



2023 ANNUAL SECURITY & FIRE SAFETY REPORT



FOR UNIVERSITY OF HAWAII' AT MĀNOA,
JOHN A. BURNS SCHOOL OF MEDICINE, &
UH CANCER CENTER



@UHManoaSafety

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ABBREVIATIONS

Abbreviation	Meaning
ASFSR	Annual Security and Fire Safety Report
ASR	Annual Security Report
CA	Community Ambassador (RISE Housing)
CIR	Counselors-In-Residence
Clery Act	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Clery Geography	Buildings or property that meet the definition of On Campus, Public Property, or Noncampus buildings or property as defined by the Clery Act
COPF	Campus Operations and Facilities
CSA	Campus Security Authority
DPS	UH Mānoa Department of Public Safety
ECB	Emergency Call Box
ED	U.S. Department of Education (not to be confused with DOE, which is the U.S. Department of Energy)
EHSO	Environmental Health and Safety Office
EMS	Emergency Medical Services
EWC	East-West Center
FBI	Federal Bureau of Investigation
FERPA	Family Educational Rights and Privacy Act
FSR	Fire Safety Report
HEOA	Higher Education Opportunity Act
HFD	Honolulu Fire Department
HPD	Honolulu Police Department
ICS	Incident Command System
JABSOM	John A. Burns School of Medicine
MOU	Memorandum of Understanding
NIBRS	Uniform Crime Reporting National Incident-Based Reporting System
NIMS	National Incident Management System
RA	Resident Assistant (UH Mānoa Student Housing and RISE housing)
RD	Residence Director (UH Mānoa Student Housing)
RISE	Residences for Innovative Student Entrepreneurs (student housing)
UCR	Uniform Crime Reporting
UHCC	University of Hawai'i Cancer Center
UHM	University of Hawai'i at Mānoa
VAWA	Violence Against Women Act
WCC	Work Coordination Center

INTRODUCTION

The *Annual Security & Fire Safety Report* is intended to be used by University of Hawai'i 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 Resource Guide:** Lists emergency, counseling, health, mental health, administrative, and other services offered by the university and within the community.
- **About UH Mānoa:** Includes basic information about UH Mānoa campuses 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:** Provides information on university policies and state laws concerning alcohol, drugs, weapons, and gambling.
- **Gender-Based Violence Prevention, Reporting, & Response:** Outlines university policies, procedures, and resources related to sexual assault, sexual harassment, domestic violence, dating violence, stalking, and other forms of gender-based harassment, as outlined by Title IX. Includes procedures for filing a grievance under Title IX, availability of Supportive Measures, and the investigation and resolution processes.
- **Student Housing Policies & Procedures:** Policies and procedures for student residents, including our missing student(s) procedure.
- **Crime Statistics:** Contains statistics for crimes reported within UH Mānoa Clery geography (UH Mānoa main campus and John A. Burns School of Medicine/UH Cancer Center) for the past three years.
- **Glossary of Terms:** Defines applicable federal and state statutes for crimes listed in this report, for which statistics are gathered.
- **"Annual Fire Safety Report:"** Includes fire statistics and information for on-campus student housing facilities and a description of fire safety systems in each housing facility. The "Annual Fire Safety Report" is written and compiled in partnership with the University of Hawai'i at Mānoa Campus Operations and Facilities (COPF), East-West Center, and RISE management.

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 for prevention and awareness of dating violence, domestic violence, sexual assault, and stalking,
- Disclosing procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred,
- Implementation and disclosure of 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, and
- 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 at UH Mānoa

[University Health Services Mānoa](#) (808) 956-8965

[Counseling and 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

[Office of the Vice Provost for Student Success](#) (808) 956-3290

[Office of Student Conduct](#) (808) 956-4416

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

[UHM Office of Title IX](#) (808) 956-2299

[Mānoa Advocate](#) (808) 956-9499

[UH System Confidential Advocacy](#) (808) 341-4952

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

[RISE Management Office](#) (833) 454-1147

Employee Resources

[UH Office of Human Resources](#) (808) 956-8458

[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 UH MĀNOA

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

The UH Mānoa "flagship" campus consists of over 270 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 19,000 students and over 5,500 faculty and staff. Approximately 3,400 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 Kaka'ako area of Honolulu. Crime statistics for JABSOM and UHCC are contained in a separate table, however, JABSOM and UHCC are both administratively considered as units of the Mānoa campus, and are subject to the same policies and procedures, unless otherwise noted in this report. The goal of this report is to inform the community of safety and security issues on campus, while providing resources for crime prevention and victim assistance. This report also includes policy statements and crime statistics for the three most recent calendar years (2020, 2021, and 2022).

UH Mānoa Department of Public Safety (DPS)

The UHM Department of Public Safety (DPS) has been allotted 62 positions: one chief, eight administrative and support personnel, one deputy chief, one captain, nine sergeants, eight corporals, and 34 uniformed officers. The department selects each recruit carefully; they must pass a screening and background check conducted by the State of Hawai'i Attorney General's Office. Each selected recruit completes a field training and evaluation

program before being assigned to any patrol duty on his or her own.

DPS Jurisdiction

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

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

DPS officers are assigned with beats and regularly patrol these facilities. Officers are located on-site 24 hours a day, seven days a week at UH Mānoa main campus, John A. Burns School of Medicine and UH Cancer Center. We encourage our community 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. In 2023, DPS contracted a third-party security company to provide officers to supplement patrol during periods of low staffing. These contract security 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 DPS to respond and assist with any incident response.

Arrest Authority & Working Relationships

While DPS officers have the authority to enforce UH Mānoa policies, DPS officers are not sworn law enforcement 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). DPS authority to enforce UH Mānoa policies comes directly from the University of Hawai'i Office of the President. All DPS officers, sergeants, and third-party contract security guards are registered with the State of Hawai'i Board of Private Detectives and Guards and possess a Hawai'i State Guard Card, in accordance with Act 208, Session Laws of Hawai'i 2010. Any campus incident requiring an arrest is referred to the Honolulu Police Department (HPD).

UHM has a close working relationship with Honolulu Police Department. DPS staff works with other law enforcement agencies, such as the State of Hawai'i Public Safety Division (Sheriff's Department), local Federal Bureau of Investigation (FBI), and military police agencies, when appropriate. Meetings are held between the leaders of these agencies, on both a formal and informal basis. The officers of these departments communicate regularly on the scene of incidents that occur on and around the campus area. 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 DPS does not have a written agreement or memorandum of understanding (MOU) 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 DPS and HPD regarding any other issues, including the investigation of alleged criminal offenses.

Local Police Monitoring & Recording of Crimes

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 Department 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., noncampus facilities). If local law enforcement is called to respond to any on-campus location, they will typically notify DPS to respond with them or they will notify 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 DPS when they respond to a call on UHM campus. There is no specific agreement in place that Honolulu Police will contact DPS when a crime occurs at any on campus or noncampus 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.

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 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. 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 emergency response and evacuation procedures for UHM is publicized at least once annually in conjunction with each test of

the UH Alert emergency notification system. This information is also available on the DPS website. Detailed information on emergency response procedures and the UH Alert system are available on the following websites:

- UH Mānoa emergency response procedures: <https://manoa.hawaii.edu/dps/emergency-management/>
- UH Alert: <https://www.hawaii.edu/alert>

During an emergency, DPS recommends calling (808) 956-6911 from any land line or mobile phone. In the event of a campus-wide power outage, 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, 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 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. 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. 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.

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 emergency. 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 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 that all departments continually

update their building emergency response plans. For assistance with your building emergency plan, please contact the DPS Crime Prevention Unit at dpscpcu@hawaii.edu.

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.

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 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. 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, 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 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, DPS will receive information from various offices/ departments on campus, such as the Office of Environmental Health and Safety (EHSO), 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 Hawai'i Emergency Management Agency.

If 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, DPS will determine the content of the message and use some or all of the systems described above 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 DPS, and from campus security authorities on UH Mānoa campus (see "*Campus Security Authorities*" section on page 14.) In addition, 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 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. 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, & 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 DPS website and social media pages, and local mass media. Please see *“Resources & Links for Incident Notification”* section on page 10.

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. 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 DPS.

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 DPS, and from campus security authorities on UH Mānoa campus (see *“Campus Security Authorities”* section on page 14.) In addition, 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 DPS Chief, Deputy Chief, and Clery Coordinator have 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 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, & 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 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 incident](#)
- [UH Alert Emergency Notification system \(UH students & employees only\)](#)
- [UH Mānoa Facebook](#)
- [UHM Department of Public Safety Facebook](#)
- UH Mānoa Twitter: [@UHManoa](#)
- DPS Twitter: [@UHManoaSafety](#)

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 necessarily required to send both emergency alert and timely warning messages, however this may change as circumstances allow. Emergency notifications take precedence over timely warning messages in these situations. See graphic below for more information.

Summary of Timely Warning vs. Emergency Notification		
	Timely Warning (UH Announce)	Emergency Notification (UH Alert)
Circumstance	Clery Act crimes that have been reported to 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

Emergency Response & Evacuation Testing

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

DPS conducts tabletop and full-scale exercises on a periodic basis. On October 24, 2022, DPS led a joint training internal tabletop exercise with UH Mānoa Student Housing Residential Life (ResLife) staff and DPS, which simulated a response to an active shooter incident taking place in student housing facilities. DPS and ResLife staff utilized their respective emergency management plans and simulated the response of participants on site, including DPS officers and sergeants, DPS leadership team staff, ResLife student staff, and ResLife management staff. This exercise was held in conjunction with a test of the UH Alert text messaging system. All participants in this exercise had an opportunity to practice their role in an emergency scenario, and learn how the team would work together as part of the university's incident command system.

In addition to the October 24, 2022 test of UH Alert in conjunction with the exercise, DPS also conducted a test of the UH Alert system on June 28, 2022. Both UH Alert tests were announced in advance, so students and employees would have an opportunity to sign up for emergency messaging.

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 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 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. DPS and Student Housing Services do 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, 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 and reviewed by DPS 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. Student Housing staff 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 Office of Residential Life at (808) 956-8300 or view the Fire Safety Report at the end of this document.

Evacuation Tests & Drills in East-West Center Housing

A "[Housing Guest Handbook](#)" is available on the East-West Center website. This handbook contains emergency phone numbers and emergency procedures to follow, including contact information for local law enforcement, DPS, East-West Center Housing Office, and East-West Center Facilities Management. East-West Center Housing conducts two fire drills each year; once during the spring term and once during the 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.

Evacuation Tests & Drills in RISE Housing

RISE conducts one unannounced fire drill per semester. Residents receive information regarding fire safety and evacuation procedures upon move-in. In the event of a fire or other evacuation, residents are instructed to follow the emergency evacuation signs posted at exits, stairwells, and elevators.

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 subject. 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 any unique characteristics. For more information on describing a suspect, visit the following link: <https://manoa.hawaii.edu/dps/describing-a-suspect/>.
3. In an emergency, call Honolulu Police at 911. For 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 the target of a robbery:
 - Don't resist – do as the perpetrator says.
 - Give up the money or items immediately.
 - Wait until the perpetrator departs, and as soon as it is safe to do so, contact DPS and Honolulu Police immediately.
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, employees, 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 (DPS) by dialing (808) 956-6911 or extension 66911 from any land line phone on campus. 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 DPS. We encourage the community to report all crimes immediately and accurately to 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 DPS at (808) 956-6911 or the UHM Office of Title IX at (808) 956-2299 or t9uhm@hawaii.edu. DPS accepts reports of criminal activity in confidence, and crimes may be reported by a third party. DPS requests that all campus counselors encourage their clients, when appropriate, to report criminal violations on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, pastoral and professional counselors are exempt from reporting obligations and may choose to withhold statistics at their discretion.

Emergency Call Boxes

UH Mānoa main campus provides emergency call boxes (ECBs) that connect the caller directly with a 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 DPS. Other ECBs are on a clearly-marked metal pole and require the user to push a button to contact DPS. Picking up the headset or pushing the button (depending on the type of ECB) automatically activates the phone system and 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.

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 DPS dispatchers in the event of an emergency. Users can communicate directly with 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., 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>.

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 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.

**DOWNLOAD OUR CAMPUS SAFETY APP
MĀNOA GUARDIAN**

Available on the App Store | Rave Guardian | Get it on Google play

Search for RAVE GUARDIAN in your app store.
Log in with your hawaii.edu email to configure your account to UH Mānoa settings.

Use your app to...

- CALL OR TEXT UH MĀNOA DPS** to report a crime or suspicious activity
- SET A SAFETY TIMER** for a virtual security escort
- VIEW EMERGENCY INFO** and important UH Mānoa phone numbers

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 [University of Hawai‘i Executive Policy 1.204 – Sex and Gender Based Misconduct Policy](#)

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 DPS are available 24 hours a day, seven days a week to answer your call. In response to a crime or other emergency, 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 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 Student Conduct and/or the UHM Office of Title IX, for review, investigation, and potential action, as deemed appropriate. While 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 & Working Relationships*” section on page 5 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 DPS, staff on the scene, including 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 meets the Clery definition of a campus security authority (CSA).

“Campus security authority” means:

6. A campus police department or a campus security department of an institution.
7. 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).

8. 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.
9. 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 institution must identify their CSAs. The Clery coordinator is responsible for ensuring that CSAs are trained, aware of their responsibilities, and that they understand the process for submitting information on crimes that have been reported to them.

Professional & 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 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 report. CSAs may report Clery crimes to DPS using the reporting form located at <https://manoa.hawaii.edu/dps/csa/>. DPS requests that all campus counselors encourage their clients, when appropriate, to report criminal violations on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, counselors may choose to withhold statistics at their discretion.

If a serious crime that may cause an ongoing threat to the University of Hawai'i at Mānoa campus community is reported to anyone who is defined as a campus security authority, the CSA must notify 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, CSAs are obligated to report crimes

immediately to DPS. If there is any question about whether an ongoing threat exists, immediately contact 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 [U.S. Department of Education 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 on page 6). 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 training, which is offered both online and in-person on a continuous basis. CSAs lists are updated by departments on an annual basis, and training is provided to all CSAs. To request CSA training, please contact the UH Mānoa Clery Coordinator.

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 & 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 formal investigation 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 Hawaii 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 & Safety Act

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

ACCESS TO & SECURITY OF CAMPUS FACILITIES

Academic & 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. 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 DPS officer assigned to them. However, DPS officers regularly patrol the academic and administrative buildings. For information about the access protocol for a specific building, see the building coordinator,

department head, or contact DPS at (808) 956-6911. DPS secures buildings based on a list provided by the UHM Campus Operations and Facilities Work Coordination Center (WCC). DPS conducts daily lock-ups of on-campus buildings, and regularly patrols campus, 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. Any individual (resident or non-resident) who enters buildings where they do not live must be escorted/hosted at all times by a registered resident of that building/community. Hosts are responsible for ensuring that any guests to the housing facilities comply with all rules and community policies. There are no residence halls located at John A. Burns School of Medicine or UH Cancer Center.

UH Mānoa Student Housing & East-West Center Housing

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. DPS officers regularly patrol residence halls. Student Housing staff also enforces 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 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.

RISE Housing

RISE student housing access is controlled via resident access remote controls, which are provided to residents upon move-in. If a remote is lost, stolen or damaged, the resident must contact RISE management to receive a replacement remote at the resident's expense (see lease for fees). Guests of residents may use the intercom at the entrance to call a resident and gain permission to access the building. RISE has on-site security for after-hours assistance (6:00 p.m. - 9:00 a.m., seven days a week). Residents can speak with security in the lobby, or

can call their community ambassador to assist them in reaching after-hours security for lock-outs or other security needs. Residents are encouraged to call DPS to report any crime or incident on campus.

Security Considerations Used in Maintenance

UH Mānoa campus is well-lighted in many areas, and on-duty DPS officers regularly report if they observe overgrown shrubbery, uneven or obstructed pathways, inadequate lighting, or any other type of safety hazard. In addition, DPS hosts periodic 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 Campus Operations and Facilities for review and potential action.

UH Mānoa has a Building Coordinator program, which is operated through 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 periodically, along with members of key campus units including the 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, contact the Work Coordination Center at manoawcc@hawaii.edu.

UH Mānoa encourages students, employees, and visitors to report maintenance deficiencies to the Campus Operations and Facilities Work Coordination Center (WCC). To report an **emergency** repair need:

- **During business hours** (Monday - Friday, excluding holidays, from 7:00 a.m. - 4:00 p.m.) call WCC at (808) 956-7134 ext. 3
- **After hours** (Monday - Friday 4:00 p.m. - 7:00 a.m., holidays, and weekends), call DPS at (808) 956-6911

WCC uses the [eFacilities AiM](#) system for repair

requests. For non-emergency maintenance concerns, please submit an online request, or see the [WCC Frequently Asked Questions page](#).

presentations (see next section).

DPS SAFETY SERVICES & PROGRAMS

Crime Prevention Services

UH Mānoa Department of Public Safety (DPS) offers a variety of crime prevention programs to students and employees, including:

1. Vehicle, electric cart, bicycle and foot patrol to deter potential crime and respond to emergencies. Officers are trained in emergency first-aid, cardiopulmonary resuscitation (CPR), and use of automated external defibrillator (AED).
2. Download our free campus safety app, Mānoa Guardian – use as a virtual security escort on campus 24/7 or to contact DPS via phone and text message. For information, visit <http://manoaguardian.com>.
3. A campus safety escort service, which provides a walking or vehicle escort from dusk until dawn for any student or employee walking alone on UH Mānoa main campus at night to any on-campus residence hall, parking lot, or facility. Call (808) 956-SAFE (956-7233) or extension 67233 from any campus phone to request this service on campus. For Safety Escort at John A. Burns School of Medicine and UH Cancer Center, call (808) 586-3015.
4. 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/>.
5. Emergency alerts and timely warnings for incidents that may pose an immediate or ongoing threat to UH Mānoa campus. See “*Emergency Notification & Response*” section on page 6 for more information.
6. Creating or initiating work request(s) to facilities maintenance for repairs (see “*Access to & Security of Campus Facilities*” section on page 16.)
7. Emergency call box phones located throughout campus
8. Special event staffing (athletic events, graduation, and other special events)
9. Emergency preparedness and management
10. Educational outreach: crime prevention and safety awareness programs, events, and

Crime Prevention & Safety Awareness Programs

Throughout the school year and on an ongoing basis, DPS offers safety workshops and training sessions to all students and employees. These sessions are conducted by the DPS Crime Prevention Unit. In addition, 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 DPS procedures and practices, and to encourage them to take precautions for their own safety and security, and the safety and security of others. These sessions are conducted both online and in person. The following programs are offered by DPS to any UH System student or employee:

- **Safety and Wellness** (1 hour): Learn about services offered by DPS and tips to keep you safe on campus. Sessions are offered at the beginning of each semester, during new student orientation events, and by request. Cost: Free
- **Active Shooter Awareness and Response Training** (90 minutes): Provides information on various active shooter scenarios, what you can do to keep yourself safe, and what to expect when police and DPS respond. This training uses concepts from the Department of Homeland Security’s Run-Hide-Fight program. Training sessions are offered monthly and by request. Cost: Free
- **Hurricane Preparedness** (75 minutes): Learn about how to prepare for a hurricane in Hawai‘i, including tips for preparing an emergency kit, what to do when a hurricane is approaching, and how to find a local shelter or shelter-in-place. These sessions are offered regularly during hurricane season (June - November) and by request. Cost: Free
- **Conflict Resolution and De-escalation Workshop** (75 minutes): During this workshop, participants learn about precipitating factors and signs of agitation, verbal and nonverbal de-escalation techniques, how to end the de-escalation process so you can begin a reasonable discussion, 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, but students are also welcome!
Cost: Free

- **First Aid/CPR/AED Certification Training** (8 hours): Obtain your First Aid/CPR/AED certification through the American Heart Association. This session is currently offered by request only. Cost: \$70 per participant (covers online courseware, class materials and certification card.)

In 2022, DPS conducted bi-weekly Active Shooter Awareness and Response training sessions and bi-weekly Conflict Resolution and De-escalation training sessions. Hurricane Preparedness training was offered several times throughout hurricane season, between June and November. All of our training sessions are offered online via the Zoom platform, but are conducted in-person by request. To learn more or to register for a safety workshop, visit <https://manoa.hawaii.edu/dps/workshops/>. To schedule a session for your student or employee group, please contact the UH Mānoa Department of Public Safety by email at dpscpu@hawaii.edu, or by phone at (808) 956-5886. 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 safety awareness events to engage students and employees in the safety of the UH Mānoa community. 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 2022, UHM campus held approximately eight events in which DPS participated, provided safety information, and answered questions from students, employees, visitors, and parents. 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/>. DPS encourages all students and employees to exercise these simple precautions:

Personal/Walking Safety

- Become familiar with the emergency call boxes (ECBs) located around campus. ECBs are identified by a blue light mounted above the box. See map of ECB locations on the DPS website at: <https://manoa.hawaii.edu/dps/callboxes/>.
- Program the number for DPS into your phone: (808) 956-6911. Please call DPS immediately if you see suspicious activity on campus.
- If studying/working alone at night on UH Mānoa main campus, call the safety escort service at

(808) 956-SAFE (7233) for an escort 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, 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 DPS via phone and text message, or set a safety timer session. Visit <http://manoaguardian.com>.
- When leaving home, advise someone of your whereabouts and how long you expect to be out. Inform that person if you end up staying longer than expected.
- Let someone know if you plan to be in a building after normal business hours.
- If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.

Residence Hall & Office Safety

- For safety and security purposes, don't put your name or address on any keys or key cards.
- Make sure that residence hall building entrance doors are secured and locked at all times. Report malfunctioning doors to hall staff.
- 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.
- At RISE, residents listed on the lease are given a remote for access to the building and their room. If a remote control is lost, stolen, or damaged, residents must contact the RISE management office during business hours (Monday - Friday, 9:00 a.m. - 6:00 p.m.) to receive a replacement remote at the resident's expense. If a student is locked out of the building or their residence after hours (between 6:00 p.m. - 9:00 a.m.), they can contact their community ambassador (CA) for

assistance at (808) 468-1711. See lease for fees.

- Be sure to lock/secure window(s) when you are away, and always lock doors 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 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, & Moped Safety

- Move with Aloha! Whether you walk, drive, bike, or skateboard to campus, please be considerate of other commuters on campus. 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 & DRUG POLICIES & PREVENTION PROGRAMS

Alcohol & Drug Policies

State law and University of Hawai'i Executive Policy 11.202 regulate the sale, possession, and use of alcoholic beverages. Under state law, no one under the age of 21 may purchase, possess, or consume alcoholic beverages. It is the responsibility of both the server and consumer to be aware of and abide by all existing laws and regulations. University of Hawai'i at Mānoa employees and students, in accordance with state and/or federal laws, 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 Hawai'i 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 10 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 30 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 Provost for Student Success and approval from the Chief Business Officer. 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 Hawai'i 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 visit:

- [UH Mānoa Alcohol Use Policy](#)
- [Illegal Drugs, Alcohol and Substance Abuse \(EP 11.201\)](#)
- [Management and Regulation of the Sale, Service and Consumption of Alcoholic Beverages on University Premises \(EP 11.202\)](#)
- [Student Conduct Code \(EP 7.208\)](#)
- [UH Mānoa 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 Hawai'i at Mānoa: Prohibited and subject to disciplinary process and sanctions
 - [Student Conduct Code \(EP 7.208\)](#): 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)
- Hawai'i state codes and regulations related to medical marijuana:
 - Medical marijuana was adopted into Hawai'i state law via [Act 228](#) (2000) and further codified into Hawai'i Revised Statutes at part IX, [Chapter 329](#), HRS
 - Medical marijuana dispensaries were adopted into Hawai'i state law via [Act 241](#) (2015) and codified in Hawai'i Revised Statutes (HRS) at [Chapter 329D](#), HRS
 - [Hawai'i Revised Statutes 328, chapter J](#) outlines the law on prohibited smoking areas:
 - Section 3: Prohibition in enclosed or partially enclosed places open to the public. Smoking shall be prohibited in all enclosed or partially enclosed areas open

to the public, including but not limited to the following places:

- 7: educational facilities, both public and private

The University of Hawai'i at Mānoa prohibits the possession and use of marijuana on campus. This includes all locations of the university, including student housing facilities. The federal government has ruled that use, possession, or growing of marijuana is illegal. This federal statute supersedes state statutes in cases in which disparities exist. Further, the Drug-Free Schools & Communities Act of 1989, a federal law, requires institutions of higher education who receive federal financial assistance (i.e., financial aid, research grants, tax benefits) to adhere to federal laws and rulings on drug use and possession. If a student requires the use of medical marijuana, the following options are recommended:

- Reside off-campus, in a secured location safe for consumption and within the state statutes noted above.
- If residing on-campus:
 - Find a secured, safe location and within the state statutes noted above to consume medical marijuana. Student must be sober before returning to campus. If student returns to campus under the influence, appropriate conduct actions may occur.
 - At UH Mānoa Student Housing, residents may request a cancellation of their housing contract per the appropriate procedures in relief of a 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. East-West Center and RISE housing do not allow contract cancellation for medical marijuana.

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 Student Conduct (808-956-4416 or osc@hawaii.edu) or the Office of the Vice Provost for Student Success (808-956-3290 or vpss@hawaii.edu).

Tobacco-Free Campuses & Facilities Policy

On July 10, 2018 all University of Hawai'i campuses and facilities became tobacco-free, joining more than 2,000 U.S. universities and colleges in an effort to provide a healthy environment for all students, faculty and staff. Hawai'i state law (SB 134, Act 160, SLH 2018) now prohibits the use of tobacco products on all 10 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 DPS immediately. Since 2003, public displays of any type of "replica" firearm are illegal; this includes pellet, air, water, and toy guns.

Gambling Policy

In accordance with the laws of the State of Hawai'i, gambling is not permitted. Please see "*Glossary of Terms*" section on page 54 for state definitions and laws regarding gambling.

Student Conduct & Discipline

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

- [UH Mānoa Policies, Procedures, and Guidelines](#)
- [Student Conduct Code & Disciplinary Sanctions](#)
- [Current Title IX Policies & Procedures \(EP 1.204, interim AP 1.204, and AP 1.202\)](#)

- [UH Mānoa Student Housing Services Community Standards](#)
- [East-West Center Student Housing Policies](#)

Alcohol & Drug Education 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 students. At the University of Hawai'i, 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 Mānoa students who may want to examine 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. Any student who wishes to attend BASICS can take the [BASICS Online Assessment](#). Once they complete their online assessment, they will be able to schedule their in-person BASICS feedback session.
3. **Lōkahi Peer Education Program:** a service learning program that teaches students about healthy lifestyles and principles of health promotion. This program trains students to develop and participate in health promotion presentations and activities on campus. Lōkahi presentations are 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 well-being.

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 Substance Abuse and Mental Health Services Administration (SAMHSA) grant to expand identification and brief intervention services for those at risk of substance abuse (BASICS);
- A Transforming Youth Recovery grant to establish and maintain a collegiate recovery program for UHM students.
- Providing collegiate recovery ally training for students and employees.

Health Promotion & 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 alcohol and other drug (AOD) screening and brief intervention services through BASICS (Brief Alcohol Screening and Intervention for College Students) counseling.
- Working with Student Housing Services and Office of Student Conduct to enable a smooth referral process (to BASICS) for students requiring brief intervention services.
- 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 and 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, including 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 for students at possible risk.
- Daily resource room and lounge for students in recovery from alcohol and other drugs.
- Peer support processing groups for students in recovery to help maintain sobriety while attending UHM.

During the 2022-2023 school year, Health Promotion held three community fairs:

- Health for the Holidays was held at UHM Campus Center Courtyard. This fair highlighted the importance of making safe choices during the holiday season such as safe drinking, sexual health, and mental wellness.
- The Condom Fair was held at UHM Campus Center Courtyard. This fair highlighted the importance of sexual health. Condoms, dental dams, and wellness brochures were handed out to students. Students were also able to play interactive games that educate them about the importance of making low-risk decisions.
- Safe Spring Break, a walking fair, provided students with a bag filled with materials to ensure they have a safe spring break such as sunscreen, condoms, water bottles, cooling towels, and wellness brochures.

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 the Office of Student Conduct has steadily declined, possibly correlating with the decline in alcohol violation statistics (see “*Crime Statistics*” section on page 50). In the academic year 2022-2023, there were 27 referred cases from Student Housing Services and the Office of Student Conduct. Since Spring 2022, all of our services are in person.
- *Mālama Project*: Mālama Project offers a space for students in recovery from substance use. During the 2021-2022 academic year, Mālama Project has provided peer support services and processing groups.

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 most current Biennial Review of the University of Hawai‘i 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 406

2600 Campus Road, Honolulu, HI 96822

Phone: (808) 956-5091

Email: adep@hawaii.edu

Web: http://www.hawaii.edu/shs/health_promotion/adep.php

Alcohol & Drug Education Programs - Employees

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

programs.

The Office of Human Resources, in consultation with the Associate Vice President for Student Affairs, is responsible for updating and distributing the annual notification to all employees regarding the Illegal Drugs and Substance and Alcohol Abuse Prevention Program. The Office of the Vice President for Academic Strategy, 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. 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, REPORTING, & 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 Hawai'i has laws and definitions regarding sexual assault, domestic violence, stalking, and consent (referred to as "ineffective consent" in Hawai'i statute), which are outlined in addition to the Clery Act/VAWA definitions, in the "Glossary of Terms" section on page 54. The University of Hawai'i also defines these terms in its *Executive Policy EP 1.204 – Sex and Gender Based Misconduct Policy* which is outlined in the next section of this document. The State of Hawai'i does not have definitions regarding dating violence specifically, however, the state does have a definition of what constitutes a "dating relationship." The Clery Act/VAWA definition of dating violence, and all other terms in the Annual Security Report are included in the "Glossary of Terms" section on page 54. In addition, these terms are defined in *Executive Policy EP 1.204 – Sex and Gender Based Misconduct Policy*, which is outlined in the next section of this document.

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

The University of Hawai'i is committed to creating a community free from intimidation, harassment and violence. Sexual assault is prohibited by law and is a serious offense that violates the basic standards of behavior expected of members of the university community. The university prohibits acts of 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 on page 54. For information on

reporting a VAWA offense, please see the "Reporting & Response for VAWA Offenses" section on page 37. UH has policies and procedures regarding reports of VAWA crimes, as outlined below. For more information about these policies, please contact the University of Hawai'i Office of Institutional Equity.

- **EP 1.204: Sex and Gender Based Misconduct Policy (eff. Feb. 1, 2023):** 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.
- **Interim AP 1.204: 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.
- **AP 1.202: Discrimination Complaint Procedure for Students, Employees, and Applicants for Admission or Employment (eff. Feb. 1, 2023):** This policy serves to comply with complaint procedure requirements under various federal and state nondiscrimination statutes, rules, and regulations and to carry out University policies, including but not limited to, Executive Policy EP 1.202, Nondiscrimination, Equal Opportunity, and Affirmative Action Policy; EP 1.204, Sex and Gender Based Misconduct Policy; and UH Board of Regents Policy RP 1.205, Policy on Nondiscrimination and Affirmative Action (together, the "Policies").

To view all of our current policies in full, please visit the Title IX Policies & Procedures page on the Office of Institutional Equity webpage at this link: <https://www.hawaii.edu/titleix/policy/current-tix-pp/>

UH Office of Institutional Equity (UH System)
Biomed Building A-210
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 information can be found in the “Options & Resources” section on page 46.

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 Provost for Student Success, UHM Department of Public Safety, Office of Student Conduct, Office of Title IX, Counseling and Student Development Center, Women’s Center, Mānoa Advocate, Student Housing Services, and PAU Violence Program. The primary mission of the SATF is to provide student-centered response and services.

The SATF meets monthly to review cases, policies, and procedures. 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, & 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. 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. 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, Mānoa Advocate, UH System Confidential Advocate, Counseling and Student Development Center, Office of Title IX, and any other available services needed.
10. You can contact any member of the Sexual Assault Task Force to answer 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.

This information is provided courtesy of the UH Mānoa Sexual Assault Task Force

Common Myths & Misconceptions about Domestic Violence

Myth 1: Domestic violence is a private matter.

- Domestic violence is a crime that can harm the victim as well as others living in the same household. If the issue is kept private, the abuse could continue.

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

- 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: Victims provoke their partner’s violence.

- There is no excuse for resorting to abuse in a relationship. Responding in a violent way is never an acceptable response to a situation.

Information courtesy of UH Mānoa PAU Violence

UH Mānoa Office of Title IX

Title IX is a landmark federal civil rights law that prohibits sex discrimination in education. Members of the University of Hawai‘i at Mānoa community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members

of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

When an allegation of misconduct is brought to an appropriate administrator’s attention, Supportive Measures may be implemented when appropriate 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 Executive Director for the Office of Equity Assurance. Any questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sex discrimination or harassment may do so by reporting the concern to the university’s Title IX Coordinator.

UH Mānoa Office of Title IX

Hawai‘i Hall 112

Phone: (808) 956-2299

Email: t9uhm@hawaii.edu

Web: <http://manoa.hawaii.edu/titleix/>



UH Mānoa Advocate (Mānoa Campus)

The role of the Mānoa Advocate is to provide a confidential space to assist students, faculty, and staff with information, support, and advocacy on matters relating to sexual or gender-based harassment, discrimination, sexual assault, domestic/dating violence, and stalking. The Mānoa Advocate offers direct services to victims and survivors of sex-based and/or gender-based misconduct and responds to general inquiries from students and employees regarding situations potentially involving university community members. The Mānoa Advocate's services include, but are not limited to:

- Risk assessment
- Safety planning
- Referrals to on-campus and off-campus resources
- Advocacy and support during formal and informal processes under Title IX
- Crisis and support counseling

Mānoa Advocate

Phone: (808) 956-9499

Email: manoaadv@hawaii.edu

Web: <https://manoa.hawaii.edu/manoa-advocate/>

UH Confidential Advocacy (UH System - O'ahu)

The UH Confidential Advocate provides confidential support services, crisis response, and case management to students and employees who may experience gender-based discrimination, sexual or gender-based harassment, dating and domestic violence, stalking, and sexual assault. The UH Confidential Advocate is available at all campuses on O'ahu: UH Mānoa, UH West O'ahu, Kapi'olani CC, Leeward CC (Pearl City/Pu'uloa and Wai'anae Moku), Honolulu CC, Windward CC. The UH Confidential Advocate can be reached via phone call, text message and email. To explore additional campus confidential options refer to our "Options & Resources" section on page 46.

UH Confidential Advocate

Phone: (808) 341-4952 or (808) 348-0432

Email: advocate@hawaii.edu

Web: <https://www.hawaii.edu/titleix/help/confidential/>

UHM Counseling and 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 call or 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 make arrangements to connect with students in a neutral and confidential location.

After Hours (On-Campus Residents of RISE Housing)

RISE has counselors-in-residence (CIRs) for after-hours or emergency counseling needs for their residents. Residents with non-emergency needs are encouraged to reach out to the Counseling and Student Development Center during business hours. If a student needs immediate counseling services from a CIR after hours (6:00 p.m. to 9:00 a.m.), they can contact their community ambassador (CA) for assistance at (808) 468-1711. The CA will assist in reaching out to the CIR for counseling services at that time.

After Hours (Off-Campus & East-West Center Residents)

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 and Student Development Center during their office hours.

While the CSDC does not extend after-hours or weekend/holiday hours, on-call services for students living off campus or individuals in distress are encouraged to contact the Hawai'i CARES by calling or texting 988. The Hawai'i CARES website at <https://hicares.hawaii.gov/> also provides an option to connect via chat. Hawai'i CARES handles all types of mental health crises questions and support (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

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 background. This mission helps to strengthen the multicultural and gender-sensitive aspects of the university and fosters an environment free of racism, sexism and homophobia. The Women's Center has three programs: Bridge to Hope (BTH), Student Parents at Mānoa (SP@M), and PAU (Prevention, Awareness & Understanding) Violence Program. The Women's Center offers many services to students, including:

- Crisis services, including (but not limited to): 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
- Access to a private lactation room for nursing mothers
- Free feminine hygiene products
- 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
- 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

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. Women's Center employees are trained in bystander intervention and conduct awareness events, trainings, and information sessions on a regular basis or by special request.

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 well-being in ways that are supportive, collaborative, student-centered, and strengths-based. PAU Violence provides training and education to students and employees on issues of relationship violence (including domestic violence and dating violence), sexual assault, and stalking. PAU Violence also provides referrals to students reporting sexual and relationship violence.

PAU Violence Program goals:

- 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 well-being 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

Email: uhmpau@hawaii.edu

Web: <http://manoa.hawaii.edu/pauviolence>

UH Mānoa 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 sex, gender identity/expression, 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

services. Appointments can be scheduled to discuss building networks of student support, enhance student success, maximize well-being and student involvement.

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 societal 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 current students and employees. Throughout the 2022-2023 school year, UH Mānoa offered numerous programs. A few examples of these programs are highlighted below:

- **Healthy Masculinity Train-the-Trainer (HMTI):** PAU Violence, Nā Leo Kāne, and Men Can Stop Rape hosted HMTI. Through this series, participants learned the scientific theories, strengths-based approach, and dynamic exercises that are part of the Men Can Stop Rape 23-year history and informed the current socially distant, online practices to mobilizing men and boys to prevent rape. This training featured interactive group exercises and multimedia presentations, demonstrating a social, public health approach to creating cultures free from violence through primary prevention. The HMTI equips participants with the ability to build skills for positively constructing masculinity, engaging campus and community men in bystander intervention, and promoting social norms that

foster safer communities.

- **“Gather” w/Ka’ala A Three-Part Journaling Experience:** In partnership with Nā Wahine ‘o Lapa’au, a student-led survivor group, UH Mānoa Women’s Center, and PAU Violence. Included a three-part series with Ka’ala, who is a Native Hawaiian writer and content creator. Students were brought through Ka’ala’s life-enriching guided journal called “Gather.” Discussions focused on students’ mental health and overall well-being.
- **The Stories We Share: Roads to Reconnection:** PAU Violence and Nā Leo Kāne hosted “The Stories We Share: Roads to Reconnection” in honor of Sexual Assault Awareness Month. This event brought together the men of Nā Leo Kāne to have a conversation about authentic masculinity and sexual assault prevention.
- **PAU Violence program presentations:** These presentations were conducted throughout the school year. Participating student groups include Native Hawaiian Student Services Bridge Program, Army/Air Force ROTC, New Student Orientation, Week of Welcome, and more. PAU Violence also conducted numerous training sessions and presentations for various student and employee groups.
- **Social media campaigns:** Throughout the year, social media campaigns focused on understanding domestic and dating violence, healthy relationships, sexual assault awareness, and providing information on local and campus resources.
- **Resource fairs** at various in-person campus events and Domestic Violence Awareness Month (October) and Sexual Assault Awareness Month (April) to distribute information and discuss resources with attendees. These events included various Roads to Reconnection Resource Fair and other events in the spring, and the Welcome Back Bash in the fall. In addition, PAU Violence and the Domestic Violence Action Center handed out resources to students at various home sporting events.

Online & 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”](#) takes approximately 70 minutes

to complete. This course prepares faculty and staff to cultivate and maintain a workplace culture resistant to discrimination, harassment, and retaliation. Faculty and staff will be equipped with the information and skills that promote intervention, empathy, and allyship. This course includes a section specific to requirements under Title IX and is compliant with the Jeanne Clery Act. 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 harassment, sexual assault, domestic violence, dating violence, and stalking, and provides information on relevant statutes for Hawai‘i. There are seven modules in this training:

- **Module 1: *Building Positive Workplaces:*** This section introduces the various 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 the concept of developing awareness in the context of discrimination, protected categories, and bias in the workplace. It also explores 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 supervisors 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 explores how harassment manifests in the workplace, and how the attitudes you model and expect from others can make a difference. This module also discusses 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, it 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: This supervisor-only module explores how to promote a respectful workplace culture, communicate and support 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 the tools available to respond to harm, whether potential or actual, and available remedies and penalties to hold offenders accountable. Module 4s: Leading Workplaces Resistant to Retaliation: This supervisor-only module 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: *Exploring Identity and Allyship:*** This section discusses the complexity of identity, including intersectionality, and explores skills in the principles of allyship.
- **Module 6: *Building Supportive Communities:*** This module explores the support, opportunities, and responsibilities under the Clery Act and Title IX, and prepares employees to provide supportive and effective responses when someone may have experienced sexual violence, relationship abuse or violence, or stalking.
- **Module 7: *Maintaining Positive Workplaces:*** This module provides a brief review of content covered in previous modules, and concludes the course.
- **Students:** “[Sexual Assault Prevention Online Student Training Program](#)” takes approximately 45 minutes 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 Hawai‘i 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 over-generalization — 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, Mānoa Advocate, and the UH Mānoa PAU Violence Program each offer Sex Discrimination and Gender-Based 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](#)
- [Mānoa Advocate](#)
- [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.

Bystander intervention 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.

The Three Ds of Intervention: Before, During, & 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 or the UHM Department of Public Safety to let them know of a situation of concern.
- After: Informing officials (i.e. Student Housing staff, host of event, etc.) of what happened to prevent recurrence.

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 & 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 intervention and awareness education on the dynamics of interpersonal violence. Online training is also available to students and employees. See “*Primary Prevention & Awareness Programs*” section on page 31.

The PAU Violence: Let’s Get REAL (Recognize, Empower, Act, Lead) Bystander Intervention 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:

- **Recognize** the continuum of behaviors contributing to sexual and relationship violence
- **Empower** ourselves to develop skills to be active bystanders
- **Act** to safely intervene
- **Lead** 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 and 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
- Thompson School of Social Work & Public Health 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 (2022 Only)

In 2022, PAU Violence Program Student Respondent Support Services provided assistance to any University of Hawai’i at Mānoa student who had been accused of sexual or gender-based misconduct by another student. This program is no longer offered at UH Mānoa as of 2023.

REPORTING & RESPONSE FOR VAWA OFFENSES

Procedures for Reporting Domestic Violence, Dating Violence, Sexual Assault, & 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, employees, and visitors can report any crime to DPS by calling (808) 956-6911. We recommend that students and employees program this number into their phone for quick access in case of emergency. DPS can also be contacted using any emergency call box on campus. DPS is located in the Campus Services building at 1951 East-West Road. 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 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 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 the victim's request. For more information, please see the "Procedures for Reporting a Crime" section on page 12.

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 University of Hawai'i Executive Policy EP 1.204: Sex and Gender Based Misconduct Policy) 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.

*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 "Options & Resources" section on page 46.

Responsible Employees

According to the University of Hawai'i Executive Policy EP 1.204: Sex and Gender Based Misconduct Policy, *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"* section on page 46.

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 DPS in enforcing a TRO, the complainant must provide all necessary TRO information, including a clear copy of the TRO to the 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 and university policy. Information regarding TROs can be obtained from the Office of Title IX, Mānoa Advocate, or by visiting: http://www.courts.state.hi.us/self-help/protective_orders/protective_orders.

Victim Assistance & Preservation of Evidence

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 DPS at (808) 956-6911 or through an emergency call box (ECB). Victims have the option to notify the Honolulu Police Department (HPD) by dialing 911. 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.
- Retain copies of any correspondence, including text messages, emails, call logs, social media posts/interactions, etc.

In the event that sexual assault, domestic violence, dating violence, or stalking 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.

DPS will call for an ambulance or assist the victim in making other arrangements for prompt medical attention, as appropriate. 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 campus options and resources, see the *“Options & Resources”* section on page 46.

Information About “Date Rape Drugs”

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 commonly used in sexual assault cases on college campuses. For more information, please refer to the *“Alcohol & Drug Policies”* section on page 21. If you or someone you know has been drugged and/or assaulted, go to a safe place and contact DPS or local police. 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.

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 university receives a report of sexual harassment, 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 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 EP 1.204: Sex and Gender Based Misconduct Policy 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 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 EP 1.204 and 34 CFR Part 106

* Please note that the broad term *“Sexual Harassment”* is used in this section, as defined in EP 1.204: Sex and Gender Based Misconduct Policy (also defined in the *“Glossary of Terms”* section on page 54). 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 & 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 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 Rights, Responsibilities, and Resources* brochure, which is available online. An electronic copy of this written explanation is available at <https://manoa.hawaii.edu/wp/wp-content/uploads/2017/11/TitleXBrochure.pdf>. Please visit the [UH Mānoa Office of Title IX website](#) for more 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, 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.

[University of Hawai'i Executive Policy EP 1.204: Sex and Gender Based Misconduct Policy](#) 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 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 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 [University of Hawai'i Interim Administrative Policy 1.204 – 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 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 & Procedures

The University's grievance process under [University of Hawai'i Interim Administrative Policy 1.204 – Title IX Sexual Harassment Grievance Process](#) and [Administrative Policy 1.202 – Discrimination Complaint Procedure for Students, Employees, and Applicants for Admission or Employment](#) include 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 University of Hawai'i Interim Administrative Policy 1.204 – Title IX Sexual Harassment Grievance Process section H.3.a. and b., and in Administrative Policy 1.202 – Discrimination Complaint Procedure for Students, Employees, and Applicants for Admission or Employment section C.5.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.
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
- 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.

- 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 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 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.

12. 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:
- Deny the appeal and uphold the original decision;
 - Grant the appeal and remand the case because of procedural irregularities that affected the outcome of the matter;
 - 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
 - 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:

- The nature, severity of, and circumstances surrounding the violation(s);
- The Respondent's disciplinary history;
- Previous allegations or allegations involving similar conduct;
- The need for sanctions/responsive actions to bring an end to the harassment, and/or retaliation;
- The need for sanctions/responsive actions to

prevent the future recurrence of discrimination, harassment, and/or retaliation;

- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community;
- The impact on the parties; and/or
- 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:

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

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, and TRO information
	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) 956-734 uhmpau@hawaii.edu	✓		Prevention programs
	UH Mānoa Advocate (808) 956-9499 manoadv@hawaii.edu	✓	✓	Mānoa campus resource: Confidential advocacy, safety planning, risk assessment, case referral, crisis, and support counseling
	UH System Confidential Advocacy (808) 341-4952 or (808) 348-0432 advocate@hawaii.edu	✓		UH System resource: Confidential advocacy, safety planning, risk assessment, crisis support, case management, and referral
	UHM Counseling and Student Development Center (808) 956-7927	✓		Counseling services for students
	University Health Services Mānoa (808) 956-8965	✓		General medical care and specialty care, immunizations, laboratory services, and pharmacy
	UH Mānoa Office of Student Conduct	✓	✓	Take reports, investigations, assistance with Supportive Measures, and adjudication of all non-Title IX cases involving students
	Office of Human Resources		✓	Assistance with employment concerns
	UH Employee Assistance Program		✓	Counseling services for employees
	UH Mānoa Equal Employment Opportunity & Affirmative Action (EEO/AA)		✓	Training, resources, and information regarding equal employment opportunity requirements
Law Enforcement	Honolulu Police Department 911	✓	✓	Law enforcement incident response and investigation
Local & National Resources	Sex Abuse Treatment Center Hawai'i (808) 524-7273	✓	✓	24/7 crisis intervention, referral services, and medical exams
	Domestic Violence Action Center (808) 531-3771	✓	✓	Advocacy, crisis support, safety planning, and 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, and referral services (nationwide service)

STUDENT HOUSING POLICIES & PROCEDURES

UH Mānoa Student Housing

Community Desk Coordinators (CDCs)

Community desk coordinators work at the community (front) desk in halls with operational desks. They serve as a resource for residents and provide various services to assist the residential community.

Resident Assistants (RAs)

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 Hawai'i graduate students) as space permits. 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 staff who work all hours (24/7) 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). The Hale Mānoa front desk is open 24/7.

Starting in March 2020, Lincoln Hall was used as temporary "quarantine" student housing for those who needed to self-isolate upon arrival to Hawai'i. Once quarantine was over for these residents, they were integrated into Hale Mānoa and Hale Kuahine for more permanent residence.

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. East-West Center is independently owned and operated with funding from the U.S. government, 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/>.

RISE Student Housing

At RISE, each floor has a community ambassador (CA) to assist residents with lock-outs, accessing after-hours counseling resources, and other administrative needs. Each floor also has a resident assistant (RA) that is responsible for ensuring that residents receive any other assistance needed with living at RISE. In addition, RAs may hold meetings and are responsible for ensuring that residents adhere to RISE policies and the UH Manoa Student Conduct Code.

RISE is owned by UH Foundation and managed by B.Hom Student Living. All rules, procedures, and contact information related to living at RISE are located in the lease. Residents are expected to abide by the UH Mānoa Student Conduct Code.

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 (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 haven't returned can be lifesaving.

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, 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, DPS and/or the Honolulu Police Department, will be notified immediately. The University of Hawai'i may also 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 DPS as follows:

- The person receiving the complaint will immediately dispatch a 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 well-being 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 DPS will assist them in any way necessary.
- The Vice Provost for Student Success 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**UH Mānoa Student Housing**

Students residing in on-campus housing with UH Mānoa Student Housing Services have the option to confidentially identify 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 2023-2024 school year can do so via this link: <https://forms.gle/qbphuXhToxvp1Hp57>

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 Office of Residential Life at (808) 956-8300

with any questions.

East-West Center Student Housing

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 2023-2024 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.

RISE Student Housing

For students at RISE, confidential contacts are kept on file in the management office. A resident who wishes to identify a confidential contact for the 2023-2024 school year can do so via this link: <https://docs.google.com/forms/d/e/1FAIpQLSefq2frcn3Djt95IRTyRL7fh99byGJzQCcDOAApFX8zmxbyw/viewform> This link is provided to RISE residents upon move-in.

Student Housing Contact Information

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

RISE Management Office

RISE Building
1810 University Avenue, Honolulu, HI 96822
Phone: (833) 454-1147
Email: riseuhmanoa@bhmanagement.com

CRIME STATISTICS

UH MĀNOA MAIN CAMPUS

The chart below represents all incidents reported to DPS and other CSAs during calendar years 2020, 2021, and 2022.

	2022				2021				2020			
Offense	On-Campus Property*		Public Property	Noncampus	On-Campus Property*		Public Property	Noncampus	On-Campus Property*		Public Property	Noncampus
	On-Campus Student Housing Facilities	Total On-Campus			On-Campus Student Housing Facilities	Total On-Campus			On-Campus Student Housing Facilities	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
Rape	3	4	0	0	4	4	0	0	5	5	0	0
Fondling	7	8	0	0	2	7	0	0	0	3	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
Robbery	0	2	0	0	0	0	0	0	0	2	0	0
Aggravated Assault	0	10	1	0	0	5	0	0	0	2	0	0
Burglary	2	42	0	2	1	26	0	7	2	39	0	3
Motor Vehicle Theft	0	24	2	0	0	25	3	1	0	30	0	0
Arson	4	5	0	0	0	0	0	1	0	3	0	0
ARRESTS & DISCIPLINARY REFERRALS												
Weapons Law Arrest	0	1	0	0	0	0	0	0	0	0	0	0
Weapons Law Disciplinary Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrest	0	0	0	1	0	0	0	0	0	0	0	0
Drug Law Disciplinary Referral	133	135	0	0	100	100	0	0	133	133	0	0
Liquor Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Disciplinary Referral	262	264	0	0	238	241	0	0	136	140	0	0
VAWA CRIMES												
Domestic Violence	0	1	0	0	0	1	0	0	0	0	0	0
Dating Violence	1	2	0	0	1	1	0	0	2	3	0	0
Stalking	5	13	0	0	4	5	0	0	2	3	0	0

IMPORTANT NOTES:

* "Total On-Campus" includes the crime statistics from Student Housing facilities (including all UH Mānoa Student Housing and East-West Center Housing facilities), which are a subset of the "On-Campus" category. Do not add the columns together, as "On-Campus Student Housing Facility" statistics have already been included in the "Total On-Campus" column. Please note that RISE Student Housing was not open during this reporting period, and therefore has not been included in these statistics.

Hate Crimes

There were no hate crimes reported at this campus for the years 2020, 2021, and 2022.

Unfounded Crimes

There were no unfounded crimes at this campus for the years 2020, 2021, and 2022.

JOHN A. BURNS SCHOOL OF MEDICINE & UH CANCER CENTER

The chart below represents all incidents reported to CSAs during calendar years 2020, 2021, and 2022 at the John A. Burns School of Medicine (JABSOM) and University of Hawai'i Cancer Center (UHCC). Although JABSOM and UHCC are located in the Kaka'ako area of Honolulu and not directly contiguous to main Mānoa campus, these locations are considered a "branch campus" of UH Mānoa, and administrators within these facilities report to the UH Office of the President.

Offense	2022				2021				2020			
	On-Campus Property*		Public Property	Noncampus	On-Campus Property*		Public Property	Noncampus	On-Campus Property*		Public Property	Noncampus
	On-Campus Student Housing Facilities	Total On-Campus			On-Campus Student Housing Facilities	Total On-Campus			On-Campus Student Housing Facilities	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
Rape	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
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
Robbery	NA	0	0	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	0	0	0
Motor Vehicle Theft	NA	0	0	0	NA	0	0	0	NA	1	0	0
Arson	NA	0	0	0	NA	0	0	0	NA	1	0	0
ARRESTS & DISCIPLINARY REFERRALS												
Weapons Law Arrest	NA	0	0	0	NA	0	0	0	NA	0	0	0
Weapons Law Disciplinary Referral	NA	0	0	0	NA	0	0	0	NA	0	0	0
Drug Law Arrest	NA	0	0	0	NA	0	0	0	NA	0	0	0
Drug Law Disciplinary Referral	NA	0	0	0	NA	0	0	0	NA	0	0	0
Liquor Law Arrest	NA	0	0	0	NA	0	0	0	NA	0	0	0
Liquor Law Disciplinary Referral	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	1	0	0

IMPORTANT NOTES:

*On-Campus Student Housing Facilities: John A. Burns School of Medicine and UH Cancer Center do not have any on-campus student housing facilities.

Hate Crimes

There were no hate crimes reported at this campus for the years 2020, 2021, and 2022.

Unfounded Crimes

There were no unfounded crimes at this campus for the years 2020, 2021, and 2022.

Daily Crime Log

DPS maintains a daily crime log of all incidents reported to their office. This includes all reported crimes that occur on campus, in noncampus 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 DPS offices at the address below between 8:00 a.m. and 2:00 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: <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:

- **DPS incident reports:** Includes any crimes reported directly to DPS, and documented with an incident report.
- **UHM Departments and campus security authorities (CSAs) for main Mānoa and Kaka'ako campus:** UH Athletics, Mānoa Advocate, UH System Confidential Advocate, Mānoa Student Housing, East-West Center Student Housing, Office of Student Conduct, Office of Title IX, and all other designated campus security authorities. The UHM Clery Coordinator conducts outreach to these CSAs on an ongoing basis throughout the year, and via an annual survey. See "*Campus Security Authorities*" section on page 14 for more information.
- **Noncampus property:** Sources include Hawai'i Institute of Marine Biology (HIMB) – remote vessels, College of Tropical Agriculture and Human Resources (CTAHR), Waikiki Aquarium/Marine Science, Institute for Astronomy, School of Ocean, Earth Sciences, and Technology

(SOEST), Lyon Arboretum, and off-campus trips to UHM-organized study abroad or student travel locations. Many of these properties 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 noncampus property. Noncampus property also includes hotel stays when UH Mānoa has ownership or control over a space during school-sponsored student travel. DPS solicits statistics from law enforcement agencies with jurisdiction over our various qualifying noncampus hotels, during the dates of each hotel stay, for any student athletics, study abroad, or other school-sponsored educational trip.

- **Law enforcement agencies:** Statistics were requested from Honolulu Police Department, Maui Police Department, Kauai Police Department, State of Hawai'i Public Safety Department - Sheriff Division, and Hawai'i Police Department. Some agencies reported back with no statistics, and some statistics reported to 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 and UH departments. 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, and the law enforcement agencies within the jurisdiction of noncampus property and/or 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 ASFSR information to the U.S. Department of Education (ED), and these statistics become available through both the ED website and 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 *ASF SR*, a web link to the *ASF SR* on the 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

For specific University of Hawai'i policy information and definitions regarding sexual assault, domestic violence, dating violence, stalking, and consent, please view the full [University of Hawai'i Executive Policy 1.204 – Sex and Gender Based Misconduct Policy](#) and [University of Hawai'i Administrative Policy 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>

© 2023 University of Hawai'i http://manoa.hawaii.edu/dps/PDFs/annual_report_current.pdf

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 Hawai'i Revised Statutes (where noted).

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

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

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

Burglary: the unlawful entry of a structure to

commit a felony or a theft.

Consent: According to the [University of Hawai'i Executive Policy \(EP\) 1.204 – Sex and Gender Based Misconduct Policy](#), 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 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.

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

Hawai’i Revised Statutes § 709-906

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

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

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

Hawai’i Civil Law: Hawai’i Revised Statutes § 586-1

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

“Domestic abuse” means: (1) Physical harm, bodily injury, assault, or the threat of imminent physical harm, bodily injury, or assault, extreme psychological abuse or malicious property damage between family or household members; or (2) Any act which would constitute an offense under section 709-906, or under part V or VI of chapter 707 committed against a minor family or household member by an adult family or household member. “Extreme psychological abuse” means an intentional or knowing course of conduct directed at an individual that seriously alarms or disturbs consistently or continually bothers the individual, and that serves no legitimate purpose; provided that such course of conduct would cause a reasonable person to suffer extreme emotional distress.

“Family or household member”: (1) Means spouses

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

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

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

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

Fondling: Touching of the private body parts of another person for the purpose of sexual gratification, 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.

Hawaii 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.

Hawaii 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.

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

Hawaii 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 Hawai'i; or
- (v) As a law enforcement officer as defined in section [710-1000],

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

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

Paragraphs (b), (c), (d), and (e) shall not be construed to prohibit practitioners licensed under chapter 453 or 455 from performing any act within their respective practices; provided further that paragraph (e)(v) shall not be construed to prohibit

a law enforcement officer from performing a lawful search pursuant to a warrant or an exception to the warrant clause.

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

Hawai'i Revised Statutes § 707-733

707-733 Sexual assault in the fourth degree.

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

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

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

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

Hawai'i Revised Statutes § 707-733.6

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

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

- (a) Either resides in the same home with a minor under the age of fourteen years or has recurring access to the minor; and
- (b) Engages in three or more acts of sexual penetration or sexual contact with the minor over a period of time, while the minor is under the age

of fourteen years.

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

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

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

Sexual Harassment: According to [University of Hawai'i Executive Policy EP 1.204 – Interim Policy on Title IX Sexual Harassment](#) (eff. Feb 1, 2023), Title IX Sexual Harassment is defined as conduct *on the basis of sex* that satisfies one or more of the following:

- **Quid Pro Quo:** Title IX Quid Pro Quo is when an employee of the University of Hawai'i conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.
- **Unwelcome Conduct:** Title IX Unwelcome Conduct means 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 (Rape, Fondling, Statutory Rape, and Incest), Domestic Violence, Dating Violence, and Sex/gender-based Stalking. Definitions for each of these terms are included within this glossary.

Sexual Harassment can also be defined in EP 1.204 as:

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that is sexual in nature when:

- a. Submission to or rejection of the conduct is either an explicit or implicit term or condition of an individual's employment, education, or participation in a University program, activity, or service;

- b. Submission to or rejection of the conduct by an individual is used as a basis in decisions affecting that individual's employment, education, or participation in a University program, activity, or service; and/or
- c. When such conduct is unwelcome to the person to whom it is directed or to others directly aware of it, and when such conduct is:
 - i. Severe, persistent, or pervasive; and
 - ii. Has the purpose or effect of either:
 - (1) Unreasonably interfering with the student's academic performance or the employee's work performance, or
 - (2) Creating an intimidating, hostile, or offensive work or educational environment.

The conduct must be both objectively and subjectively perceived as offensive. That is, the Complainant must view the conduct as offensive, and a reasonable person must also view the conduct as offensive. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the reporting party (e.g., age, sex, race, religion). Petty slights, annoyances, and isolated incidents (unless sufficiently serious) will typically not rise to the level of Sexual Harassment.

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

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

- *Course of conduct:* Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable person:* A reasonable person under similar circumstances and with similar identities to the victim.

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

Hawaii 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 non-consensual contact upon the other person on more than one occasion without legitimate purpose.

(3) For purposes of this section, "non-consensual 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. Non-consensual 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.

Hawaii 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: [Non-forcible] sexual intercourse with a person who is under the statutory age of consent (age of consent in Hawai'i is 16; 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.

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2023 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 Hawai'i at Mānoa administered housing units of current or prospective students and employees be reported on and readily available for viewing by any interested party.

Overview

In August of 2008, the Higher Education Opportunity Act was enacted and became a law (Public Law 110-315) which requires all Title IV eligible institutions that participate in any Title IV program and that maintain on-campus student housing facilities to publish an annual fire safety report, maintain a fire log, and report fire statistics to the Secretary of Education. The 2023 report covers current policies, and the data covers calendar year 2022.

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

The University of Hawai'i at Mānoa 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.

At RISE, the B.Hom Student Living general manager works with the maintenance supervisor and UH Foundation (building owner) to provide information and ensure compliance with fire safety and building codes. RISE management is responsible for building inspections and fire drills in the building.

The *Annual Fire Safety Report* is written and compiled by the UH Mānoa Clery Coordinator (UH Mānoa Department of Public Safety), in partnership with UH Mānoa Student Housing Services, UH Mānoa Campus Operations and Facilities (COPF), East-West Center, and RISE management.

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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

- [Departmental Health and Safety Guide](#)
- [UH Mānoa Student Housing Services Community Standards](#)
- [East-West Center Housing Information](#)

Safety Policies for Student Housing Facilities

1. Appliances:
 - a. Use of cooking appliances such as air fryers, Instapots, electric grills, coffee makers, and toasters/toaster ovens 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. When such appliances are used, they must be plugged directly into a wall outlet and then immediately disconnected after use.
 - b. Personal appliances such as irons and hair dryers must be used for their intended purpose and never left on and unattended. When in use, they must be plugged directly into a wall outlet and then immediately disconnected after use.
 - 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 Hale Wainani apartment complex, 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, a maximum of two refrigerators

can be placed in the common area (entryway). For the Hale Wainani apartment complex, no refrigerators are allowed in the common areas, except for the refrigerator in the kitchen that is provided by Student Housing Services. At RISE, refrigerators are located in common area kitchens.

- e. Air conditioners are prohibited. If an air conditioner is required due to a verifiable health-related condition, residents must notify the Student Housing Services Office, provide supporting medical documentation and otherwise complete the approval process. Officially approved air conditioner units must be installed by the Student Housing Services staff. The presence of an unapproved air conditioner will result in the resident(s) being charged for the presence of and for the duration of the presence of the unapproved unit. Refer to the [Administrative and Damage Fee Sheet](#) for information. At RISE, each room has an air conditioner.
 - f. 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:
(See "Definition of Terms" section on page 65 for use of "Arson" and "Fire" in this section.)
- a. Activating false fire alarms or other false reporting of emergencies is prohibited.
 - b. No person shall knowingly maintain a fire hazard.
 - c. Tampering with or impeding the operation of fire or safety equipment is prohibited. This includes hanging anything on or covering smoke detectors and sprinkler systems, impeding visual sight or audio of fire alarm systems, 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. At RISE, it is the resident's responsibility to test any smoke detectors or carbon monoxide detectors in their unit on a regular basis and replace batteries as needed. Residents must immediately report smoke detector and carbon monoxide detector malfunctions to management.
 - d. Fire Evacuation: All persons 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. Doors, exits, and access areas must not be blocked, and egress from any location within the buildings must not be impeded at any time.
 - e. Extension cords are not permitted for use in residence hall and apartment facilities.
 - f. 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).
 - g. Temporary Lighting: Temporary light installations, such as string/strip lights or decorative holiday lighting (even battery operated), are not permitted.
 - h. Use of any incendiary device, such as candles, incense, or any device that utilizes an open flame is prohibited.
 - i. Storage of any flammable liquid, chemical, motor vehicle batteries or acid, or other dangerous substances are prohibited. In addition, the RISE lease states that flammable or combustible liquids and fuels shall not be used or stored (including stock for sale) in dwelling units, near exits, stairways, breezeways, or areas normally used for the ingress and egress of people. This includes motorcycles and any apparatus or engine using flammable or combustible liquid as fuel.
 - j. Halogen lights/halogen lamps and lava lamps are prohibited.
 - k. Barbecue Grills: Residents must barbecue within the designated barbecue areas only. See the Community Desk for reservations and instructions concerning community barbecue grills. At RISE, cooking on balconies or outdoors is prohibited. Smokers, BBQs, and grills are not allowed anywhere on the property.
 - l. No person shall block or obstruct any exit, aisle, passageway, hallway or stairway leading to or from any structure.

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 three 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. Room/suite/apartment doors must be closed securely whenever the resident(s) is not in the space.
 - 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. Residents of RISE can refer to their lease for fees associated with lock-outs. UH Mānoa Student Housing residents can refer to the [Administrative and Damage Fee Sheet](#).
 - e. If a resident student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, please notify Department of Public Safety at 808-956-6911. See “*Student Housing Missing Student(s) Procedure*” section on page 48.
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 (Hawaii Revised Statutes 328J, effective January 1, 2016 and SB134 CD1, effective July 2018).
 - a. University of Hawaii campuses are tobacco free. The use of any form of tobacco products are prohibited on university property, including all student housing units and common areas. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, chewing tobacco and electronic smoking devices.
 - b. Residents and/or guests under 21 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 21 years of age.

Fire Evacuation Procedures

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 [Departmental Health and Safety Guide](#).

Fire Safety Education & 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. Due to the COVID-19 campus closure, this event was not held for two years, but it is expected to return in Fall 2023.

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 is used for delivering fire safety information and evacuation instructions each semester.

RISE management provides its residents with fire safety information upon move-in, including fire safety tips and information about where to find evacuation maps in the building. Evacuation maps are posted at all exits, stairwells, and elevators, and include the locations of fire extinguishers and recommended evacuation routes. To review the welcome packet, please contact RISE management.

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 residence director (RD) so arrangements can be made to provide assistance.

FIRE DRILLS

Unannounced fire drills are held at each of UH Mānoa's residence halls annually. Fire drills include the activation of the building's alarm, evacuation of the building by students and staff, and meeting at the residence hall's predetermined location for accountability. Students are allowed to return once the "all clear" is given. 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. RISE conducts one unannounced fire drill per semester.

FIRE SAFETY SYSTEMS

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

	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
	Hale Aloha Lehua 2571 Dole Street, Honolulu HI	YES	YES	YES	YES	YES	YES
	Hale Aloha Mokihana 2583 Dole Street, Honolulu HI	YES	YES	YES	YES	YES	YES
	Hale Aloha Lokelani 2579 Dole Street, Honolulu HI	YES	YES	YES	YES	YES	YES
	Hale Aloha Ilima 2575 Dole Street, Honolulu HI	YES	YES	YES	YES	YES	YES
	Frear Hall 2569 Dole Street, Honolulu HI	YES	YES	YES	YES	YES	YES
	Hale Anuenue 2741 Varsity Place, Honolulu HI	YES	YES	YES	YES	YES	YES
	Hale Laulima 1837 East-West Road, Honolulu HI	YES	YES	YES	YES	YES	YES
	Hale Kahawai 1825 East-West Road, Honolulu HI	YES	YES	YES	YES	YES	YES
	Hale Noelani A, B, C, D, E 2585 Dole Street, Honolulu HI	YES	YES	YES	YES	YES	YES
	Hale Wainani F, G, H, I 2591 Dole Street, Honolulu HI	YES	YES	YES	YES	YES	YES
	Johnson Hall A & B 2555 Dole Street, Honolulu HI	YES	YES	YES	YES	YES	YES
	Gateway House 2563 Dole Street, Honolulu HI	YES	YES	YES	YES	YES	YES
	Hale Mānoa 1711 East-West Road, Honolulu HI	YES	YES	YES	YES	YES	YES
	Hale Kuahine 1811 East-West Road, Honolulu HI	YES	YES	YES	YES	YES	YES
	Lincoln Hall (see note pg. 69-71) 1821 East-West Road, Honolulu HI	YES	YES	YES	YES	YES	YES
	RISE Building (starting August 2023) 1810 University Avenue, Honolulu HI	YES	YES	YES	YES	YES	YES

Fire extinguishers are located on each floor and near every exit of student housing facilities. In East-West Center housing, each room has an emergency evacuation map and placard. Some rooms in UH Mānoa Student Housing also have them, but many do not. RISE evacuation maps are located near exits, stairwells, and elevators. Fire alarms are monitored 24 hours a day, seven days a week in all student housing facilities. Alarms in UH Mānoa Student Housing are monitored by DPS and the UHM Fire Safety Office (Campus Operations & Facilities). East-West Center fire alarms are monitored by East-West Center staff. At RISE, fire alarms are monitored by RISE management. Any active fire alarm at RISE will notify the Honolulu Fire Department.

FUTURE FIRE SAFETY SYSTEM IMPROVEMENTS

East-West Center, UH Mānoa Student Housing Services, and RISE management each maintain a list of buildings system upgrades. There are none for this reporting period.

STATISTICS

UH Mānoa must report statistics for each campus student housing facility for the three (3) most recent calendar years. Please note: the RISE facility is brand new and opened in August 2023, so there are no statistics for reporting periods prior to 2023 for this facility. Therefore, RISE is omitted from these lists.

This report includes the number of fires, cause of each fire, number of injuries, number of deaths, and value of property damage for each fire reported in on-campus student housing facilities for reporting years 2020, 2021, and 2022.

2020								
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	4/9/20	4/9/20; 5:08 AM	0	0	0	Unintentional; cooking fire in oven	20M-00266
	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
	Lincoln Hall*	0	0	0	0	0	0	0

*Lincoln Hall has not historically been used for East-West Center student housing. However, starting on March 15, 2020, Lincoln Hall was used as temporary COVID-19 “quarantine” student housing for those who needed to self-isolate upon arrival to Hawai‘i. Once quarantine was over for these residents, they were integrated into Hale Mānoa and Hale Kuahine for more permanent residence. For purposes of accurate reporting, Lincoln Hall will be included in our “Fire Safety Report” until it is no longer used as student housing.

2023 UNIVERSITY OF HAWAII AT MĀNOA ANNUAL SECURITY & FIRE SAFETY REPORT

2021								
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	6/6/21	6/6/21; 18:37	NA	NA	\$5,020	Unintentional; accidentally turned on burner while items were on stovetop	21M-00274
	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	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
	Lincoln Hall*	8/11/21	8/11/21; 06:53	NA	NA	\$5,730	Unintentional; short circuit in electrical room	21M-00352

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2023 UNIVERSITY OF HAWAII AT MĀNOA ANNUAL SECURITY & FIRE SAFETY REPORT

2022								
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	1/23/22	1/23/22; 23:26	NA	NA	\$29,400	Unintentional; unattended candle	22M-00040
	Hale Aloha Lokelani	0	0	0	0	0	0	0
	Hale Aloha Ilima	0	0	0	0	0	0	0
	Hale Aloha Mokihana	3/29/22	3/29/22; 00:04	NA	NA	\$0	Intentional; student attempt to burn phallic shape into ceiling tile	Student Housing IR# 2022022901
		9/21/22	9/21/22; 22:43	NA	NA	\$0	Intentional; unsure of origin, but restroom trash can had active glowing embers	22M-00583
		9/22/22	9/22/22; 18:15	NA	NA	\$0	Intentional; rolls of burned toilet paper found	Student Housing IR# 2022057601
	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	11/20/22	11/20/22; 11:31	NA	NA	\$0	Intentional; resident clogged vacuum and tried to set the item on fire to unclog it	Student Housing IR# 2022089101
	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
	Lincoln Hall*	0	0	0	0	0	0	0

*Lincoln Hall has not historically been used for East-West Center student housing. However, starting on March 15, 2020, Lincoln Hall was used as temporary COVID-19 “quarantine” student housing for those who needed to self-isolate upon arrival to Hawai‘i. Once quarantine was over for these residents, they were integrated into Hale Mānoa and Hale Kuahine for more permanent residence. For purposes of accurate reporting, Lincoln Hall will be included in our “Fire Safety Report” until it is no longer used as student housing.

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:

Blake Araki

Director
UH Mānoa Campus Operations and Facilities
(808) 956-2803

Sherrie Morinaka

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

Kris Thompson

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

Alexis Linarte

General Manager
RISE Student Housing
Direct (Cell): (808) 271-1149
Office: (833) 454-1147

Sarah Rice

Clery Coordinator
UH Mānoa Department of Public Safety
(808) 956-5886

ANNUAL FIRE SAFETY REPORT REQUIREMENTS

The *Annual Fire Safety Report* must be distributed to current students and employees via direct mail, email, campus mail, or a combination of these methods. The report must include a statement of the report's availability, a description of its contents, the exact URL of the report, and the opportunity to request a paper copy. The "Annual Fire Safety Report" may be combined with the "Annual Security Report" as long as the title accurately reflects that both reports are included. Institutions must also notify students and employees when the "Annual Fire Safety Report" is available for viewing.

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.

FIRE LOG INFORMATION

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 (on the UH Mānoa main campus). The most current 60 days of information is available for public inspection at DPS offices at the address below between 8:00 a.m. and 2:00 p.m., Monday through Friday. Requests for logs older than 60 days must be made in writing (mail or e-mail), 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>