hour skills evaluation): Obtain your First Aid/CPR/AED certification through the American Heart Association. This course was changed to a hybrid online/classroom course in early 2020, which means that the majority of training is completed online, and the skills evaluation portion of the course must be completed in person with DPS. Training sessions are offered monthly and by request. Cost: $65 per participant (covers online courseware, class materials and certification card.)

In 2019, UHM DPS offered approximately 25 Safety & Wellness workshops, 20 Active Shooter Awareness & Response training sessions, 10 Conflict Resolution and De-escalation workshops, 20 First Aid/CPR/AED courses, and five Hurricane Preparedness sessions. To learn more or to register for a safety workshop, visit https://manoa.hawaii.edu/dps/workshops/. To schedule a session for your student, faculty, or staff group, please contact the UH Mānoa Department of Public Safety by email at dpscpu@hawaii.edu, or by phone at (808) 956-5886. UHM DPS also delivers custom safety presentations on a variety of other topics by request.

UH Mānoa campus also hosts a variety of campus information fairs and events to create safety awareness and engage students, faculty, and staff in the safety of the UH Mānoa community. UHM DPS, with the assistance of the UHM PAU Violence program and the Mānoa Alcohol Project (MAP), also participates in sexual assault and alcohol awareness programs. In 2019, UHM campus held approximately 20 events in which UHM DPS offered safety information, in partnership with a variety of UHM offices and programs. Examples of these events include the Respect Walk (sexual assault awareness and prevention), Safe Spring Break (alcohol awareness and safety), Welina Mānoa, Emergency Preparedness Fair, and many other campus informational events.

For safety tips and information, watch our campus safety video and download our safety brochure at the

following link: https://manoa.hawaii.edu/dps/safety-tips/. 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: https://manoa.hawaii.edu/dps/callboxes/.
- Program the number for UHM DPS into your phone: (808) 956-6911. Please call UHM DPS immediately if you see suspicious activity on campus.
- If you are studying/working alone at night on UH Mānoa main campus, call the Safety Escort Service at (808) 956-SAFE (7233) for safe passage to any on-campus parking lot, residence hall, or building. For a Safety Escort at John A. Burns School of Medicine, call (808) 692-0911 and for an escort at UH Cancer Center, call (808) 586-3015.
- Be aware of your surroundings while walking/jogging alone. If using headphones, always leave one earbud out so you can stay alert.
- When you go to social gatherings, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.
- If you are being harassed, loudly say "Leave me alone!" If that doesn't stop the harassment, continue to attract people's attention and head towards a store or other populated area.
- Download the free campus safety mobile app, Mānoa Guardian – use it to contact UHM DPS via phone and text message, or set a safety timer session. For more information, visit http://manoaguardian.com.
- Advise someone of your whereabouts and how long you expect to be out. Inform that person if you end up staying longer than expected. Use the Mānoa Guardian app to set a safety timer!
- Let someone know if you plan to be in a building after normal business hours.
- If you are on an elevator with someone who makes you feel uneasy, get off at the next floor

Residence Hall & Office Safety

- For safety and security purposes, don't put your name or address on any keys or key cards.
- Never loan keys to anyone (they may be easily lost, stolen, or duplicated).
- If you lose your housing key card, report it to the housing office immediately so it can be deactivated. If you lose your office key, notify your department immediately so locks can be changed.
- Be sure to lock/secure window(s) and door(s) in your student housing room or office, even if you are sleeping or doing homework.
- Do not allow strangers to follow you into your residence hall; visitors must be escorted by their host student resident at all times.
- If you find that your room or office has been entered, do not go inside. Go to a neighbor and call UHM DPS at (808) 956-6911. If you are already inside, do not touch anything. You may disturb evidence that is important to the investigation.

Vehicle, Bike, and Moped Safety

- Move with Aloha! Whether you walk, drive, bike, or skateboard to campus, please be considerate of other commuters on campus. For more information and tips, visit https://manoa.hawaii.edu/dps/move-with-aloha/.
- 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: https://manoa.hawaii.edu/dps/prevent-bike-vehicle-moped-theft/.
- Register your bike (http://www.honolulu.gov/bicycle/) or moped (http://www.honolulu.gov/csd/26091-moped-registration-information) with the City & County of Honolulu.
- Do not keep valuables in your car. If you must, keep them in the trunk where they are out of sight. If you have an internal trunk lock, use it. For more tips and information, visit https://manoa.hawaii.edu/dps/prevent-bike-vehicle-moped-theft/.

UNIVERSITY POLICIES & SAFETY PROCEDURES

ALCOHOL AND DRUG POLICIES & PREVENTION PROGRAMS

Alcohol and Drug Policies

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

Possession, Sale, and Use of Drugs & Alcohol

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

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

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

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

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

All service or consumption of alcoholic beverages involving students on campus requires an endorsement from the Office of the Vice Chancellor for Students and approval from the Vice Chancellor for Administration, Finance and Operations. A minimum of two signatures is required on the request forms from the sponsoring organization or group. Consistent with its mission, UHM will cooperate with law enforcement agencies in any cases related to the illegal use of drugs, tobacco, and alcohol. Students and employees found

to be in violation may be subject to the provisions of Hawaiʻi state law, university policy and/or the Student Conduct Code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, university policy, and other applicable state laws and rules.

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

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

Use of Medical Marijuana Prohibited on Campus

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

- University of Hawaiʻi at Mānoa: Prohibited and subject to disciplinary process and sanctions
  - Student Conduct Code (EP7.208): IV.B.14: Use, possession, manufacturing, distribution, or other unauthorized use of controlled substances or paraphernalia except as expressly permitted by law. Controlled substances include but are not limited to marijuana, methamphetamine, narcotics, and opioids.
  - Student Housing Services Community Standards: Item 12: Illegal Drugs/Controlled Substances (in entirety)
- Hawaiʻi state codes and regulations related to medical marijuana:
  - Medical marijuana was adopted into Hawaiʻi state law via Act 228 (2000) and further codified into Hawaiʻi Revised Statutes at part IX, Chapter 329, HRS
  - Medical marijuana dispensaries were adopted into Hawaiʻi state law via Act 241 (2015) and codified in Hawaiʻi Revised Statutes (HRS) at Chapter 329D, HRS
  - Hawaiʻi Revised Statutes 328, chapter J outlines the law on prohibited smoking areas:
    - Section 3: Prohibition in enclosed or partially enclosed places open to the public. Smoking shall be prohibited in all enclosed or partially enclosed areas open to the public, including but not limited to the following places:
      - 7: educational facilities, both public and private

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

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

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

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

Any questions regarding the university policy of marijuana/controlled substances on campus, or this

clarification on medical marijuana, should be referred to the Office of Judicial Affairs (808-956-4416 or oja@hawaii.edu) or the Office of the Vice Chancellor for Students (808-956-3290 or vcs@hawaii.edu).

Tobacco Free Campuses and Facilities Policy

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

Weapons Policy

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on UH premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others 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 Hawaiʻi, gambling is not permitted. Please see the *Glossary of Terms* section for state definitions and laws regarding Gambling.

Student Conduct and Discipline

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

- UH Mānoa Policies, Procedures, and Guidelines
- Student Conduct Code
- Student Conduct Code Disciplinary Sanctions
- Current Title IX Policies & Procedures (interim EP 1.204 and interim AP 1.204)
- UH Mānoa Student Housing Policies
- East-West Center Student Housing Policies

Alcohol and Drug Prevention Programs - Students

Alcohol & Other Drug Education Program (ADEP)

The Drug Free Schools & Communities Act of 1989 requires that on-campus prevention efforts be made available to the students. At the University of Hawaiʻi, the Health Promotion Office is a branch of University Health Services. Health Promotion provides alcohol and drug prevention and services through the Alcohol and other Drug Education Program (ADEP). ADEP consists of four main areas of focus:

1. **Mānoa Alcohol Project (MAP)**: The MAP mission is to provide responsible drinking strategies and accurate alcohol use norms to empower the UH Mānoa campus community to maintain a healthy lifestyle and achieve college success
2. **Brief Alcohol Screening and Intervention for College Students (BASICS)**: offered for all UH students who may want to explore their alcohol and drug use. The main goal of the program is to educate students about risky behaviors and harmful consequences of alcohol and drug abuse
3. **Lōkahi Peer Education Program**: a service learning program that teaches students about healthy lifestyles and principles of health promotion. It also trains students to develop and participate in health promotion presentations and activities on campus. Lōkahi presentations are now available online via Zoom. Please contact healthed@hawaii.edu to request a presentation.
4. **Mālama Project**: provides a supportive community for students impacted by substance use and enables them to achieve academic success and overall wellbeing. For more information, please visit: https://recovery85.wixsite.com/malamaproject

ADEP Objectives

The ADEP program is funded primarily through grants, and program objectives coincide with grant objectives for the most part. These include:

- Anheuser Busch social norms grant, with the primary objective of reducing alcohol consumption and consequences through providing social norms clarification (the Mānoa Alcohol Project);
- A previous SAMHSA grant to expand identification and brief intervention services for those at risk of substance abuse (BASICS);
- Transforming Youth Recovery to establish and maintain a collegiate recovery program for UHM students.
- Providing collegiate recovery ally training for students and employees.

ADEP Activities

ADEP activities are divided among individual interventions, small group sessions, campaigns targeted to UHM students, and work with the campus community. The following activities are based on effective strategies for each of these entities:

- Provide orientation and educational sessions on alcohol, tobacco, and other drugs for new students, classes, residence halls, athletics, etc. (Many of these are provided through Lōkahi presentations.)
- The Mānoa Alcohol Project, under the Anheuser Busch grant, develops social marketing campaigns to clarify norms for drinking and harm reduction strategies.
- Provide clinical screening (through the UHSM clinic and elsewhere on campus) and brief intervention services, with referral to BASICS counseling as needed.
- Work with Student Housing Services and Office of Judicial Affairs to enable smooth referral mechanisms for students referred for brief intervention as a result of violations (Referrals to BASICS.)
- Work with Counseling and Student Development Center to provide seamless services for students who need more intensive counseling. (Usually, this involves referrals to/from BASICS.)
- Train and supervise practicum students providing brief intervention services for alcohol/other drugs (BASICS), and graduate students coordinating the Mānoa Alcohol Project social norms campaign.
- Provide support for and/or participate in University and community groups working on the development of broad-based solutions: policies, laws, educational programs, etc. (Mānoa Alcohol Project Coordinating Committee.)
- Circulate information to faculty and staff to make them aware of the problem and encourage curriculum infusion and referrals to BASICS of

students at possible risk.
- Daily resource room and lounge for students in recovery.
- Weekly "Talk Story" sessions for students in recovery to help maintain sobriety while attending UHM.

Program Evaluations & Biennial Review

According to the federal Drug-Free Schools and Communities Act (DFSCA), institutions of higher education must meet certain requirements, which focus on preventing the illegal use of alcohol and other drugs on campus. Included within the DFSCA are certain requirements pertaining to alcohol and drug education and prevention programs. An important aspect of the DFSCA is the requirement that campuses closely examine their prevention program on a biennial basis. The biennial review is designed to document the institution's prevention efforts, and looks at the scope and effectiveness of a campus prevention program. Below is a short description of available programs and some of the key outcomes.

- Mānoa *Alcohol Project (MAP):* Created in 2008, the Mānoa Alcohol Project (MAP) develops focus groups, intercept surveys, and campus-wide surveys for assessment of knowledge, attitudes, beliefs, behaviors, perceptions of norms, and process factors such as market penetration and saturation. With the research results, MAP produces social norms posters that are posted throughout campus and in the residence halls.
- *BASICS Program:* BASICS maintains a high satisfaction rate from students who attend this program. Since 2016, the number of BASICS referrals from Student Housing Services and Office of Judicial Affairs has steadily declined, possibly correlating with the decline in alcohol violation statistics (see *Crime Statistics* section). In the academic year 2019-2020, there were 15 referred cases from Student Housing (see summary below.)
- *Lōkahi Program:* Lōkahi shows an average of 89% increase in knowledge in the participants' Lōkahi presentations. Paper evaluations are handed out and collected at the end of the presentations (see summary below.)

ADEP also conducts at least two information fair events per year centered on alcohol and drug awareness and prevention. Information fairs are announced to the campus community, and are open to all students, faculty, and staff. To view the entire 2019 Biennial Review of the University of Hawaiʻi at Mānoa's Alcohol and Other Drug Programs, please visit: https://manoa.hawaii.edu/dps/alcohol-awareness/. For more information on ADEP or any of our programs, contact:

Alcohol and Other Drug Education Program
QLC 313-D
2600 Campus Road, Honolulu, HI 96822
Phone: (808) 956-3453
Email: adep@hawaii.edu
Web: http://www.hawaii.edu/shs/health_promotion/adep.php

Alcohol and Drug Prevention Programs - Employees

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

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

1. Standards of conduct that clearly prohibit at a minimum the unlawful possession, use, or distribution of illicit drugs and alcohol by students

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

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

GENDER-BASED VIOLENCE PREVENTION & RESPONSE

GENERAL INFORMATION & DEFINITIONS

Definitions of VAWA Crimes

The Violence Against Women Act (VAWA) requires institutions to provide definitions of certain terms, including sexual assault, domestic violence, dating violence stalking, and consent. The State of Hawaiʻi has laws and definitions regarding sexual assault, domestic violence, and stalking, which are outlined in addition to the Clery Act/VAWA definitions, in the *Glossary of Terms* section of this Annual Security Report. The University of Hawaiʻi also defines these terms in its interim *Executive Policy EP 1.204 – Interim Policy on Title IX Sexual Harassment*, which is outlined in the next section of this document. The State of Hawaiʻi does not have definitions regarding dating violence specifically, however, the state does have a definition of what constitutes a "dating relationship." The State of Hawaiʻi also does not have a definition of "consent" in reference to sexual activity. The Clery Act/VAWA definition of dating violence, and the University of Hawaiʻi definition of consent are both included in the *Glossary of Terms* section. In addition, dating violence and consent are defined in the interim *Executive Policy EP 1.204 – Interim Policy on Title IX Sexual Harassment,* which is outlined in the next section of this document.

University Policies on Response, Investigation, and Adjudication of VAWA Crimes

The University of Hawaiʻi is committed to creating a community free from intimidation, harassment and violence. Sexual assault is prohibited by law and is a serious offense that violates the basic standards of behavior expected of members of the university community. The university prohibits acts of sexual assault, domestic violence, dating violence, stalking, sex discrimination, sexual harassment, and gender-based harassment. The university will take appropriate action to prevent sexual assault and will correct and discipline behavior that is found to violate university policies. Definitions of sexual assault, domestic violence, dating violence, and stalking are also located in the *Glossary of Terms* section of this Annual Security Report. For information on reporting a VAWA offense, please see the *Reporting and Response for VAWA Offenses* section. UH has two separate policies regarding reports of VAWA crimes, as outlined below. For more information about these policies, please contact the University of Hawaiʻi Office of Institutional Equity.

- **EP 1.204: Interim Policy on Title IX Sexual Harassment:** This policy includes definitions of VAWA crimes, an overview of prohibited behaviors, how to obtain supportive measures, standards of review, institutional roles and responsibilities, procedures for reporting violations, and other university procedures concerning VAWA crime reports. To view the full University of Hawaiʻi Executive Policy EP 1.204 – Interim Policy on Title IX Sexual Harassment, please visit https://www.hawaii.edu/titleix/documents/11083/.
- **AP 1.204: Interim Title IX Sexual Harassment Grievance Process:** This policy outlines procedures for the complaint process, including how advisors may be selected, information on the standard of evidence used, standards of investigation and review, hearing procedures, appeals, and possible sanctions that may be imposed. To view the full University of Hawaiʻi Administrative Procedure AP 1.204 – Interim Title IX Sexual Harassment Grievance Process, please visit hawaii.edu/titleix/documents/11078/.

UH Office of Institutional Equity (UH System)
Bachman Hall 109D (2444 Dole Street)
Phone: (808) 956-9682
Email: institutional.equity@hawaii.edu
Web: http://www.hawaii.edu/titleix

AWARENESS PROGRAMS & RESOURCES

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

UHM Sexual Assault Task Force

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

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

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

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

1. Your safety is the university's primary concern.
2. Speaking to a confidential advocate does not initiate a formal report or investigation. Confidential advocates can provide 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 medical treatment. 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, UH Confidential Advocate, Counseling and Student Development Center, Office of Gender Equity, Office of Title IX, and any other available services needed.
10. You can contact any member of the Sexual Assault Task Force to answer questions, explain the system and process involved, and to be a listening ear if you wish.
11. Your case will be taken seriously, regardless of your gender and background or the gender or status of the person that harmed you.
12. If your experience disrupts your academic work, you will be provided academic advocacy at your request.

* Courtesy of the UH Mānoa Sexual Assault Task Force

Common Myths and Misconceptions about Domestic Violence*

Myth 1: Domestic violence is an anger issue.

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

Myth 2: Domestic violence is an alcohol or drug problem.

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

Myth 3: Domestic violence only happens to the poor and uneducated.

- Domestic violence knows no boundaries. It occurs

amongst all socio-economic groups, all levels of education, all races, heterosexual and homosexual relationships, amongst individuals with abilities and disabilities, and amongst all age groups.
- Domestic violence is often portrayed as an issue that only impacts the poor and uneducated because there is a societal belief that domestic violence is solely the use of physical violence, which is not expected of educated or rich individuals.

Myth 4: Leaving the relationship will end abuse.
- Ending a violent relationship is the most dangerous time for a survivor. Violence may increase when there is a threat to the relationship.
- The end of a relationship means the end of control over the survivor.
- On average, a victim will attempt to leave seven to nine times before safely getting out of an abusive relationship.
- Restraining orders may not stop abuse, but can help to criminalize abusive and stalking behaviors.

*Information courtesy of the UHM PAU Violence Program

UH Mānoa Office of Title IX

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

When an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied. The Office of Title IX has the specific responsibility for providing prompt and effective responses to all complaints of sex discrimination or harassment for faculty, staff and students. The Title IX Coordinator reports directly to the UH President. 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.

Dee Uwono, Title IX Coordinator
UH Mānoa Office Title IX
Hawaiʻi Hall 112 (2500 Campus Road)
Phone: (808) 956-2299
Email: t9uhm@hawaii.edu
Web: http://manoa.hawaii.edu/titleix/

UH Confidential Advocacy

The UH Confidential Advocates provide confidential advocacy services and case management to victims* of sex discrimination and gender-based violence (including sexual harassment, gender-based harassment, dating and domestic violence, stalking, and sexual assault) who are involved in the University system on Oʻahu.

*UH Advocates cannot keep cases confidential if the Respondent (alleged perpetrator, offender, or abuser) is an employee as the University may have a duty to respond. However, the victim's privacy will be upheld to the extent permitted by law. To explore off-campus confidential options refer to our Community Resources page.

UH Confidential Advocate
Phone: (808) 341-4952
Email: advocate@hawaii.edu
Web: https://www.hawaii.edu/titleix/help/confidential/

UH Mānoa Office of Gender Equity

The mission of the Office of Gender Equity is to create an educational and work environment on the UHM campus that is free from sex discrimination and gender-based violence by assisting students, faculty, and staff with information, support, and advocacy on matters relating to sexual harassment, sexual assault, intimate partner violence, stalking, and sex discrimination. The Office of Gender Equity offers direct services to victims and survivors of sex discrimination and gender-based violence as well as responds to general inquiries from students and

employees regarding situations potentially involving university community members. The Office of Gender Equity's services include, but are not limited to:

- Crisis counseling
- Case Referral
- Safety Planning and Risk Assessment
- Advocacy and support during formal and informal processes under Title IX
- Referral to additional assistance

Office of Gender Equity
Phone: (808) 956-9499
Email: geneq@hawaii.edu
Web: http://blog.hawaii.edu/genderequity/

UHM Counseling & Student Development Center

The Counseling and Student Development Center (CSDC) is committed to helping our students and campus community meet the built-in demands of life transitions and academic life, as well as achieve a sense of overall wellness. Juggling a course load while meeting personal, social and other responsibilities can bring on discomfort, anxiety, depression and other emotional or physical concerns. CSDC professional staff provide a comprehensive array of counseling and psychological services in a timely, accessible and personalized way in order to meet individual needs. All services are confidential. Time-limited individual, couples and group counseling services are free of charge for UHM students. CSDC offers free consultation to faculty and staff on student related issues as well. In addition, psychiatric services and career assessment services are available for a modest fee.

During Business/Office Hours

There may be times when a mental health emergency arises; therefore, walk-in and crisis services are designed to be as accessible as possible. If you or someone you know could benefit from an immediate consultation with a counselor, please call CSDC at (808) 956-7927 and ask to speak to the crisis counselor.

- Counselors are on duty from 8:30 a.m. to 4:30 p.m., Monday through Friday (except holidays).
- Crisis Intervention or urgent "walk-in" services are available during regular hours by our on-call counselors for students needing immediate assistance. If you are in crisis, you are welcome to walk in to the CSDC and ask to speak to the crisis counselor.

After Hours (On-Campus Residents of Mānoa Student Housing)

If you are a resident of UH Mānoa Student Housing and need to speak with a counselor after 4:30 p.m., Counselors-in-Residence (CIRs) are available for after-hours crisis intervention.

- In the event of a mental health emergency, residents of UH Mānoa student housing can contact housing staff members, including a Resident Assistant (RA), the RA on-call, or a Residence Director (RD) and request to speak with a CIR.
- CIRs are on-call from 4:30 p.m. to 8:00 a.m. on weekdays, and 24 hours on weekends and holidays.
- CIRs typically respond within 15 minutes, and arrive on site to meet with students in a neutral and confidential location.

East-West Center housing does not have on-site counselors for after hours service. UHM enrolled students who live in these facilities are encouraged to visit the UHM Counseling & Student Development Center during their office hours.

After Hours (Off-Campus Residents)

While the CSDC does not extend after-hours or weekend/holiday hours, on-call services for students living off campus, individuals in distress are encouraged to contact the 24-Hour Crisis Line of Hawaiʻi at (808) 832-3100.

- The crisis line handles all types of mental health crises questions (e.g. suicidal thoughts, feelings of hopelessness, depression) and is available 24 hours a day, seven days a week.
- For a referral to other community resources, you may choose to call Aloha United Way 211 at (808) 275-2000.
- In a life-threatening situation, do not hesitate to contact the Honolulu Police Department (HPD) at 911 or go to your nearest hospital emergency room.

Counseling and Student Development Center
QLC 312
2600 Campus Road, Honolulu, HI 96822
Phone: (808) 956-7927
Web: http://manoa.hawaii.edu/counseling

UH Mānoa Women's Center

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

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

UH Mānoa Women's Center
QLC 211
2600 Campus Road, Honolulu, HI 96822
Phone: (808) 956-8059
Email: uhmwomen@hawaii.edu
Web: http://www.hawaii.edu/womenscenter

The UHM Women's Center hosts several programs which assist students in education and prevention of sexual and relationship violence. In addition, Women's Center employees are trained in bystander

intervention and conduct awareness events, trainings, and information sessions both on a regular basis and by special request. The PAU Violence program and the LGBTQ+ Center are explained in further detail in this section.

PAU (Prevention, Awareness, Understanding) Violence Program

Prevention, Awareness and Understanding (PAU – the Hawaiian word for end or finish) Violence exists to inspire, educate, and empower students, employees, and campus communities to build safe living-learning environments, end interpersonal violence and encourage holistic wellbeing in ways that are supportive, collaborative, student-centered and strengths-based. PAU Violence provides training and education to students, faculty and staff on issues of relationship violence (including domestic violence and dating violence), sexual assault, and stalking. Housed under the Women's Center, the PAU Violence Program also coordinates a campus-community partner response team known as the Sexual Assault Task Force, which meets regularly to develop, implement and evaluate student-centered policies and procedures related to sexual and relationship violence issues for UH Mānoa students and employees. PAU Violence also provides referrals to students reporting sexual and relationship violence. The PAU Violence Program Student Respondent Support Service assists responding parties in institutional sexual misconduct procedures. PAU Violence provides training and education for the campus community around issues of sexual violence, intimate partner violence and stalking. PAU Violence Program goals:

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

PAU Violence
Main Phone: (808) 956-7344
Student Respondent Support: (808) 956-4392
Email: uhmpau@hawaii.edu
Web: http://manoa.hawaii.edu/pauviolence

LGBTQ+ Center

The Lesbian, Gay, Bisexual, Transgender, Queer/ Questioning (LGBTQ+) Center strives to maintain a safe and inclusive campus environment for all students of the University of Hawai'i at Mānoa regardless of their gender identity or sexual orientation. The LGBTQ+ Center serves as a campus and community resource on lesbian, gay, bisexual, and transgender issues. The LGBTQ+ Center facilitates student learning and development through a range of educational programs, weekly drop-in groups for students, and resource/referral/advocacy services. The office provides direct services to students of the University of Hawai'i at Mānoa to discuss or seek advocacy and support related to sexual harassment, gendered violence, and mistreatment due to their actual or perceived sex, gender identity, gender expression, or sexual orientation.

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

Primary Prevention & Awareness Programs

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

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

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed

at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees. Programs offered during the 2018-19 school year included:

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

Online and In-Person Primary Prevention & Awareness Courses

Each of the programs listed above are available to all students and employees. In addition, UH Mānoa offers several additional training opportunities.:

- **Employees**: "Preventing Harassment and Discrimination." This two hour course trains employees to recognize, prevent, and respond to workplace harassment and discrimination based on "protected characteristics." *Preventing Harassment and Discrimination* invites employees to consider the nature of harassment and discrimination, and provides practical tips on creating a safe, inclusive environment for work, including safe and positive options for bystander intervention. In addition, employees learn how to identify and report sexual and interpersonal misconduct against students, covering awareness and prevention subjects required by Section 304(a)(5) of the Violence Against Women Reauthorization Act of 2013 (known as the "Campus SaVE Act"), as well as Title IX of the Education Amendments Act of 1972. In addition, as required by the Campus SaVE Act, the course includes summaries of the legal definitions of consent, sexual assault, domestic violence, dating violence, and stalking, and provides copies of the relevant statutes for Hawaiʻi. There are seven modules in this training:
  - **Module 1: *Building Positive Workplaces:*** This section introduces learners to the course topics, functionality, and the idea of positive workplace culture in which everyone plays a role. This section also introduces bystander intervention.
  - **Module 2: *Developing Awareness and Recognizing Discrimination:*** This module introduces learners to the concept of developing awareness in the context of discrimination, protected categories, and bias in the workplace. They also learn about the personal and professional impacts of discriminatory behavior, and topics such as inclusivity and equity. **Module 2s: *Developing Awareness and Recognizing Discrimination*:** The supervisor-only module prepares learners with supervisory duties to set a positive example for their employees, identify and respond to problematic behavior, be aware of discriminatory biases in the context of hiring, promotion, termination, etc., and provide reasonable accommodations to employees with disabilities or other individual needs.
  - **Module 3: *Cultivating Attitudes and Identifying Harassment:*** This module allows learners to explore the attitudes that people bring to the workplace, and those that they expect from their colleagues. They also learn about the spectrum of behavior that can lead to harassment, and steps to prevent harassment. With a focus on cultivating positive, productive attitudes in the workplace, this module addresses barriers to intervention

and problematic behaviors, including microaggressions, hostile work environments, quid pro quo harassment, and abusive conduct (bullying). **Module 3s: *Leading Workplaces Resistant to Harassment*:** In this module, learners with supervisory duties will be prepared to promote a respectful workplace culture, communicate and support their employees, and intervene when appropriate. Supervisors also review the consequences of harassment, including legal implications, and their duty to report misconduct.

- **Module 4: *Taking Action Against Retaliation:*** This module introduces learners to the steps that can be taken to address a broad range of potential or actual harmful conduct, and available remedies and penalties to hold offenders accountable. **Module 4s: *Leading Workplaces Resistant to Retaliation*:** This supervisor-only module prepares learners with supervisory duties to lead in the workplace by modeling appropriate responses to troubling behaviors, and addresses legal obligations to take action in situations involving retaliation and other misconduct.
- **Module 5: *Maintaining Positive Workplaces:*** This section concludes the course by reinforcing the elements of bystander intervention and why a positive workplace culture matters.
- **Module 6: *Building Supportive Communities:*** This module prepares faculty and staff to provide supportive and effective responses when someone may have experienced sexual violence, relationship abuse or violence, or stalking. Legal definitions of sexual harassment, including consent, sexual assault, dating and domestic violence, and stalking, are provided, and scenarios present situations to show how these behaviors manifest. Interactions give learners an opportunity to practice identifying signs that someone may be experiencing abuse or violence, how to respond in a supportive manner, what are the available reporting options, and what may occur after a report is made.
- **Module 7: *Conclusion:*** This module provides the learner with a brief review of content covered in Module 6.

- **Students:** "EverFi - Sexual Assault and Prevention Online Student Training Program." This course takes approximately 1-2 hours to complete. Students will learn about sex discrimination, gender-based violence, and the rights and resources available to them on campus and in the community. The curriculum covers Title IX, VAWA, and relevant Hawaiʻi State statutes. This training establishes standards for what constitutes sexual violence and how to respond to problematic situations. Because these problems occur on both an intimate and institutional level, the training takes a look at these issues from a personal and academic lens. There are six parts to the training:
  - **Section 1: *Values, Identities, and Relationships:*** Abusive language and behavior can violate a person's identity and values. It's important to treat everyone with the respect they want and deserve. In this section we will: Reflect on our personal values; analyze how we perceive our personal identities; recognize how values and identities influence and impact our relationships; explore the importance of being mindful of the values and identities of others, even if they are different than yours.
  - **Section 2: *Identities and Stereotyping:*** A stereotype is an overgeneralization — a shortcut used to make a quick judgment about someone's identity based on things that can easily be observed: how they look, how they act, the way they talk, or what they like. In this section we will: recognize when stereotypes are negatively impacting how we think about or treat someone; learn how gender stereotypes can impact how we think about and respond to sexual violence; identify the potential impacts of gender stereotypes as it relates to preventing sexual violence.
  - **Section 3: *Our Values and Relationships:*** Relationship abuse comes in many forms, and it may be difficult to recognize the signs. An abusive partner often exercises more than one form of control at the same time and frequently uses different tactics over the course of a relationship. In this section we will: explore the dynamics of relationship abuse; review forms of relationship abuse and signs of each; identify the warning signs and safety strategies for targets of digital abuse.

- **Section 4:** ***Consent, Coercion, and Stepping In:*** You make decisions, set boundaries, and respect other people's choices in your day-to-day life. Anytime you do something with anyone, whether it's grabbing some food or watching a movie, it's important that you're both in agreement about — consent to — what you're doing. In this section we will: explore the role of communication in healthy relationships; review examples of what a respectful conversation about sexual activity might look like; identify strategies to potentially prevent a problematic situation from occurring or escalating. This section of training also includes information on options for bystander intervention.
- **Section 5:** ***Sexual Harassment and Stalking:*** Sexual harassment and stalking are similar in many ways. In this section, we will: learn how to recognize and address sexual harassment and stalking; identify what to do if you or someone you care about is affected by these issues.
- **Section 6:** ***Reporting and Responding:*** Being present and truly listening are important skills in communicating with friends and intimate partners, as well as in supporting those who have been sexually assaulted or abused. Your supportive response to a friend can make a critical difference in their healing process. In this section we will: explore how to support survivors by listening and discussing reporting options; learn how to access resources for additional support; explore how to empower others to make their own choices about their experience.

- **Students and Employees**: Several online and in-person training sessions that cover VAWA and Title IX, and a variety of other topics related to sexual harassment and gender-based violence, are offered through the UH Mānoa Office of Title IX and UH System Title IX and Office of Institutional Equity.
  - UH Mānoa Office of Title IX training opportunities: https://manoa.hawaii.edu/titleix/training/
  - UH System Title IX and Office of Institutional Equity training opportunities: https://www.hawaii.edu/titleix/training/training-overview

For more information, please contact the UH Mānoa Office of Title IX at (808) 956-2299. Bystander intervention training is offered by PAU Violence Program and is explained in the next section. In addition, The UH System Office of Institutional Equity, UH Mānoa Office of Title IX, UH Mānoa Office of Gender Equity, and the UH Mānoa PAU Violence Program each offer Sex Discrimination and Gender Violence training to new and returning faculty, staff, and students throughout the year. To request a training session, please contact one of these offices:

- UH Office of Institutional Equity
- UH Mānoa Office of Title IX
- UH Mānoa Office of Gender Equity
- UH Mānoa PAU Violence Program

Bystander Intervention

Bystander Intervention Definition & Purpose

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

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

The 3Ds of Intervention Before, During and After

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

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

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

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

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

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

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

Risk Reduction

Risk reduction means options that are designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. No victim is EVER to blame for being assaulted, abused, or victimized in any way. Because bystander intervention includes recognizing situations of potential harm, UHM provides information on early warning signs of high risk situations, such as parties where drugs or alcohol are involved, and situations where you may be isolated.

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

Overcoming Barriers to Intervening

UHM encourages its community members to re-frame common barriers to intervening, in order to promote safe and effective intervention options.

- **In/Out Groups (Barrier):** When making decisions, labeling the victim in an "out group" reduces a sense of responsibility to act. Therefore, instead of having the rationalization that a situation may not involve someone you know, an active bystander can re-frame the issue by thinking that if it's happening, it affects you.
- **Role Morality (Barrier):** We act differently based on our roles. If we rationalize a situation by saying "It's not my job," then we may not respond. However, if we think "as part of the UH community, I have a duty to keep our campus safe," then the re-framed role helps to encourage being an active bystander.
- **Diffusion of Responsibility (Barrier):** The more people present in a situation, the less likely a person will act. This is because many people think that if lots of people are around, someone will take care of the situation. By understanding that this happens, we can re-frame the situation and think that because everyone else might be feeling the same way, you must be the one to act.

Taking Action: Safe and Effective Intervention Options

To ensure intervention is safe, UH Mānoa encourages bystanders to evaluate the risk for intervening. **If intervening means putting yourself in danger, call 911 instead.**

- **Offer Assistance (Taking Action):** As long as

intervening does not put you in danger, you can step in and ask if the person needs help. By remaining at the scene and being a witness, you can make it less likely that the situation will escalate.
- **Buddy System (Taking Action):** By letting a friend know you are there for them, you can help reduce isolation and create effective group support systems.
- **Safety Plans (Taking Action):** Encouraging people to seek professional help can place them with trained professionals such as victim advocates and/or law enforcement officers. Professionally prepared safety plans can help to address case specific circumstances, reducing the risk of further harm.

Bystander Intervention Programs at UHM

In accordance with VAWA and the Jeanne Clery Act, the PAU Violence Program provides bystander education and awareness education on the dynamics of interpersonal violence. In addition, online training is available to students and employees:
- For students, the EverFi - Sexual Assault and Prevention Online Student Training Program contains helpful information on how to be an active bystander (see full description in *Primary Prevention & Awareness Programs* section.)
- For employees, the online Preventing Harassment and Discrimination training provides information on bystander intervention (see full description in P*rimary Prevention & Awareness Programs* section.)

PAU Violence: Let's Get R.E.A.L. Bystander Intervention Program

The PAU Violence: Let's Get REAL (Recognize, Empower, Act, Lead) Program is an interactive, evidence informed, and locally created sexual and relationship violence prevention program. This program teaches communities about how and why it is important to intervene before, during and after an incident of sexual and relationship violence. Let's Get REAL Program equips participants to:
- **R**ecognize the continuum of behaviors contributing to sexual and relationship violence.
- **E**mpower ourselves to develop skills to be active bystanders
- **A**ct to safely intervene
- **L**ead collectively toward a campus climate that reflects a commitment to the safety of all its members

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

Bystander Intervention trainings are tailored to meet the learning outcomes of specific populations or groups on campus. Regular trainings are provided annually to students who participate in the following campus programs:
- New Student Orientation
- Week of Welcome
- College Opportunities Program
- GEAR UP
- New student-athletes
- First Year Welcome
- Native Hawaiian Student Services Bridge Program
- Women's Studies Course on Sex Differences in the Life Cycle
- Myron B. Thompson School of Social Work Masters Practicum students

Training sessions are available to students and employees, and are delivered annually and by request of the PAU Violence Program. **To request a session, please email uhmpau@hawaii.edu**.

Student Respondent Support Services

PAU Violence Program Student Respondent Support Services provides assistance to any University of Hawaiʻi at Mānoa student who has been accused of sexual or gender-based misconduct by another student. Sexual or gender-based misconduct include, but are not limited to, sexual violence, sexual assault, sexual harassment, dating/domestic violence or stalking. Comprehensive support services are available

to help accused students understand their rights, and investigation and adjudication processes.
Student Respondent Support Services provides:

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

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

Student Respondent Support Services
Queen Liliʻuokalani Center for Student Services 305
Phone: (808) 956-4392
Email: paurs@hawaii.edu
Web: http://manoa.hawaii.edu/pauviolence/titleix/respondent_support.php

REPORTING & RESPONSE FOR VAWA OFFENSES

Procedures for Reporting Domestic Violence, Dating Violence, Sexual Assault and Stalking

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

Reporting to UHM Department of Public Safety

Students and employees can report any crime to UHM DPS by contacting the department via on-campus Emergency Call Box, or by calling (808) 956-6911. For students with cell phones, we recommend programming the number into their phone for quick access in case of emergency. UHM DPS office is located at 1951 East-West Road, in the Campus Services building. Officers are on duty 24 hours per day, seven days per week. For more information and to report a sexual assault or intimate partner violence to UHM DPS, please visit: https://manoa.hawaii.edu/dps/report-sexual-assault/.

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

Reporting to UHM Office of Title IX

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

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

Confidential Reporting

If the reporting party (referred to as *Complainant* under interim University of Hawaiʻi Executive Policy EP 1.204 – Interim Policy on Title IX Sexual Harassment) would like the details of an incident to be kept confidential, the Complainant may speak with on-campus licensed professional counselors and their staff, on-campus health service providers and their staff, and on-campus advocates. These individuals will maintain confidentiality when acting under the

scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediate threat or danger or abuse of a minor, or when required to disclose by law or court order. Going to a Confidential Resource will not put the University on notice of a specific allegation under this Policy. Campus mental health counselors and campus advocates are available to help free of charge and may be consulted during normal business hours.

Responsible Employees

According to the interim University of Hawai'i Executive Policy EP 1.204 – Interim Policy on Title IX Sexual Harassment, Responsible Employee means an employee of the University who is obligated by state law or university policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. All faculty members, except those who are designated as confidential advocates, are Responsible Employees under Hawai'i Revised Statutes §304A-120. For purposes of this policy, the term Responsible Employee is synonymous with the term Mandated Reporter under 34 CFR Part 106.

All employees of the University who are considered Responsible Employees under State law (faculty members), University Managerial and Executive employees, the University of Hawai'i Office of Institutional Equity, the University of Hawai'i Community College System Office of Compliance, campus security/ public safety departments, and Human Resources Offices are responsible employees and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment, within three (3) calendar days of receiving the report.*

Responsible Employees must promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party. Failure of a responsible employee, as described above in this section, to report an incident of Title IX sexual harassment (including VAWA offenses) of which they become aware is a violation of University policy and can be subject to disciplinary action.

*Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or seek a specific response from the University. Supportive measures may be offered as the result of such disclosures without formal action.

For information on options and resources for victims of sexual assault, domestic violence, dating violence, stalking, and harassment, see the *Options & Resources* chart at the end of this section.

Temporary Restraining Order (TRO)

Also known as an "order for protection" or "civil protective order," a TRO is a legal initiative to court order (i.e., restrain) an alleged defendant from further abuse against a plaintiff. UH Mānoa does not issue TROs, however, this document can be obtained through the Hawai'i State Judiciary to provide legal assistance which prevents one individual from contacting another if they have a history of harassing, threatening, or abusing that individual. For assistance from UHM DPS in enforcing a TRO, the complainant must provide all necessary TRO information, including a clear copy of the TRO to the UHM DPS office. In addition to a copy of the TRO, the complainant must provide a current photo of the subject of the TRO, along with a description of any vehicle the subject may own or operate. Should the subject of the TRO violate their order, DPS will assist the victim in contacting the Honolulu Police Department and will issue a trespass warning to the subject, within the parameters of the court order. Information regarding TROs can be obtained from the Office of Title IX, Office of Gender Equity, or by visiting: http://www.courts.state.hi.us/self-help/protective_orders/protective_orders.

Victim Assistance & Preservation of Evidence

UHM DPS encourages victims of sexual assault, domestic violence, dating violence and stalking to make every attempt to preserve any physical evidence, even if they decide not to report the incident immediately. For sexual assault, this includes not showering or disposing of any damaged clothing or other items that are present during or after the assault.

If any of these incidents should occur, the victim can take the following actions:

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

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

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

What Happens After I File a Report?

The University reporting process is separate and distinct from the criminal reporting process. Reports made to the University regarding prohibited behavior will not necessarily trigger a report to law enforcement. Should an individual wish to report allegations to law enforcement or initiate civil proceedings, they may do so at any time, and the university will not interfere with any such processes.

Procedurally, when the UHM receives a report of sexual assault, domestic violence, dating violence, or stalking, the campus Title IX Coordinator is notified and determines if the complaint, if substantiated, constitutes a policy violation under interim EP 1.204. The Title IX Coordinator or an advocate will explain the options available to the Complainant including supportive measures, filing a formal complaint and referral of the complaint to the grievance process, as well as the option for informal resolution once the formal complaint has been filed.

Definitions used in this section* (as defined in interim EP 1.204 – Interim Policy on Title IX Sexual Harassment and 34 CFR Part 106):

- *Complainant*: an individual who is alleged to be the victim of conduct that could constitute sexual harassment as defined in interim EP 1.204 and 34 CFR Part 106
- *Respondent*: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment as defined in interim EP 1.204 and 34 CFR Part 106

* Please note that the broad term "*Sexual Harassment*" is used in this section, as defined in interim EP 1.204 – Interim Policy on Title IX Sexual Harassment (also defined in the *Glossary* section). Please note that the University's definition of Sexual Harassment includes the offenses of sexual assault, dating violence, domestic violence, and stalking. For purposes of maintaining consistency with university policy, we may refer to these collective VAWA offenses by using the term Sexual Harassment.

Availability of Written Explanation: Rights and Options

When a student or employee reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, regardless of whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of their rights and options. This written explanation includes notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. This written explanation also includes notification to students and employees about existing resources available for victims within the institution and within the larger community. These resources are available to the Complainant regardless

of whether the person chooses to report the crime to UHM DPS or local law enforcement.

UH Mānoa provides written notification to students and employees about existing resources within the institution and within the larger community via its *Title IX Resource Guide*, which is available online. An electronic copy of this written explanation is available at http://uhcc.hawaii.edu/titleIX/docs/TitleIXBrochure.pdf. The Resource Guide is currently being reviewed for updates. Please look to the UH Mānoa Office of Title IX website for the most current information:

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

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

Supportive Measures
Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University's educational programs and/or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter sexual harassment.

Supportive Measures may include services, adjustments, or other assistance that the University puts in place on a temporary basis after receiving notice of a complaint and before any outcomes - investigatory, disciplinary, or remedial - have been determined. UH Mānoa will maintain as confidential any supportive measures implemented, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the specific supportive measure. These measures may be instituted to protect all parties during the investigation process, including appeals. The University may also provide supportive measures regardless of whether a formal disciplinary action occurs.

Interim University of Hawaiʻi Executive Policy EP 1.204 – Interim Policy on Title IX Sexual Harassment is applicable to both students and employees. This policy serves to inform the Complainant about their right to file criminal charges as well as the availability of resources to include but not limited to counseling, health services, mental health, advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a Complainant and Respondent, such as housing,

academic, transportation and employment remedies, if reasonably available. UHM will provide supportive measures, if the Complainant requests them and if they are reasonably available, regardless of whether the Complainant chooses to report the crime to local law enforcement.

The University will offer and implement appropriate and reasonable supportive measures to the parties upon receiving a report of alleged prohibited behavior under interim EP 1.204. The determination of appropriate supportive measures in a given situation must be based on the facts and circumstances of that situation. They are not intended to be permanent resolutions and may be amended or withdrawn as additional information is gathered. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The University may provide supportive measures regardless of whether a formal complaint is filed, or whether the Grievance Process is engaged under Interim University of Hawaiʻi Administrative Policy AP 1.204 – Interim Title IX Sexual Harassment Grievance Process. These measures may also be instituted to protect all parties during a Grievance Process, including investigation, decision-making, and appeals. The University will act to ensure as minimal an academic impact on the parties as possible.

No Complainant is required to take advantage of these services and resources, but UHM provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, resources, and procedures, is provided to all reporting parties, in writing, whether they are students, employees, guests, or visitors. If the Title IX Coordinator determines that the complaint, even if substantiated, does not rise to the level of a violation under interim EP 1.204, the Title IX Coordinator will dismiss the complaint but may recommend follow-up actions to be taken, as appropriate. Reporting parties can contact the UH Mānoa Office of Title IX to receive assistance with supportive measures.

Grievance Process and Procedures

The university's grievance process under Interim University of Hawaiʻi Administrative Policy AP 1.204 – Interim Title IX Sexual Harassment Grievance Process includes a prompt, fair, and impartial investigation and resolution process, which may lead to the imposition of sanctions based upon a preponderance of evidence standard (more likely than not), upon a Respondent. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and procedure, and that is transparent to the Complainant and the Respondent. Usually, the resolution of sexual assault, domestic violence, dating violence, and stalking complaints are completed within a timely manner. However, each proceeding allows for extensions of timeframes for good cause with written notice to the Complainant and the Respondent of the delay and the reason for the delay. Good cause may include, but is not limited to, ensuring the integrity and completeness of the investigation, complying with a request by external law enforcement, accommodating the availability of witnesses, or delays by the parties, or for other legitimate reasons.

UHM officials involved in the investigation or adjudication of Sexual Harassment are trained annually on the issues related to sexual assault, domestic violence, dating violence, and stalking as well as how to conduct an investigation that protects the safety of the Complainant and promotes accountability. Furthermore, the university provides that:

1. The Complainant and the Respondent will have timely notice for meetings.
2. The Complainant, the Respondent, and appropriate officials will have timely and equal access to information that will be used during formal and informal disciplinary meetings.
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the Complainant or the Respondent.
4. The Complainant and the Respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The Complainant and the Respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to

be accompanied by that advisor to any related interview, meeting, or hearing. UHM will not limit the choice of advisor or presence for either the Complainant or the Respondent in any meeting or institutional disciplinary proceeding. If a party does not have an advisor for the live hearing, the University will provide, without fee or charge to that party, an advisor of the University's choice. This advisor shall conduct cross-examination on behalf of that party. Parties are not permitted to directly cross-examine each other or any witnesses.

5. The Investigator(s) shall seek to complete the first two steps of investigation process, as outlined in Interim University of Hawai'i Administrative Policy AP 1.204 – Interim Title IX Sexual Harassment Grievance Process section H.3.a. and b., within ninety (90) business days of their assignment. Some investigations may take longer, depending on the nature, extent, and complexity of the allegations, availability of witnesses, etc. The University will make a good faith effort to complete investigations as promptly as circumstances permit. If an extension becomes necessary for good cause, the Investigator(s) will notify the parties in writing of any extension and the reason for the extension. Good cause may include, but is not limited to, ensuring the integrity and completeness of the investigation, complying with a request by external law enforcement, accommodating the availability of witnesses, or delays by the parties, or for other legitimate reasons.
6. Upon completion of the investigation, and provided the complaint is not resolved through other means,
    a. The Title IX Coordinator will refer the matter for a live hearing.
    b. At least fifteen (15) business days prior to a hearing, the Title IX Coordinator will send to each party and the party's advisors, if any, the final investigative report for their review and written response. If a party chooses to provide a written response, it must be provided to the Title IX coordinator at least five (5) business days before the hearing.
    c. Any evidence obtained in the investigation that is directly related to the allegations, including the evidence upon which the University does not intend to rely, will be available at the hearing for the parties to inspect and review.
    d. Evidence that was not gathered and presented during the investigation cannot be introduced at the hearing, unless good cause can be shown as to why the evidence was not previously provided.
    e. The Title IX Coordinator may serve as an administrative facilitator of the live hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role.
7. The Title IX Coordinator has the discretion to designate a single Decision Maker or a three-member panel. If a panel is used, the Title IX Coordinator will appoint one of the three members as the Chair of the hearing. The Decision Maker or panel members will not have had any previous involvement with the investigation.
8. The hearing will be held no sooner than fifteen (15) business days after the transmission of the final investigation report to the parties and Decision Maker(s). No less than ten (10) business days prior to the hearing, the Title IX Coordinator will inform the parties in writing of the time, date, and location of the hearing and the name(s)/ title(s) of the Decision Maker(s). Once mailed or emailed, notice will be presumptively delivered.
9. Cross-examination during the hearing will be conducted as follows:
    a. Each party's advisor shall be allowed to ask the other party and any witnesses all relevant questions and follow up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
    b. Only relevant cross-examination and other questions may be asked of a party or witness.
    c. Before a complainant, respondent, or witness answers a cross-examination or other question, the Decision Maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
    d. Questioning must be done in a respectful and non-abusive manner.
    e. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant,

unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

f. Parties and witnesses must submit to cross-examination in order for their statement to be considered by the Decision Maker(s) when making a determination regarding responsibility.
g. At the request of either party, or at the discretion of the University, the live hearing may occur with the parties located in separate rooms with the technology enabling the Decision Maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
h. The University shall create an audio or audiovisual recording or transcript of any live hearing to be made available to the parties for inspection and review within a reasonable period of time after completion of the hearing. The Title IX coordinator will refer the matter for a live hearing.

10. The Decision Maker(s) will make an objective evaluation of all relevant evidence to decide whether, by a preponderance of the evidence, the Respondent is responsible or not responsible for each of the alleged policy violation(s) in question. If a panel is used, a simple majority vote is required for each finding, including sanctions. If there is a finding of responsibility, the Decision Maker(s) will consult with other appropriate administrators as necessary to review any pertinent disciplinary/conduct history and to decide on appropriate sanction(s). The Decision Maker(s) shall seek to issue a written determination within thirty (30) business days of completion of the hearing. The determination must be provided to the parties simultaneously and must include the following:
    a. Identification of the allegations potentially constituting sexual harassment under interim EP 1.204;
    b. A description of the procedural steps taken from receipt of the formal complaint through the determination, including any notification to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
    c. Findings of fact supporting the determination;
    d. Conclusions regarding the application of the interim EP 1.204 to the facts;
    e. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided to the Complainant; and
    f. The procedure and permissible bases for both parties to appeal the determination.
11. Both parties have equal rights to an impartial appeal from the University's dismissal of a formal complaint or any allegation therein or from a determination of responsibility under this policy and procedure. For an appeal to be considered timely, it must be submitted to the Title IX coordinator within five (5) business days after the date the written determination was received by the parties. An appeal shall be in writing, cite the basis for the appeal, and explain why the party believes there is a basis for the appeal. Appeals are limited to the following bases:
    a. Procedural irregularity that affected the outcome of the matter;
    b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
    c. The Title IX coordinator, investigator(s), or decision maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter.

    If an appeal is filed, the Title IX coordinator will notify the other party in writing of the appeal and the basis. The other party may submit a response to the appeal within five (5) business days from the date they received the appeal. Within five (5) business days of the deadline for a response, the Title IX Coordinator shall forward the appeal, any

response, and the record to an appropriate appeals officer, who is not the same person as the Decision Maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

13. The appeals officer will examine the information presented. Within twenty (20) business days from the date the appeals officer received the information, the appeals officer will:
    a. Deny the appeal and uphold the original decision;
    b. Grant the appeal and remand the case because of procedural irregularities that affected the outcome of the matter;
    c. Grant the appeal and remand the case because new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made could affect the outcome of the matter; or
    d. Grant the appeal and remand the case because the Title IX Coordinator, investigator(s), or decision maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter.

    The appeals officer shall draft a determination of appeal explaining the rationale for the determination. The determination of appeal shall be promptly sent to the parties simultaneously.

Possible Sanctions

The University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy. Factors to be considered when determining a sanction/responsive action may include, but are not limited to:

a. The nature, severity of, and circumstances surrounding the violation(s);
b. The Respondent's disciplinary history;
c. Previous allegations or allegations involving similar conduct;
d. The need for sanctions/responsive actions to bring an end to the harassment, and/or retaliation;
e. The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation;
f. The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community;
g. The impact on the parties; and/or
h. Any other information deemed relevant by the Decision Maker(s).

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

Student Sanctions

The following sanctions may be imposed upon students singly or in combination:

a. *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any University policy, procedure, or directive will result in more severe sanctions/responsive actions.

b. *Required Counseling*: A mandate to meet with and engage in either University-sponsored or external counseling to better comprehend the misconduct and its effects.

c. *Probation*: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.

d. *Suspension*: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at the University.

e. *Expulsion*: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend University-sponsored events. It will be noted permanently, subject to any applicable expungement policies, as a Conduct Expulsion on the student's official transcript.

f. *Withholding Diploma*: The University may withhold a student's diploma for a specified period of

time and/or deny a student's participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.

g. *Revocation of Degree*: The University reserves the right to revoke a degree previously awarded from the University for fraud, misrepresentation, and/or other violation of University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

h. *Organizational Sanctions*: Deactivation, loss of recognition, loss of some or all privileges (including University registration) for a specified period of time.

i. *Other Actions*: In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.

Employee Sanctions

Discipline may be imposed in accordance with the applicable collective bargaining agreements. Possible discipline may include:

a. Reprimand – Verbal or Written
b. Loss of Oversight or Supervisory Responsibility
c. Demotion
d. Suspension
e. Termination
f. Other actions in addition to or in place of the above sanctions as deemed appropriate.

Remedial Actions and Educational Refresher Programs

When appropriate, remedial actions may be offered to the parties, including, but not limited to, no contact orders, management directions to employees, campus security/public safety escort, changes in schedules, changes in assignments, counseling, assistance with academic services, and other actions that the decision maker(s) deems appropriate. When appropriate, an employee or student may be required to participate in educational refresher programs. Educational refresher programs may be required as part of the University's goal to prevent the recurrence of inappropriate conduct. Relevant information remains on an employee's personnel records in accordance with the applicable collective bargaining agreement.

Information About the "Date Rape Drug"

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

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

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

Options & Resources
for victims of sexual assault, domestic violence, dating violence, stalking, and harassment

Type	Department/Office Name	Student Resource	Employee Resource	Services
Reporting	UH Mānoa Department of Public Safety (808) 956-6911	✓	✓	Reports, incident response, & TRO filing
	UH Mānoa Office of Title IX (808) 956-2299 t9uhm@hawaii.edu	✓	✓	Reports, investigation, assistance w/supportive measures (academic, interim housing, visa/ immigration assistance, etc.), and adjudication
UH Mānoa Campus Resources	PAU Violence (808) 956-7344 uhmpau@hawaii.edu	✓		Prevention programs, student respondent support
	UH Confidential Advocacy (808) 341-4952 advocate@hawaii.edu	✓		Confidential advocacy, case referral
	UH Mānoa Office of Gender Equity (808) 956-9499 geneq@hawaii.edu	✓	✓	Confidential advocacy, safety planning, risk assessment, case referral
	UHM Counseling & Student Development Center (808) 956-7927	✓		Counseling services for students
	University Health Services Mānoa (808) 956-8965	✓		General medical care & specialty care, immunizations, laboratory services, pharmacy
	UH Mānoa Office of Human Resources		✓	Assistance with employment concerns
	UH Employee Assistance Program		✓	Counseling services for employees
	UH Mānoa Equal Employment Opportunity and Affirmative Action (EEO/AA) Office		✓	Training, resources, and information regarding equal employment opportunity requirements
Law Enforcement Response	Honolulu Police Department 911	✓	✓	Law enforcement incident response and investigation
Local & National Resources	Sex Abuse Treatment Center Hawaiʻi (808) 524-7273	✓	✓	24/7 crisis intervention, referral services, medical exams
	Domestic Violence Action Center (808) 531-3771	✓	✓	Advocacy, crisis support, safety planning, referral services
	Child & Family Service Oahu Abuse Hotline (808) 841-0822	✓	✓	Temporary housing for domestic violence victims
	Rape, Abuse, & Incest National Network (RAINN) (800) 656-HOPE	✓	✓	24/7 support, information, referral services (nationwide service)

STUDENT HOUSING POLICIES & PROCEDURES

UH Mānoa Student Housing

Community Desk Coordinators (CDC)

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

Resident Assistant (RA)

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

Residence Director (RD) / Administrator-On-Call (AOC)

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

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: https://manoa.hawaii.edu/housing/communitystandards.

East-West Center Student Housing

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

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

East-West Center Housing Policies

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

Student Housing Missing Student(s) Procedure

If a resident student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, please immediately notify the UH Mānoa Department of Public Safety (UHM DPS) at (808) 956-6911. Students under the age of 18 will have their custodial parent or guardian

notified within 24 hours of determining that the student has been missing for 24 hours. In addition, law enforcement may be notified within 24 hours of determining that the student has been missing for 24 hours. If a resident over 18 years of age is deemed to be missing, the university will, at its discretion, contact the confidential contact and/or the emergency contact on file. If a student has been seen in the company of an individual(s) indicating that they may be in danger, the UH Mānoa Department of Public Safety and/or the Honolulu Police Department (call 911), should be notified immediately.

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

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

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

Confidential Contact Information

Students residing in on-campus housing with UH Mānoa Student Housing Services have the option to identify confidentially an individual to be contacted by UHM in the event that the resident is determined to be missing for more than 24 hours. A resident who wishes to identify a confidential contact for the 2020-2021 school year can do so via this link: https://www.surveymonkey.com/r/FWYFLPH. 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 https://manoa.hawaii.edu/housing/communitystandards. Please contact the hall staff or the Residential Life Office at (808) 956-8300 with any questions.

For students residing with East-West Center, confidential contacts are kept on file with the East-West Center Housing Office. A resident who wishes to identify a confidential contact for the 2020-2021

school year can do so via this link: https://www.surveymonkey.com/r/CTGLRFF This link is provided to East-West Center residents two to three times per year. For more information, contact the East-West Center Housing Office.

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

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

CRIME STATISTICS

UH Mānoa Main Campus

The chart below represents all incidents reported to UHM DPS and other CSAs during calendar years 2017, 2018, and 2019.

Offense	2019				2018				2017			
	On-Campus Property*		Public Property	Non-Campus	On-Campus Property*		Public Property	Non-Campus***	On-Campus Property*		Public Property	Non-Campus
	Student Housing	Total On-Campus			Student Housing	Total On-Campus			Student Housing	Total On-Campus		
CRIMINAL OFFENSES												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	1	3	0	0	4	6	0	0	2	5	0	0
Rape	3	3	0	0	3	3	0	0	6	7	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	2	4	0	0	5	5	0	0
Robbery	0	1	0	0	0	1	0	0	0	1	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	0	0
Burglary	8	33	0	4	2	10	0	1	7	18	0	0
Motor Vehicle Theft	0	23	0	0	0	36	0	0	0	33	0	1
ARRESTS & DISCIPLINARY REFERRALS												
Liquor Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations (Referred for disciplinary action)	189	190	0	0	341	341	0	0	458	458	0	0
Drug-Related Arrest	0	1	0	1	0	3	0	2	0	0	0	0
Drug-Related Violation (Referred for disciplinary action)	182	184	0	0	276	276	0	0	334	334	0	0
Weapons Possession Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession Violation (Referred for disciplinary action)	0	0	0	0	1	1	0	0	2	2	0	0
VAWA CRIMES												
Domestic Violence	3	5	0	0	0	0	0	0	1	3	0	0
Dating Violence	4	8	0	0	7	7	0	0	3	9	0	0
Stalking	4	10	0	0	3	13	0	0	1	11	0	0

IMPORTANT NOTES:

* "Total On-Campus" includes the crime statistics from Student Housing facilities, which are a subset of the "On-Campus" category. Do not add the columns together, as Student Housing statistics have already been included in the Total On-Campus column.

Hate Crimes

There were no hate crimes reported at this campus for the years 2017, 2018, or 2019.

Unfounded Crimes

There were no unfounded crimes at this campus for the years 2017, 2018, or 2019.

CRIME STATISTICS

Kakaʻako Campus Units

The chart below represents all incidents reported to CSAs during calendar years 2017, 2018, and 2019 at the John A. Burns School of Medicine (JABSOM) and University of Hawaiʻi Cancer Center (UHCC). Although JABSOM and UHCC are located in the Kaka'ako area of Honolulu and not directly contiguous to main Mānoa campus, these locations are considered a "branch campus" of UH Mānoa, and administrators within these facilities report to the UH Mānoa Chancellor's Office.

Offense	2019				2018				2017			
	On-Campus Property*		Public Property	Non-Campus	On-Campus Property*		Public Property	Non-Campus	On-Campus Property*		Public Property	Non-Campus
	Student Housing	Total On-Campus			Student Housing	Total On-Campus			Student Housing	Total On-Campus		
CRIMINAL OFFENSES												
Murder/Non-Negligent Manslaughter	NA	0	0	0	NA	0	0	0	NA	0	0	0
Manslaughter by Negligence	NA	0	0	0	NA	0	0	0	NA	0	0	0
Fondling	NA	0	0	0	NA	0	0	0	NA	0	0	0
Rape	NA	0	0	0	NA	0	0	0	NA	0	0	0
Incest	NA	0	0	0	NA	0	0	0	NA	0	0	0
Statutory Rape	NA	0	0	0	NA	0	0	0	NA	0	0	0
Arson	NA	0	0	0	NA	0	0	0	NA	0	0	0
Robbery	NA	0	1	0	NA	0	0	0	NA	0	0	0
Aggravated Assault	NA	0	0	0	NA	0	0	0	NA	0	0	0
Burglary	NA	0	0	0	NA	0	0	0	NA	1	0	0
Motor Vehicle Theft	NA	2	0	0	NA	0	0	0	NA	1	0	0
ARRESTS & DISCIPLINARY REFERRALS												
Liquor Law Arrest	NA	0	0	0	NA	0	0	0	NA	0	0	0
Liquor Law Violations (Referred for disciplinary action)	NA	0	0	0	NA	0	0	0	NA	0	0	0
Drug-Related Arrest	NA	0	0	0	NA	0	0	0	NA	0	0	0
Drug-Related Violation (Referred for disciplinary action)	NA	0	0	0	NA	0	0	0	NA	0	0	0
Weapons Possession Arrest	NA	0	0	0	NA	0	0	0	NA	0	0	0
Weapons Possession Violation (Referred for disciplinary action)	NA	0	0	0	NA	0	0	0	NA	0	0	0
VAWA CRIMES												
Domestic Violence	NA	0	0	0	NA	0	0	0	NA	0	0	0
Dating Violence	NA	0	0	0	NA	0	0	0	NA	0	0	0
Stalking	NA	0	0	0	NA	0	0	0	NA	0	0	0

IMPORTANT NOTES:

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

Hate Crimes

There were no hate crimes reported at this campus for the years 2017, 2018, or 2019.

Unfounded Crimes

There were no unfounded crimes at this campus for the years 2017, 2018, or 2019.

Daily Crime Log

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

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

Preparing the Annual Disclosure of Crime Statistics

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

- **UHM DPS incident reports:** Includes any crimes reported directly to UHM DPS, and documented with an incident report.
- **UHM Departments & Campus Security Authorities (CSAs) for main Mānoa and Kaka'ako campus**: Office of Student Life and Development, Women's Center, LGBT Services, Office of Gender Equity, Student Housing, Judicial Affairs, Athletics, International and Exchange Programs, Study Abroad Programs, Office of Title IX, and all other designated Campus Security Authorities. The UHM DPS Clery Coordinator conducts outreach to these CSAs on an ongoing basis throughout the year, and via an annual survey. See *Campus Security Authorities* section for more information.
- **Non-Campus Property**: Sources include Hawaiʻi Institute of Marine Biology (HIMB) – remote vessels, College of Tropical Agriculture and Human Resources (CTAHR), Waikiki Aquarium/ Marine Science, Institute for Astronomy, School of Ocean, Earth Sciences, and Technology (SOEST), Lyon Arboretum, and off-campus trips to UHM-organized study abroad or student travel locations. These are satellite UH facilities that are not immediately on or adjacent to campus. Some of these facilities are located on neighbor islands, but are still part of Mānoa non-campus property. Non-campus property also includes hotel stays for a "long duration." DPS solicits statistics from these properties and their local law enforcement agencies, during the dates of each "long duration" stay for any student athletics, study abroad, or educational trip.
- **Law Enforcement Agencies**: Statistics were requested from Honolulu Police Department, Maui County Sheriff, Kauai Police Department, State of Hawaiʻi Public Safety Department - Sheriff Division, and Hawaiʻi Police Department. Some agencies reported back with no statistics, and some statistics reported to UHM DPS were not available in a usable format for Clery reporting purposes. In addition, some law enforcement agencies chose not to respond to our request for statistics.

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

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

the ASFSR on the UHM DPS website, and information about how to request a hard copy of the report. The UH Mānoa Clery Coordinator is responsible for preparing the Annual Security & Fire Safety Report.

UH Mānoa Clery Coordinator
UHM Department of Public Safety
Phone: (808) 956-5886
Email: clery@hawaii.edu

GLOSSARY OF TERMS

Under the Clery Act, for the purposes of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics, institutions must do so based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Law Violations, Drug Law Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The definitions of Fondling, Incest and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all of the other UCR Program standards.

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

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

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

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

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

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

Consent: According to the Interim University of Hawai'i Executive Policy EP 1.204 – Interim Policy on Title IX Sexual Harassment, consent means knowing, and voluntary, and clear permission by word or action to engage in sexual activity. A person cannot give consent if the person is under the age of consent for sexual activity, 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. To legally give consent in Hawai'i, individuals must be at least 16 years old.

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

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

Hawai'i Revised Statutes § 702-235
Ineffective consent.
Unless otherwise provided by this Code or by the law defining the offense, consent does not constitute a defense if:
(1) It is given by a person who is legally incompetent to authorize the conduct alleged;
(2) It is given by a person who by reason of youth, mental disease, disorder, or defect, or intoxication is manifestly unable or known by the defendant to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct alleged;

(3) It is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
(4) It is induced by force, duress or deception.

The Hawaiʻi Penal Code does not specifically define "consent" in reference to sexual activity, however, HRS § 707-732 references similar language when defining sexual assault in the third degree. See definitions under "Sexual Assault" section for more information.

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

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

Dating Violence and Domestic Violence: According to the Violence Against Women Act of 1994, **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Jeanne Clery Act reporting.

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

- A former spouse or intimate partner of the victim
- By a person with whom the victim shares a child in common
- By a person who is cohabiting with, or has cohabited 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

Hawaiʻi Revised Statutes § 709-906
Abuse of family or household members; penalty. (1) It shall be unlawful for any person, singly or in concert, to physically abuse a family or household member or to refuse compliance with the lawful order of a police officer under subsection (4). The police, in investigating any complaint of abuse of a family or household member, upon request, may transport the abused person to a hospital or safe shelter.

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

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

Hawaiʻi Civil Law: *Hawaiʻi Revised Statutes § 586-1*
"Dating relationship" means a romantic, courtship, or engagement relationship, often but not necessarily characterized by actions of an intimate or sexual nature, but does not include a casual acquaintanceship or ordinary fraternization between persons in a business or social context.

"Domestic abuse" means: (1) Physical harm, bodily injury, assault, or the threat of imminent physical harm, bodily injury, or assault, extreme psychological abuse or malicious property damage between family

or household members; or
(2) Any act which would constitute an offense under section 709-906, or under part V or VI of chapter 707 committed against a minor family or household member by an adult family or household member.

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

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

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

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

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

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

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

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

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

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

"Gambling". A person engages in gambling if he stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under his control or influence, upon an agreement or understanding that he or someone else will receive something of value in the event of a certain outcome.

Gambling does not include bona fide business transactions valid under the law of contracts, including but not limited to contracts for the purchase or sale at a future date of securities or commodities, and agreements to compensate for loss caused by the happening of chance, including but not limited to contracts of indemnity or guaranty and life, health, or accident insurance.

"Gambling device" means any device, machine, paraphernalia, or equipment that is used or usable in the playing phases of any gambling activity, whether that activity consists of gambling between persons or gambling by a person involving the playing of a machine. However, lottery tickets and other items used in the playing phases of lottery schemes are not gambling devices within this definition.
"Lottery" means a gambling scheme in which:

(a) The players pay or agree to pay something of value for chances, represented and differentiated by numbers or by combinations of numbers or by some other medium, one or more of which chances are to be designated the winning ones; and
(b) The winning chances are to be determined by a drawing or by some other method based on an element of chance; and
(c) The holders of the winning chances are to receive something of value.

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

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

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

"Social gambling" is defined in section 712-1231.

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

Hawaiʻi Revised Statutes §712-1221
Promoting gambling in the first degree.
(1) A person commits the offense of promoting gambling in the first degree if the person knowingly advances or profits from gambling activity by:

(a) Engaging in bookmaking to the extent that the person receives or accepts in any seven-day period more than five bets totaling more than $500;
(b) Receiving in connection with a lottery, or mutuel scheme or enterprise, money or written records from a person other than a player whose chances or plays are represented by such money or records; or
(c) Receiving or having become due and payable in connection with a lottery, mutuel, or other gambling scheme or enterprise, more than $1,000 in any seven-day period played in the scheme or enterprise.

(2) Promoting gambling in the first degree is a class C felony.

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

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

Hate Crime: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation,

gender, gender identity, ethnicity, national origin, and disability. Hate crimes are included in statistics if they are reported in conjunction with any Clery Act crime or any of the following additional crime categories: Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property.

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

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

Hawai'i Revised Statutes § 707-741

(1) A person commits the offense of incest if the person commits an act of sexual penetration with another who is within the degrees of consanguinity or affinity within which marriage is prohibited.

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

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

Liquor Law Violation: Violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

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

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

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

Personally Identifying Information: This is defined in Section 40002(a) of the Violence Against Women Act of 1994 as *individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including*

- *a first and last name;*
- *a home or other physical address;*
- *contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);*
- *a social security number, driver's license number, passport number or student identification number; and*
- *any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.*

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes rape of both males and females.

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

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

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

Hawai'i Revised Statutes § 707-730

707-730 Sexual assault in the first degree.
(1) A person commits the offense of sexual assault in the first degree if:

(a) The person knowingly subjects another person to an act of sexual penetration by strong compulsion;
(b) The person knowingly engages in sexual penetration with another person who is less than fourteen years old;
(c) The person knowingly engages in sexual penetration with a person who is at least fourteen years old but less than sixteen years old; provided that:
(i) The person is not less than five years older than the minor; and
(ii) The person is not legally married to the minor;
(d) The person knowingly subjects to sexual penetration another person who is mentally defective; or
(e) The person knowingly subjects to sexual penetration another person who is mentally incapacitated or physically helpless as a result of the influence of a substance that the actor knowingly caused to be administered to the other person without the other person's consent.
Paragraphs (b) and (c) shall not be construed to prohibit practitioners licensed under chapter 453 or 455 from performing any act within their respective practices.
(2) Sexual assault in the first degree is a class A felony.

Hawai'i Revised Statutes § 707-731

707-731 Sexual assault in the second degree.
(1) A person commits the offense of sexual assault in the second degree if:
(a) The person knowingly subjects another person to an act of sexual penetration by compulsion;
(b) The person knowingly subjects to sexual penetration another person who is mentally incapacitated or physically helpless;
(c) The person, while employed:
(i) In a state correctional facility;
(ii) By a private company providing services at a correctional facility;
(iii) By a private company providing community-based residential services to persons committed to the director of public safety and having received notice of this statute;
(iv) By a private correctional facility operating in the State of Hawai'i; or
(v) As a law enforcement officer as defined in section 710-1000,
knowingly subjects to sexual penetration an imprisoned person, a person confined to a detention facility, a person committed to the director of public safety, a person residing in a private correctional facility operating in the State of Hawai'i, or a person in custody; provided that paragraph (b) and this paragraph shall not be construed to prohibit practitioners licensed under chapter 453 or 455 from performing any act within their respective practices; and further provided that this paragraph shall not be construed to prohibit a law enforcement officer from performing a lawful search pursuant to a warrant or exception to the warrant clause; or
(d) The person knowingly subjects to sexual penetration a minor who is at least sixteen years old and the person is contemporaneously acting in a professional capacity to instruct, advise, or supervise the minor; provided that:
(i) The person is not less than five years older than the minor; and
(ii) The person is not legally married to the minor.
(2) Sexual assault in the second degree is a class B felony.

Hawai'i Revised Statutes § 707-732

707-732 Sexual assault in the third degree.
(1) A person commits the offense of sexual assault in the third degree if:
(a) The person recklessly subjects another person to an act of sexual penetration by compulsion;
(b) The person knowingly subjects to sexual contact another person who is less than fourteen years old or causes such a person to have sexual contact with the person;
(c) The person knowingly engages in sexual contact with a person who is at least fourteen years old but less than sixteen years old or causes the minor to have sexual contact with the person; provided that:
(i) The person is not less than five years older than the minor; and
(ii) The person is not legally married to the minor;
(d) The person knowingly subjects to sexual contact another person who is mentally defective,

mentally incapacitated, or physically helpless, or causes such a person to have sexual contact with the actor;

(e) The person, while employed:

(i) In a state correctional facility;

(ii) By a private company providing services at a correctional facility;

(iii) By a private company providing community-based residential services to persons committed to the director of public safety and having received notice of this statute;

(iv) By a private correctional facility operating in the State of Hawaiʻi; or

(v) As a law enforcement officer as defined in section [710-1000],

knowingly subjects to sexual contact an imprisoned person, a person confined to a detention facility, a person committed to the director of public safety, a person residing in a private correctional facility operating in the State of Hawaiʻi, or a person in custody, or causes the person to have sexual contact with the actor; or

(f) The person knowingly, by strong compulsion, has sexual contact with another person or causes another person to have sexual contact with the actor.

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

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

Hawaiʻi Revised Statutes § 707-733

707-733 Sexual assault in the fourth degree.

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

(a) The person knowingly subjects another person, not married to the actor, to sexual contact by compulsion or causes another person, not married to the actor, to have sexual contact with the actor by compulsion;

(b) The person knowingly exposes the person's genitals to another person under circumstances in which the actor's conduct is likely to alarm the other person or put the other person in fear of bodily injury;

(c) The person knowingly trespasses on property for the purpose of subjecting another person to surreptitious surveillance for the sexual gratification of the actor; or

(d) The person knowingly engages in or causes sexual contact with a minor who is at least sixteen years old and the person is contemporaneously acting in a professional capacity to instruct, advise, or supervise the minor; provided that:

(i) The person is not less than five years older than the minor; and

(ii) The person is not legally married to the minor.

(2) Sexual assault in the fourth degree is a misdemeanor.

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

Hawaiʻi Revised Statutes § 707-733.6

707-733.6 Continuous sexual assault of a minor under the age of fourteen years.

(1) A person commits the offense of continuous sexual assault of a minor under the age of fourteen years if the person:

(a) Either resides in the same home with a minor under the age of fourteen years or has recurring access to the minor; and

(b) Engages in three or more acts of sexual penetration or sexual contact with the minor over a period of time, while the minor is under the age of fourteen years.

(2) To convict under this section, the trier of fact, if a jury, need unanimously agree only that the requisite number of acts have occurred; the jury need not agree on which acts constitute the requisite number.

(3) No other felony sex offense involving the same victim may be charged in the same proceeding with a charge under this section, unless the other charged offense occurred outside the period of the offense charged under this section, or the other offense is charged in the alternative. A defendant may be charged with only one count under this section, unless more than one victim is involved, in which case a separate count may be charged for each victim.

(4) Continuous sexual assault of a minor under the age of fourteen years is a class A felony.

Sexual Harassment: According to the Interim University of Hawaiʻi Executive Policy EP 1.204 – Interim Policy on Title IX Sexual Harassment (eff. August 14, 2020), Title IX Sexual Harassment is defined as conduct *on the basis of sex* that satisfies one or more of the following:

- An employee of the University of Hawaiʻi conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct, determined by a reasonable person, to be so severe, and pervasive, and objectively offensive, that it effectively denies a person equal access to the University's education program or activity.

Title IX Sexual Harassment also includes: sexual assault, domestic & dating violence, and stalking. Definitions for each of these terms are included within this glossary.

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

Stalking: According to the Violence Against Women Act of 1994, Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition:

- *Course of conduct*: Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, ore 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.

Hawaiʻi Revised Statutes § 711-1106.5

§711-1106.5 Harassment by stalking.

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

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

Hawaiʻi Revised Statutes § 711-1106.4

§711-1106.4 Aggravated harassment by stalking.

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

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

Weapons Possession: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

For specific University of Hawaiʻi policy information and definitions regarding sexual assault, domestic violence, dating violence, stalking, and consent, please view the full Interim University of Hawaiʻi Executive Policy EP 1.204 – Interim Policy on Title IX Sexual Harassment and Interim University of Hawaiʻi Administrative Policy AP 1.204 – Interim Title IX Sexual Harassment Grievance Process.

For more information, please refer to the following links:

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

© 2020 University of Hawaiʻi http://manoa.hawaii.edu/dps/PDFs/annual_report_current.pdf

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2020 ANNUAL FIRE SAFETY REPORT*

The Higher Education Opportunity Act (HEOA) (Code Reference DOE 34 CFR 600, 668, 675 Final Rule) requires that certain information pertaining to fire safety in University of Hawaiʻi at Mānoa administered housing units of current or prospective students and employees be reported on and readily available for viewing by any interested party.

Overview

In August of 2008, the Higher Education Opportunity Act was enacted and became a law (Public Law 110-315) which requires all Title IV eligible institutions that participate in any Title IV program and that maintain on-campus student housing facilities to publish an annual fire safety report, maintain a fire log, and report fire statistics to the Secretary of Education. This report covers calendar year 2019.

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

The University of Hawaiʻi at Mānoa has two separate housing complexes located on our main campus; one is run through UH Mānoa Student Housing Services, and the other is run through East-West Center.

At the UH Mānoa Student Housing, all of our residence halls are protected by fire detection and alarm systems which are centrally monitored 24 hours a day, seven days a week. Our residence halls are also equipped with either emergency generators or emergency lighting fixtures that incorporate backup batteries, which automatically activate to assure adequate egress lighting in hallways and emergency exit stairwells. All of our residence halls have fully sprinklered systems. All fire safety systems and equipment are strictly maintained and tested in accordance with applicable national standards. A summary of the fire protection systems present in each residence hall is provided in this report.

The East-West Center (EWC) Housing and Facilities offices provide a fire safe environment by identifying and eliminating potential fire hazards through consistent and comprehensive building fire inspection procedures which emphasize compliance with all applicable fire and building codes. EWC is responsible for fire safety building inspections and fire drills within Hale Mānoa and Hale Kuahine. EWC outsources other fire safety components such as code interpretations, new construction, building renovation plan reviews, and the inspection, maintenance and testing of all fire equipment on the EWC campus.

*Please note: The Annual Fire Safety Report is written and compiled in partnership with the University of Hawaiʻi at Mānoa Student Housing Services - Operations section and East-West Center.

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Definition of Terms

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

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

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

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

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

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

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

On-Campus Residence Hall: The HEOA applies to all residential facilities owned or controlled by the university within the same reasonably contiguous geographic area provided the building is owned by the university or on the main campus. If the residential housing facility is privately operated, not owned by the university and not located on the main campus then the facility is NOT included in this report.

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.

Policies

- UH Mānoa Health and Safety Guide: https://www.hawaii.edu/ehso/occupational-health-safety-departmental-health-and-safety-guide
- UH Mānoa Student Housing Services Community standards: https://manoa.hawaii.edu/housing/communitystandards

Safety Policies for Student Housing Facilities

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

the Hale Noelani and Hale Wainani kitchens that is provided by Student Housing Services).

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

2. Arson/Fire Safety:
   a. Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. is strictly prohibited
   b. Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner is prohibited.
   c. Activating false fire alarms or other false reporting of emergencies is prohibited
   d. Tampering with fire or safety equipment is prohibited. This includes hanging anything on or covering smoke detectors and sprinkler pipes, and the tampering with fire pull stations or fire extinguishers. Residents may be charged for replacement and/or repair costs incurred as the result of such behavior.
   e. Fire Evacuation: All residents must evacuate at the sound of an alarm regardless of whether they believe it to be false, and remain in the designated evacuation areas until given permission to return by Hall Staff. Residents must not block exits or access areas at any time.
   f. Extension cords are not permitted for use in residence hall and apartment facilities.
   g. Surge protectors (multi outlet power strips) **with an integral circuit breaker or fuse** are permitted provided they are 15 amps maximum, have a cord no longer than 10 feet, bear the UL approval rating, and are plugged directly into a wall outlet. Surge protectors cannot be "piggy-backed" (one surge protector plugged into another surge protector).
   h. Temporary Lighting: Temporary light installations, such as string lights or decorative holiday lighting, shall be permitted between November 15 and January 15 only. In order to be complaint with Honolulu Fire Code, temporary lighting installations are not permitted during any other time of year, and any products used must be UL approved.
   i. Use of any incendiary device, such as candles, incense, or any device that utilizes an open flame is prohibited.
   j. Storage of any flammable liquid, chemical, or other substance is prohibited.
   k. Halogen lights/halogen lamps are prohibited.
   l. Barbecue Grills: Residents must barbecue within the designated barbecue areas only. See the Community Desk for reservations and instructions concerning community barbecue grills.

3. Firearms, Weapons, Explosives:
   a. Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons is prohibited. These include, but are not limited to, firearms, ammunition, explosives, fireworks, and tasers.
   b. Possession of any type of dangerous object or hazardous material is not allowed in or around the on-campus housing communities. This policy incorporates "toy" weapons, including but not limited to, those that shoot a projectile, such as an air soft gun, paintball gun, BB gun, pellet gun, water gun or a slingshot. Also included are knives that have blades longer than 3 inches and/or are not intended for cooking or use as a tool. Other prohibited items include, but are not limited to, laser pointers, bows and arrows, axes, spears, machetes, crossbows, crossbow bolts, nunchucks, kendo sticks, and throwing stars. Student Housing Services reserves the right to confiscate or require the removal of any item deemed dangerous in a community living environment.

4. Safety and Security:
   a. Locks and Doors: Use of the deadbolt to keep the door open or tampering with or damaging lock mechanisms is prohibited. Additional locks may not be added to doors or other

University property or equipment. For the security of everyone, building doors should not be propped open at any time.

b. Unauthorized Entry/Restricted Areas: No person shall enter or attempt to enter any residence hall or apartment facility (including rooms/suites/apartments) without proper authorization. Climbing in or out of residence hall windows at any level is prohibited. No person shall enter or attempt to enter, without authorization, any area that is normally accessible only to staff or university officials, such as gated areas, offices, and storage spaces. Individuals are not permitted on residence hall roofs, ledges, on railings, or overhangs

c. Misuse of Keys: The possession of keys by anyone other than the person they were issued to is prohibited. Residents are prohibited from "lending" any keys assigned to them to any other person, including their roommate(s).

d. Lock-outs and Key Replacements: Residents are responsible for carrying their key(s) at all times. Excessive lock-outs (contacting the hall staff for room/apartment entry) and/or replacement keys may result in conduct sanctions and fines.

e. Missing Students: 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.

5. Smoking, Smoking Devices, Tobacco:
All residents are expected to know and comply with all State laws and guidelines regarding the possession and consumption of tobacco products and smoking devices (Hawai'i Revised Statutes 328J, effective January 1, 2016 and SB134 CD1, effective July 2018). .

a. University of Hawai'i campuses are tobacco free. The use of any form of tobacco products are prohibited on University property. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, chewing tobacco and electronic smoking devices. To view the full UH Mānoa policy, visit: http://manoa.hawaii.edu/smokefree

b. Residents and/or guests under twenty-one years of age may not possess any tobacco products within on-campus housing property. Tobacco products include, but are not limited to, cigarettes, cigars, and electronic smoking devices. Tobacco products also include any product made or derived from tobacco that contains nicotine or other substances and is intended for human consumption or is likely to be consumed whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested.

c. Tobacco products in any shape or form or electronic smoking devices may not be sold to or furnished to a person under twenty-one years of age.

Fire Evacuation Procedures for Students and Employees

The following steps are recommended if there is a fire in your building:

1. Stay calm.
2. Sound the building fire alarm immediately by pulling the nearest pull station.
3. Safely evacuate the building in a timely and orderly fashion.
4. Call 911 and provide as much information as possible to the fire dispatcher. Do not assume that someone else has already notified the fire department. Do not hang up until told to do so by the dispatcher.
5. Before opening the door, feel it with the back of your hand. If it is hot, do the following: (if it is not hot, go to step 6)
   a. Do not open the door or windows, unless you are having trouble breathing.
   b. Seal cracks around the door with towels, tape, bed linens, clothing, or similar items to keep out the smoke.

   c. If you are trapped, hang a sheet, jacket, shirt, or other object out the window that will attract attention to your location. Shout for help. Call the fire department and tell them that you are unable to get out of your room, provide them with the name of your residence hall, your room number and how many people are in the room. The fire dispatcher will relay this information to on scene fire fighters. Remain calm until firefighters are there to rescue you.
6. If you are able to leave the room, do so immediately and safely.
7. Exit the building using the nearest exit or stairway. Do not use the elevator.
8. If smoke, heat, or fire blocks your exit, go to an alternate exit.
9. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
10. Leave the building immediately and meet at the designated gathering area.
11. After exiting the building, do not congregate at or around the building exits. Follow the directions of the police and firefighters.
12. Do not re-enter the building for any reason until the fire department has declared it safe.

For more information on procedures for students, faculty, and staff, please see the UH Mānoa Health and Safety Guide: https://www.hawaii.edu/ehso/occupational-health-safety-departmental-health-and-safety-guide

Fire Safety Education and Awareness

The Fire Safety Program conducts education and training programs which include relevant lecture, audio/video presentations on fire safety awareness and hands-on fire extinguisher training to any on-campus group upon request. Fire safety awareness and fire extinguisher training is provided to Resident Assistants every year before the start of the fall semester. Student Housing Services sponsors an annual Emergency Preparedness Fair at the start of fall semester. This fair hosts campus and community partners, in an effort to educate students about safety measures and precautions that should be taken in different types of crisis situations, including fires.

East-West Center (EWC) posts evacuation plans on the back of each dormitory room door, and evacuation instructions are posted throughout buildings. In April 2019, EWC contracted with Rave Alert, which is an emergency text message service that they plan to use for delivering fire safety information and evacuation instructions each semester.

Below are a few fire safety awareness tips:

1. All students should possess the knowledge of the nearest fire exit from their room. Knowledge of a secondary exit should be noted as well, in case the original fire exit is blocked by the fire.
2. All students should know the location of the nearest pull station and fire extinguisher from their dorm room.
3. In case of a fire, students should know how to use a fire extinguisher using the **PASS** acronym:
   P – Pull the pin
   A – Aim the nozzle at the base of the fire
   S – Squeeze the handle
   S – Sweep while spraying the chemical from side to side at the base of the fire.
4. Stay calm and never use elevators in a fire. Elevator shafts may fill up with smoke or the power may fail, leaving you trapped in the elevator. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator can waste valuable time.
5. Evacuate the building and meet at the designated gathering location.
6. Students with disabilities or a medical condition that may prevent safe and timely evacuation during a fire, should alert their Resident Director (RD) so arrangements can be made to provide assistance.

Fire Drills

UH Mānoa Student Housing holds a minimum of two fire drills per residence hall each year (one in Fall semester and one in Spring semester.) At East-West Center Housing, two drills are conducted each year (one in Fall semester and one in Spring semester) for each residence hall. Fire drills may be announced or unannounced.

Fire Safety Systems

See table below for a description of each on-campus student housing facility fire safety system.

Facility Type	Residential Facilities	Fire Detection	Fire Alarm & Warning		Fire Control		
	Building Name & Address	Smoke Detector	Manual Pull	Audio/ Visual Warning	Fire Sprinkler	Fire-rated Wall - Corridor	Fire-rated Wall - Room
UH Mānoa Student Housing Services	**Hale Aloha Lehua** 2571 Dole Street, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
	Hale Aloha Mokihana 2583 Dole Street, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
	Hale Aloha Lokelani 2579 Dole Street, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
	Hale Aloha Ilima 2575 Dole Street, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
	Frear Hall 2569 Dole Street, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
	Hale Anuenue 2741 Varsity Place, Honolulu HI 96826	YES	YES	YES	YES	YES	YES
	Hale Laulima 1837 East-West Road, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
	Hale Kahawai 1825 East-West Road, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
	Hale Noelani A, B, C, D, E 2585 Dole Street, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
	Hale Wainani G, H, I, F 2591 Dole Street, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
	Johnson Hall A & B 2555 Dole Street, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
	Gateway House 2563 Dole Street, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
East-West Center Housing	**Hale Mānoa** 1711 East-West Road, Honolulu HI 96822	YES	YES	YES	YES	YES	YES
	Hale Kuahine 1811 East-West Road, Honolulu HI 96822	YES	YES	YES	YES	YES	YES

Fire extinguishers are available on each floor and near every exit of each student housing facility. In East-West Center housing facilities, each room has an emergency evacuation map and placard. Some rooms in UH Mānoa Student Housing also have them, but many do not.

Fire alarms are monitored 24 hours a day, 7 days a week in all student housing facilities. Alarms in UH Mānoa Student Housing are monitored by DPS and the UHM Fire Safety Office (Office of Campus Operations & Facilities). In East-West Center housing facilities, fire alarms are monitored by East-West Center staff.

Future Improvements

Fire Safety Systems: East-West Center housing maintains a list of buildings that will receive system upgrades. There are none for this reporting period. UH Mānoa Student Housing Services has improvements planned for the Hale Aloha Cafeteria fire alarm system (Hale Aloha Cafeteria is not physically attached to and directly accessed from any student housing facility). No other improvements are planned.

Statistics: The institution must report statistics for each campus student housing facility for the three (3) most recent calendar years

2017

Facility Type	Residential Facility	Date Reported	Date & Time of Fire	Fire-related Injuries	Fire-related Deaths	Value of Property Damage	Cause of Fire	UHM Dept. of Public Safety Incident Report #
UH Mānoa Student Housing Services	Frear Hall	0	0	0	0	0	0	0
	Hale Aloha Lokelani	0	0	0	0	0	0	0
	Hale Aloha Ilima	0	0	0	0	0	0	0
	Hale Aloha Mokihana	2/15/17* 2/15/17* 2/17/17* 2/27/17* 3/1/17* 3/17/17*	Unknown Unknown Unknown Unknown Unknown Unknown	0	0	0	Intentional Intentional Intentional Intentional Intentional Accidental/Undetermined	No reports - see explanation below*
	Hale Wainani G, H	0	0	0	0	0	0	0
	Hale Wainani F	0	0	0	0	0	0	0
	Hale Wainani I	0	0	0	0	0	0	0
	Gateway House	0	0	0	0	0	0	0
	Hale Aloha Lehua	0	0	0	0	0	0	0
	Hale Laulima	0	0	0	0	0	0	0
	Hale Kahawai	0	0	0	0	0	0	0
	Johnson Hall A & B	0	0	0	0	0	0	0
	Hale Anuenue	0	0	0	0	0	0	0
	Hale Noelani	0	0	0	0	0	0	0
East-West Center Housing	Hale Mānoa	0	0	0	0	0	0	0
	Hale Kuahine	0	0	0	0	0	0	0

***Each of these cases is Arson:**

- 02/15/17: Hale Aloha Mokihana - burn marks on bulletin board (8th floor) - SHS Report #00211-001-2017
- 02/15/17: Hale Aloha Mokihana - burn marks on bulletin board (10th floor) - SHS Report #00215-001-2017
- 02/17/17: Hale Aloha Mokihana - burn marks on bulletin board (5th floor) - SHS Report #00214-001-2017
- 02/27/17: Hale Aloha Mokihana - burn marks on bulletin board (8th floor) - SHS Report #00212-001-2017
- 03/01/17: Hale Aloha Mokihana - burn marks on bulletin board (8th floor) - SHS Report #00210-001-2017

Accidental/Undetermined:

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

Report numbers provided above are from Student Housing Services. UHM Department of Public Safety (DPS) was not notified of the above events at the time of occurrence since these incidents were not reported as active fires (burn marks only). For this reason, there are no DPS reports for these incidents.

2018

Facility Type	Residential Facility	Date Reported	Date & Time of Fire	Fire-related Injuries	Fire-related Deaths	Value of Property Damage	Cause of Fire	UHM Dept. of Public Safety Incident Report #
UH Mānoa Student Housing Services	**Frear Hall**	0	0	0	0	0	0	0
	Hale Aloha Lokelani	0	0	0	0	0	0	0
	Hale Aloha Ilima	11/12/18	11/12/18 (time unknown)	0	0	$0-99	Intentional; burn marks on edge of table (lounge area)	NA - see explanation below*
	Hale Aloha Mokihana	12/2/18	12/2/18; 5:33 AM	0	0	$0	Intentional; burnt pizza boxes found (lounge area)	NA - see explanation below**
	Hale Wainani G, H	12/15/18	12/15/18; 10:12 AM	0	0	$2,100	Unintentional; electrical malfunction of dryer heating element in laundry room caused clothing to burn	18M-00801
	Hale Wainani F	0	0	0	0	0	0	0
	Hale Wainani I	0	0	0	0	0	0	0
	Gateway House	0	0	0	0	0	0	0
	Hale Aloha Lehua	0	0	0	0	0	0	0
	Hale Laulima	0	0	0	0	0	0	0
	Hale Kahawai	0	0	0	0	0	0	0
	Johnson Hall A & B	0	0	0	0	0	0	0
	Hale Anuenue	0	0	0	0	0	0	0
	Hale Noelani	0	0	0	0	0	0	0
East-West Center Housing	**Hale Mānoa**	0	0	0	0	0	0	0
	Hale Kuahine	0	0	0	0	0	0	0

***Each of the following cases is Arson and is reflected in our annual crime statistics:**

- 11/12/18: Hale Aloha Ilima - UH Mānoa Student Housing Services Report #2018033801
- 12/2/18: Hale Aloha Mokihana - UH Mānoa Student Housing Services Report #2018038201

Report numbers provided above are from UH Mānoa Student Housing Services. UHM Department of Public Safety (DPS) was not notified of the above events at the time of occurrence since these incidents were not reported as active fires (burn marks only). For this reason, there are no DPS reports for these incidents.

2019

Facility Type	Residential Facility	Date Reported	Date & Time of Fire	Fire-related Injuries	Fire-related Deaths	Value of Property Damage	Cause of Fire	UHM Dept. of Public Safety Incident Report #
UH Mānoa Student Housing Services	Frear Hall	0	0	0	0	0	0	0
	Hale Aloha Lokelani	0	0	0	0	0	0	0
	Hale Aloha Ilima	0	0	0	0	0	0	0
	Hale Aloha Mokihana	0	0	0	0	0	0	0
	Hale Wainani G, H	9/24/19	9/23/19; 11:45 PM	0	0	$2,000	Unintentional; cooking fire	19M-00596
	Hale Wainani F	0	0	0	0	0	0	0
	Hale Wainani I	0	0	0	0	0	0	0
	Gateway House	0	0	0	0	0	0	0
	Hale Aloha Lehua	0	0	0	0	0	0	0
	Hale Laulima	0	0	0	0	0	0	0
	Hale Kahawai	0	0	0	0	0	0	0
	Johnson Hall A & B	0	0	0	0	0	0	0
	Hale Anuenue	0	0	0	0	0	0	0
	Hale Noelani	0	0	0	0	0	0	0
East-West Center Housing	Hale Mānoa	4/28/19	4/28/19; 2:00 AM	0	0	$5,000	Unintentional; faulty wiring in light fixture	19M-00307
	Hale Kuahine	0	0	0	0	0	0	0

Who Can I Contact to Report a Fire?

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

Shawn Kyono
Associate Director
Student Housing Services - Operations
(808) 956-4004

Kerwin Stenstrom
Fire Safety Technician
Student Housing Services - Operations
(808) 956-2708

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

Kris Thompson
Administrator
East-West Center Administrative Support Services
(808) 944-7811

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

Fire Log Information

UHM DPS maintains a fire log of all fires reported to their office, as required by law. This includes all reported fires that occur in student housing facilities (main Mānoa campus only). The most current 60 days of information is available for public inspection at UHM DPS offices at the address below between 8:00 a.m. and 3:00 p.m., Monday through Friday. Requests for logs older than 60 days must be made in writing, and will be accommodated within five business days of the written request.

UHM Department of Public Safety
Campus Services Building
1951 East-West Road
Honolulu, HI 96822
Email: clery@hawaii.edu
Web: https://manoa.hawaii.edu/dps

Annual Fire Safety Report Requirements

The Annual Fire Safety Report must be distributed to enrolled students through appropriate publications and mailings or internet or intranet web sites. The report 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. Institutions must provide a notice to prospective students or prospective employees of the availability of the report, a description of the report contents and an opportunity to request a copy. The notice must also include the exact electronic address if the report is posted on an internet web site, and also include a statement that paper copies of the full report are available upon request.

The Annual Fire Safety Report must include fire statistics (including the 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, and value of property damage caused by the fire), a description of fire safety systems in each on-campus student housing facility, the number of fire drills held during the previous calendar year, the institution's policies or rules on portable electrical appliances, smoking, and open flame in student housing facilities, the institution's 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, and plans for future safety improvements.