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**Polices and Programs**

*Updated September 30, 2021.*

**Policy for Preparing the Annual Security and Fire Safety Report and Disclosure of Crime Statistics**

The University of Hawai‘i at Hilo (UH Hilo) is dedicated to providing a safe and secure campus environment for all students, faculty, staff and visitors. The information in this report has been prepared to ensure that UH Hilo is in compliance with the federal guidelines under the Crime Awareness and Campus Security Act of 1990 (renamed Clery Act in 1998), the Higher Education Opportunity Act of 2008, the Campus Sexual Violence Elimination Act amendment of 2013, and in accordance with the 2016 Department of Education Campus Safety and Security Reporting Handbook. This report includes crime statistics for the previous three years that occurred on campus and on public property adjacent to and accessible from the campus.

Information for obtaining a copy of the Annual Security and Fire Safety Report is made available to all students, faculty and staff by email with a link to the Annual Security and Fire Safety Report by September 30th each year. A link to the Annual Security and Fire Safety Report is listed in the online enrollment application and employment application for prospective students and employees, respectively. The report is readily accessible 24 hours a day at the Security Office in the University Classroom Building (Building 301), Room 151 and is also available on the UH Hilo Security website.

**Campus Security (Jurisdiction, Enforcement, Arrest Powers)**

The mission of the University of Hawai‘i at Hilo Security department is to provide a safe campus that is conducive to a teaching, learning and working environment by providing quality service and a secure campus for all students and the UH Hilo community.

The UH Hilo does not employ commissioned police officers; however, it does maintain an inhouse security department, whose state certified security officers patrol the main campus and several off-site locations. Security officers patrol our campuses 24 hours a day, 7 days a week, 365 days a year. Along with routine patrol duties and traffic enforcement, other services include conducting investigations, responding to emergencies and alarms, making emergency notifications, and securing rooms and buildings. Routine facility and landscaping assessments are made to minimize hazardous conditions. Exterior lighting, doors, and shrubbery are checked for unsafe conditions and reported to the maintenance department, where repairs are given top priority. Upon request, Campus Security conducts presentations in crime prevention and campus security procedures.

The UH Hilo Security Department enforces the University of Hawai‘i System policies and regulations, as well as UH Hilo Rules and Standard Administrative Procedures. The local law enforcement agency is the sole law enforcement authority at each location. Refer to Contact Information for local law enforcement agency contact information and address. Each law enforcement agency is ready to assist 24 hours a day, every day of the year. Each law enforcement agency reports statistics to the Clery Compliance Officer. Local law enforcement agencies employ commissioned police officers and may respond to all criminal activity on the campus for which they have authority. Local law enforcement agencies have full arrest powers on the Hilo campus and are authorized to carry firearms. UH Hilo security officers conduct preventive patrol throughout the buildings.

UH Hilo security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at each campus. The security officers have the authority to issue parking tickets; however, they do not possess arrest power. Criminal incidents are referred to the local law enforcement agency that has jurisdiction on the respective campus. UH Hilo security office maintains a highly professional working relationship with each local law enforcement agency. All crime victims and witnesses are strongly encouraged to immediately report the crime to the UH Hilo security office and the local law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

The University of Hawai‘i at Hilo has developed its own streamlined incident reporting process for compiling data for the public daily crime log, information dissemination, and communication of security and safety issues, including timely warnings.

**Emergency Contacts**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police, Fire, Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>Campus Security (on-campus)</td>
<td>ext. 7911</td>
</tr>
<tr>
<td>Campus Security (off-campus)</td>
<td>(808) 974-7911</td>
</tr>
<tr>
<td>Director of Campus Security</td>
<td>(808) 932-7644 or (808) 561-3809</td>
</tr>
<tr>
<td>Chancellor</td>
<td>(808) 932-7344</td>
</tr>
<tr>
<td>Vice Chancellor of Administrative Affairs</td>
<td>(808) 932-7650</td>
</tr>
<tr>
<td>Vice Chancellor of Academic Affairs</td>
<td>(808) 932-7332</td>
</tr>
<tr>
<td>Vice Chancellor of Student Affairs</td>
<td>(808) 932-7445</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>(808) 932-7641</td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>(808) 692-7638</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>(808) 932-7009</td>
</tr>
<tr>
<td>UH Hilo Student Medical Services</td>
<td>(808) 932-7369</td>
</tr>
<tr>
<td>UH Hilo Counseling Services</td>
<td>(808) 932-7465</td>
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<tr>
<td>UH Hilo Disability Services</td>
<td>(808) 932-7623</td>
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<tr>
<td>Suicide &amp; Crisis Line</td>
<td>(808) 832-3100</td>
</tr>
<tr>
<td>Help Line (for referrals)</td>
<td>211 or 275-2000 (Ask-2000)</td>
</tr>
<tr>
<td>YWCA Sexual Assault 24-hour Crisis Line</td>
<td>(808) 935-0677</td>
</tr>
<tr>
<td>Sex Abuse Treatment Center (hotline)</td>
<td>(808) 524-7273</td>
</tr>
<tr>
<td>Child Protective Services</td>
<td>(808) 832-5300</td>
</tr>
<tr>
<td>Civil Defense Agency</td>
<td>(808) 935-0031</td>
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**Pandemic/COVID-19 Response Plan**

One of the highest current risks to individuals is the emergence of an influenza pandemic – the rapid worldwide spread of influenza caused by a novel or mutated coronavirus to which people would have no immunity, resulting in more serious illness than that caused by seasonal influenza. COVID-19 is such a pandemic.

During a pandemic, governmental and non-governmental agencies will issue advice on the full range of response policies that should be adopted to achieve the objectives below, based on their understanding
of the nature of the pandemic virus and its likely impacts. The main objectives of the response to influenza pandemic (COVID-19) are to:

- Limit illness and death arising from exposure and infection.
- Provide information and minimize disruption to essential services.
- Maintain continuity as far as possible.

**Basic Coronavirus Safety Guidelines**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Outside your home: Put 6 feet of distance between yourself and people who don’t live in your household.
- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a mask in public settings and when around people who don’t live in your household, especially when other social distancing measures are difficult to maintain.
- The mask is meant to protect other people in case you are infected.
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
  - Don’t take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

For more information and resources on COVID-19 and what to do during the pandemic, please consult the University of Hawai’i COVID-19 guidelines and other relevant government agencies.

- Hawai‘i State Department of Health - Disease Outbreak Control Division
- Hawai‘i County Civil Defense – COVID-19 Resources
- Centers for Disease Control – Facts about Coronavirus
- National Pandemic Flu Information

**Note:** Please refrain from feeding any feral animals on or off campus. This can also be a catalyst to many contagious and infectious diseases.

**Interagency Relationships**

The UH Hilo has Memoranda of Understanding for the investigation of alleged criminal offenses with local law enforcement agencies and security maintains a close working relationship with each local, state and federal law enforcement agency. The Hawai‘i Police Department is the primary law enforcement agency on the Hilo campus. Due to this activity the UH Hilo currently possesses an agreement with Hawai‘i CC Security Staff that when they are present on the Hilo campus they will assist as needed.

**Monitoring of Criminal Activity at Student Organization Locations by Local Law Enforcement**

UH Hilo does not have off-campus student organizations.

**Incident Reporting**

**Crime Reporting Procedures**

The campus community (faculty, staff and students) is encouraged to report all crimes to the security department in a timely manner. Crimes should be reported to the security department to ensure inclusion in the annual crime statistics. Security officers are available 24 hours a day year-round at the Hilo campus. Crimes can be reported to the Director of Security or the security department by phone, stopping and approaching an officer on patrol or going to the security office in person.

**Blue Light Emergency Phones**

The Hilo campus maintains blue light emergency phones that provide direct communication to the security office, which can notify local law enforcement. The blue light emergency phones are tested monthly.

**Confidential Reporting**

UH Hilo is a state agency, and all attempts to keep information reported as confidential will be handled as such. However, UH Hilo must abide by the Hawai‘i Uniform Information Practices Act and disclose all information when a formal request is made. UH Hilo does not have pastoral counselors, as defined by the Clery Act. UH Hilo does have professional counselors. The recommendation for anyone in a counseling endeavor is to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

**When to Call Security**

- All emergencies including medical, fire and accidents.
- A firearm or weapon is seen in a room or on a person.
- Someone is displaying any type of unusual behavior.
- Someone states he/she wishes to hurt themselves or others.
- Suspicious persons in suspicious places.
- You or someone else is threatened with violence.
- You or someone you know is a victim of violence.
- Someone is harassing/stalking you or someone you know.
- A stranger entering your co-worker’s workspace when you know they are gone.
- A person screaming (it may indicate they need help).
- Anyone looking into car window or trying door handles.
- The sound of breaking glass or other loud noises that may indicate an accident or other crime.
- Persons loitering around the building.
- Someone forcing entry into the building, car or vending machine.
- Anytime you feel unsafe or notice something that does not appear right.

Hawai‘i Community College (Hawai‘i CC) conducts academic programs on
**Information Needed by Security**

- What happened?
- When?
- Where?
- Is anyone injured?
- Vehicle license number
- Direction of travel
- Description of persons (including clothing)
- When describing suspects, notice age, race, sex, height and weight. Compare your weight and height with the suspect. Pick out some unique characteristics that will help you identify the suspect in the future.

**Security Response**

If a crime or emergency occurs on the Hilo campus, call the security desk or local law enforcement agency.

Security officers are available 24 hours a day at the Hilo Campus. In response to a call, security officers will take the required action, dispatching an officer to file an incident report and/or asking the victim to report to the local law enforcement agency for further investigation.

Security incident reports may be forwarded to Vice Chancellors and Department Heads for review and potential action when appropriate. Security officers will investigate, or assist the local law enforcement agency if necessary, and report when it is deemed appropriate or requested by the victim. Additional information obtained via the investigation will also be forwarded to the appropriate administrators.

**Emergency Response & Evacuation Testing Procedures**

An evacuation (fire) drill is coordinated by UH Hilo Student Housing Services staff in collaboration with UH Hilo Fire Safety Program each semester for all student housing facilities. Thus, the emergency response and evacuation procedures are tested at least twice each year (during fall and spring semesters). Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation.

During evacuation tests, drills may be announced or unannounced. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. At UH Hilo, evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the university an opportunity to test the operation of fire alarm system components. Evacuation drills are conducted by the UH Hilo Department of Campus Security and the Student Housing Services department to evaluate emergency plans and responses. Each test is documented, including the date, time, description of the exercise, and whether it was announced or unannounced.

**Emergency Response Guidebook**

The safety and security of the students, faculty, staff and visitors at UH Hilo is always a priority, and we should all be prepared to keep our campus safe. This information is disseminated to assist you in your ability to respond to several types of emergencies. Please familiarize yourself with the procedures in this guidebook. In the event you are faced with an emergency, it will serve as a quick reference for effective action. If there are any questions or comments regarding this guidebook, please contact: Campus Security Office at (808) 974-7911 or 7911. This emergency guidebook (PDF) was created by the UH Hilo Campus Security Department.

**Identification of Clery Act Geography**

Crime statistics disclosed in the ASR must include the Clery Act geography defined as on-campus, public property (within or immediately adjacent to the campus), and non-campus property owned or controlled by the University of Hawaiʻi at Hilo.

The list of UH Hilo properties and addresses is used to assist law enforcement agencies in reporting Clery Act crimes that occurred within the Clery Act geography. The Director of Campus Security maintains a list of all real property and addresses owned and controlled by UH Hilo and updates this list on an annual basis. The Director of Campus Security contacts the Facilities Office to obtain a list of UH Hilo owned properties and leased properties. The Facilities Office is responsible for the geographic information system (GIS) mapping of the University of Hawaiʻi at Hilo campus.

Local law enforcement agencies such as the Hawaiʻi Police Department (HPD), are provided with the list on an annual basis for purposes of providing crime statistics to the Director of Campus Security. The Director of Campus Security distributes this list to the HPD, central station. The Director of Campus Security also obtains crime statistics on an annual basis from law enforcement agencies with jurisdiction in areas where students traveled for school-sponsored, overnight trips (i.e., hotel stays, and UH Hilo controlled classrooms).

UH Hilo Campus Security maintains a map of the UH Hilo Clery Act geography. The UH Hilo property map is assessed and prepared by the UH Hilo Facilities Director on an annual basis. This map is not required by the Clery Act and is not published, but it is used internally by Campus Security to assess and classify crime locations.

The Director of Campus Security prepares the crime statistics. These crime statistics are presented in the ASR by year, geographic category (on-campus, public property, non-campus), and crime category. In addition, as required by the Clery Act, Campus Security Personnel updates the daily crime log on a weekly basis to include the required Clery Act elements such as the general location of the crime.

**Notification About an Immediate Threat**

In the event of an immediate threat, UH Hilo Campus Security, the Office of Administrative Affairs, and UH Hilo Public Relations staff receive information from various offices/departments on campus, such as the Office of Environmental Health and Safety (EHSO), or from the County of Hawaiʻi Department of Emergency Management and/or the State of Hawaiʻi Civil Defense Agency.

If UH Hilo Administration or Campus Security 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 UH Hilo community, Campus Security, Administration, and Public Relations offices will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the UH Hilo community or, if the threat is limited to a particular building or
segment of the population, to the appropriate segment of the community. Notifications are issued immediately, accounting for the safety of the community, unless issuing a notification will, in the judgment of the first responders (including, but not limited to UH Hilo Campus Security, HPD, and/or HFD and EMS), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency Alerts & Timely Warnings

In the event of a serious incident that poses an immediate threat to members of the UH Hilo community, the university has various systems in place for communicating information quickly. Some or all of the following communication methods may be activated: social media, network emails, written bulletins, emergency notification units, and text messages. Students, faculty and staff with a UH username and password can sign up for the text message UH Alert service on the UH Alert website. Community members who do not have a UH username or password can receive emergency alerts and updates through our social networking pages, the UH Hilo website, and the Emergency Notification Units spread throughout the Campus.

Students, faculty, staff, and visitors are encouraged to notify Campus Security 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. Campus Security 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, UH Hilo Campus Security has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, a federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

Remember, Campus Safety begins with you, so “If You See Something, Say Something.”

Students, faculty, and staff are encouraged to report any strange activities or crimes that occur on campus, by calling Campus Security directly at (808) 974-7911. The university will withhold as confidential the names of victims in all emergency alerts and timely warnings.

UH Alert

In accordance with the Higher Education Opportunity Act (HEOA), the University of Hawai‘i at Hilo will endeavor to immediately notify the campus community upon confirmation of a significant or dangerous situation on campus. The university has implemented a comprehensive communications system, UH Alert, to provide prompt warning notifications and alerts of emergencies to the campus community using a variety of methods, including: email notices, written bulletins, university website and social media postings, Emergency Notification Units, and direct communication through staff members. UH Hilo Campus Security can initiate some or all of the notification systems to inform the campus community of emergencies or dangerous situations that have occurred which necessitate caution, evacuation, or other action on the part of students, employees, and campus visitors. Upon confirmation of an immediate threat to the health or safety of students or employees occurring on campus, University officials will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the system(s) unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency. When the emergency is declared over, and the situation returned to normal, an announcement using the same dissemination methods listed above will be used to declare the “all-clear.” Depending on the nature of the situation, the media will be used to notify the local community. Student Housing Services maintains a parent organization to notify parents of emergency situations and all-clear notices.

Timely Warning

To keep the community informed of security issues, “timely warning” bulletins are issued. A warning may be issued when there is an occurrence of a “Clery” reportable crime or any other crime considered by the institution to represent a threat to students or employees. Typically, a timely warning is issued when a situation poses a threat to students, but it is not an emergency requiring immediate action. This warning may be distributed to the campus community using some or all of the following methods of communication: email notices, written bulletins, and social media postings.

Circumstances for which a timely warning will be issued include, but are not limited to, the receipt of a good faith report to the security office or other campus security authorities of a crime reportable under the Clery Act that poses continuing threat to the campus community. The Vice Chancellor of Administrative Affairs and the Director of Security are responsible for determining if a timely warning will be issued. The determination will be made on a case-by-case basis after due consideration of all available facts of the crime, such as the nature of the crime and whether a continuing danger to the campus community exists.

Timely warnings will be issued through the UH Hilo email system to the students, faculty and staff of the respective campus. Timely warnings will contain sufficient information about the nature of an identified threat to assist members of the campus in taking appropriate action to protect themselves or their property. The timely warning will generally include:

- Date and time of the incident;
- A brief description of the incident;
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips);
- Suspect description(s) when deemed appropriate and if there is sufficient detail;
- Local law enforcement and UH Hilo security contact information;
- Other information as deemed appropriate by the Clery Compliance Officer or designee.

It is important to note that in some cases, security may need to withhold some facts if releasing the information would compromise an ongoing investigation or the identity of the victim.

Crime Log

A daily crime log is at the security desk at the Hilo Campus 24 hours a day and online. The information in the daily crime log includes the case number, classification, date reported, date occurred, time occurred, general location and disposition of each reported crime.

Creating, maintaining, and monitoring the daily crime log

The Director of Campus Security is responsible for creating, maintaining, and monitoring the daily crime log. The daily crime log records all
criminal incidents and alleged criminal incidents that are reported to the Campus Security Department.

The log is prepared by Campus Security Personnel using a spreadsheet and a manual copy is printed with the most current 60 days of information, and is kept in a binder for public inspection. The Campus Security Staff updates the crime log on a weekly basis. The Director of Campus Security reviews all Security Incident Reports and CSA reports, and adds the information into the crime log within two business days of receipt. The Director of Campus Security requests law enforcement agencies to submit crime statistics when available. Crime statistics from law enforcement agencies are also entered in the crime log within two business days of receipt.

Crimes are recorded in the crime log by the date they are reported. Each entry is assigned a reference case number based on the source and year (i.e., CSA-2020) and includes the required crime log elements (nature of the crime, date reported, date and time occurred, general location, disposition). The Director of Campus Security reviews the crime log and reconciles to the Security Incident Report number. CSA reports, and law enforcement statistics are added as they are reported. In the event that the Campus Security Director is absent, the Shift Supervisor will be responsible to enter information in the crime log. Clery crimes recorded in the crime log are also entered in the Incident Report file. The Incident Report file is used to gather statistics that are required for inclusion in the ASR and the annual web-based data collection survey. In addition, the crime log for the most recent 60 days of information is available for public inspection at the Campus Security Office between 8:00 a.m. and 4:00 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.

Collecting, classifying and counting crime statistics

The University of Hawai‘i at Hilo's Campus Security Department and Director of Campus Security are responsible for collecting, classifying, and counting crime statistics. Crime statistics are gathered and entered into a spreadsheet by the Director of Campus Security. The spreadsheet is used for collecting and compiling statistics used in the Annual Security Report (ASR) and statistics submitted to the U.S. Department of Education through an annual web-based data collection survey. An Incident Report is the formal documentation of an incident prepared by Security personnel on a daily basis. Crimes can be reported to Campus Security, Campus Security Authorities (CSA's), and personnel from local law enforcement agencies (i.e., Hawai‘i Police Department). Information used to prepare the crime statistics consist of Security Incident Reports, CSA reports, and law enforcement agency crime statistics.

Students, employees, and visitors can report all crimes, emergencies and public safety related incidents to Campus Security by phone, by using an Emergency Call Box (ECB) or the UH Hilo website. Once the personnel submit the SID Security Incident Report to their shift supervisor, the (USO II will review and approve the report. If edits are required, Shift Supervisor will send the report back to the Security Officer for correction before the report is approved. Security personnel must correct errors on their next working day. A read-only access of these records is given to the Director of Campus Security for purposes of counting and classifying crime statistics, and is also responsible for final review of all Security Incident and Clery Reports. A Clery Act guide book is provided to Campus Security personnel to ensure accurate recording and classification of Clery Act crimes.

Campus Security personnel are available 24 hours a day, 7 days a week to respond to crimes on campus. Security Officers will take the required action by dispatching a security officer to the victim’s location or by asking the victim to meet at the Security Office to file an Incident Report.

The Director of Campus Security receives CSA reports as the incidents are reported CSA's (i.e., Title IX, Human Resources, advocates, and other designated officials) must immediately notify the Director of Campus Security regarding any Clery Act crime that has been reported to them. CSA's can complete and submit the form to the Campus Security Office via the UH Hilo website, email, mail, or in person. CSAs such as the Office of Title IX generate crime reports from their software and provide the report information to the Director of Campus Security.

CSAs are provided with Clery Act Handouts and PowerPoints to assist them with understanding the roles and responsibilities of a CSA. The Clery Coordinator also sends an annual email reminder to all CSAs to collect any crime statistics from the prior calendar year and to ensure that all Clery crime reports have been received and evaluated for inclusion in the ASR. The Clery Coordinator (DOS) then reconciles responses with all Clery reports received during the prior calendar year. The Clery Coordinator meets individually with any CSA or advocate when it is necessary to review reports, reconcile statistics, and ensure proper documentation of Clery reports from the prior year's statistics.

On an annual basis, the Director of Campus Security sends a letter requesting prior calendar year crime statistics from law enforcement agencies. The Director of Campus Security retains a listing of law enforcement agencies in the state of Hawai‘i and other cities (related to school-sponsored student travel). The letter contains a statistic form that the law enforcement agency can fill out. Law enforcement agencies are to complete the form and respond to the request by April 30th. Responses received via mail or e-mail are reviewed by the Director of Campus Security for inclusion in the ASR.

The Director of Campus Security utilizes a Daily Crime Log confidential spreadsheet when recording the crime statistics used in the ASR and the web-based data collection survey. The Director of Campus Security updates the Daily Crime Log on a weekly basis for any Clery reports received. The Daily Crime Log contains information such as the date the crime was reported, date and time the crime occurred, crime location, victim initials, and other pertinent information available. Each time a crime is documented in the Daily Crime Log, the Director of Campus Security reviews and reconciles data to the report or statistics provided by CSA's or law enforcement agencies. If errors are identified, the Director of Campus Security contacts the source of the report or statistics to resolve the issue.

Criminal Activity

Crime in Progress

1. Do not attempt to apprehend or interfere with a suspected criminal except in cases of self-protection.
2. If safe, get a good description of the criminal. Note size, height, weight, gender, color of skin, hair, facial hair, eyes, age, clothing, distinguishing characteristics or marks, and method and direction of travel. If there is a vehicle involved, note its license plate number, make and model, color, and outstanding characteristics.
3. In an emergency, dial 9-1-1. For UH Hilo Campus Security, use the closest Emergency Call Box (ECB) or call (808) 974-7911 for help. Inform the dispatcher of your situation, provide your name and location, and then remain where you are until contacted by a security officer.
4. If you are involved in a monetary theft, you should:
Crime Reporting Policy

Crimes and other emergencies can be reported directly to Campus Security by dialing (808) 974-7911 or extension 47911 from any phone on campus, by using an Emergency Call Box (ECB), or through the UH Hilo Campus Security App. Crimes can also be reported directly to the Hawai‘i Police Department by dialing 911. We encourage the community to report crimes immediately and accurately to Campus Security for issuing emergency alerts and timely warnings.

The Campus Security Department accepts reports of criminal activity in confidence; crimes of sexual violence may be reported by a third party and/or anonymously. The UH Hilo website has a Silent Witness and anonymous reporting option where an individual can report a crime, incident, or sexual assault anonymously. Additionally, anonymous reports can be made through the UH Hilo Title IX Office, Confidential Advocate, and UH Hilo Counseling Services.

Campus Security 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.

Campus Security Authority

“Campus Security Authority (CSA)” is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution. 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.

Examples of individuals who would not meet the criteria for being campus security authorities include

- a faculty member who does not have any responsibility for student and campus activity beyond the classroom
- clerical or cafeteria staff

Institutions are advised to reevaluate the CSA status of all employees (including student employees) on at least an annual basis and document the rationale of the determinations. Please note that, while there may be...
outside counseling agency, doctor, or anyone in a position of similar allegations only if the reporting party is a reputable source such as an reported to them in their capacity as a CSA. CSAs must report third party allegations only if the reporting party is a reputable source such as an outside counseling agency, doctor, or anyone in a position of similar responsibility.

What a CSA does

The function of a campus security authority is to report those allegations of Clery Act crimes to the official or office designated by the institution to collect crime report information, such as the campus security department or a designated CSA. CSAs are obligated by law to report to the Campus Security Office allegations of Clery Act crimes that are reported to them in their capacity as a CSA. CSAs must report third party allegations only if the reporting party is a reputable source such as an outside counseling agency, doctor, or anyone in a position of similar responsibility.

What a CSA does not do

- CSAs are not responsible for investigating any incident.
- CSAs are not responsible for reporting incidents that they overhear students talking about in a hallway conversation.
- CSAs are not responsible for reporting incidents that a classmate or student mentions during an in-class discussion.
- CSAs are not responsible for reporting incidents that a victim mentions during a reporting session, workshop, or any other form of group presentation.
- CSAs are not responsible for reporting incidents that the CSA otherwise learns about in an indirect manner.
- A campus security authority is not responsible for determining authoritatively whether a crime took place; that is the function of law enforcement personnel.
- A campus security authority should not try to apprehend the alleged perpetrator of the crime. That, too, is the responsibility of law enforcement.
- It is also not a CSA’s responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

Examples of Collecting Crime Information

- **Scenario 1:** A resident assistant (RA) who has been identified as a CSA is told by a fellow student that she has been raped and is seeking emotional and medical support. The resident assistant should forward the report to the institution’s designated official for inclusion in the statistics regardless of whether the victim chooses to file a report with law enforcement or press charges. *Note: The RA must advise the victim that the crime will be reported and that no information regarding the victim will be disclosed unless the victim provides written approval for the CSA to do so.*
- **Scenario 2:** A student mentions to her boyfriend that a number of rooms on her dorm floor were broken into during the previous night’s football game. Later that day, her boyfriend tells the athletics director (AD) what he heard. The AD asks which dorm it was and what, if anything else, the boyfriend knows about the incident. The AD should document the information and forward it to the school’s campus security department or the institution’s designated official for inclusion in the statistics per the university’s crime reporting policy.
- **Scenario 3:** Ms. Jones, Director of Student Housing, gets a call from the director of a counseling center in town. The caller wants to let the director know that four students from the school sought assistance at the center and told the center’s counselors that they had been sexually assaulted on campus and were seeking emotional support. They did not want police investigations. Even though these are third-party reports, Ms. Jones, believing the report was made in good faith, documents all of the information she was given and forwards the reports to the person or office responsible for collecting Clery Act crime reports at her institution. At UH Hilo, that is the Campus Security Office.
- **Scenario 4:** Jane, a resident advisor, is attending a “Take Back the Night” rally at her school. She attends the event as a participant and is not involved in providing any counseling services. As part of the event’s programming, a student gives a speech in which she says that she was raped on campus last year. In response to hearing the speech, three other students decide to address the crowd and disclose their own experiences being sexually assaulted. After the event, Jane returns to her room where a student from her housing facility knocks on her door and tells her that she was sexually assaulted at an on-campus party in another housing facility three months ago. *Jane should forward the report of the incident that was reported to her as she was acting in her capacity as an RA for her housing facility. Jane should not report the sexual assaults that she heard discussed at the “Take Back the Night” event.*

Exemption for Pastoral and Professional Counselors

To be exempt from disclosing reported offenses, the individual must be acting in the role of a professional counselor: one who provides mental health counseling to members of the institution’s community. State licensing requirements for professional counselors typically include completion of a minimum of 3,000 hours of post-master’s degree supervised clinical experience, performed within two years before a license is awarded. If an unlicensed counselor has completed master’s degree course work and is acting in the role of a licensed counselor under the supervision of a licensed professional in order to gain the required supervised clinical experience in a two-year period, he or she would be exempt from CSA requirements. An example is a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the institution.

- **Scenario 1:** A dean of students who has a professional counselor’s license but is employed by the institution only as a dean and not as a counselor, is **not exempt** from reporting.
- **Scenario 2:** If that same dean is employed by the institution as both a professional counselor and an academic counselor and learns of a criminal incident while engaged in academic counseling, that dean is **not exempt** from reporting the incident.
- **Scenario 3:** If your institution has an individual with dual roles, one as a professional or pastoral counselor and the other as an official who qualifies as a CSA, and the roles cannot be separated, that individual is considered a CSA and is not exempt from reporting Clery Crimes.

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 the institution 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 (i.e., a timely warning or emergency notification). Those responsibilities can usually be met without disclosing personally identifying information.

Crime Prevention and Awareness Programs

The Security Department and Student Health and Wellness Programs (SHWP) occasionally host workshops and learning events. A current list of courses being offered is available online.
As part of the crime prevention program, campus security offers security surveys for workspaces and buildings.

**Securing Campus Facilities**

The facilities of all campuses are well maintained. Students, faculty, and staff have access to all academic and administrative facilities. Access to private offices and certain other areas are restricted through the issuance of keys and or access cards. Visitors to the campus have access to those areas officially opened for study, work or related functions. Security patrols the property 24 hours a day, seven days a week at the Hilo campus.

**Security Considerations Used in Maintenance**

Security works closely with other departments to maintain a safe campus. Security personnel coordinates the repair of locks and doors that are not working properly, check the campus lighting on a regular basis and inform campus operations of all non-working lights. The campus community is encouraged to report all safety concerns to Offices of Security, Campus Operations or Environmental Health and Safety.

**Weapons/Alcohol/Drugs**

**Weapons**

The use, possession, or carrying of any kind of firearm or illegal and dangerous weapons on the property of an institution of higher education is a violation of state laws and the University of Hawaiʻi System policies and 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 UH Hilo Campus Security immediately. Violations may result in an arrest and/or suspension from UH Hilo. Since 2003, public displays of any type of “replica” firearm are illegal; this includes pellet, air, water, and toy guns.

**Drug and Alcohol Use**

The UH Hilo prohibits the illicit use, sale, attempted sale, conveyance, distribution, manufacture, cultivation, dispensation, purchase, attempted purchase, and possession of illegal drugs, intoxicants or controlled substances at any time and in any amount or in any manner. Illicit drugs include all drugs for which possession is illegal under federal or state law, including prescription drugs for which the individual does not have a valid prescription.

The purchase, consumption and possession of alcoholic beverages in facilities under the control of UH Hilo shall in all respects comply with state laws and with guidelines as defined in System Policy and Regulation. Misconduct may result in arrests and/or disciplinary action and penalties. Among the violations that could result in penalties are:

- The purchase, consumption, possession or transportation of alcoholic beverages by anyone under age 21.
- The furnishing of alcoholic beverages to anyone under age 21.
- Public Intoxication as defined by State Law

Consumption of alcoholic beverages shall be limited to the areas designated by the UH Hilo and shall be subject to all requirements of state law, local laws and UH Hilo regulations. Any use of alcoholic beverages should be in moderation. Loud or disruptive behaviors, interference with cleanliness of facilities, or drinking habits that are harmful to the health or education of an individual or those around him/her are reasons for appropriate disciplinary action by UH Hilo administration.

**Drugs**

The use, possession, consumption, sale, manufacture, or furnishing of illicit drugs and narcotics, including marijuana and drug paraphernalia, is prohibited by state law and UH Hilo regulations. Violations may result in arrest, suspension or the completion of a mandatory drug and alcohol education program.

**Substance Abuse Programs**

Substance abuse programs are held by University staff several times a year and may be attended by UH Hilo students. Student Health and Wellness Programs (SHWP) provides systems of holistic care that integrate education and prevention efforts with medical and mental health services, programs, and activities.

**University Policy on Drugs**

The University of Hawaiʻi at Hilo recognizes its duty to uphold existing State and Federal laws regarding the unlawful possession, use, and sale of marijuana, hallucinogens, and other drugs, and cannot protect any member of UH Hilo community who violates the law.

Accordingly, any person discovered on campus by College officials in illegal possession of marijuana, hallucinogens, or any of the other drugs proscribed by the penal law will be subject to sanctions up to and including expulsion from UH Hilo. In every case, the drugs found will be turned over to the proper authorities and, should the facts warrant, the person as well will be turned over to the proper authorities.

Any student arrested by civil authorities in connection with illegal possession or use of drugs will be subject to disciplinary action by UH Hilo if it is judged that his/her actions have been detrimental to the general welfare of UH Hilo community, or that his/her general mode of life has rendered him/her unfit to pursue the normal College program.

Should guests, or anyone purporting to be a guest of students or of anyone else in UH Hilo community, bring drugs on campus, UH Hilo will take immediate action by notifying the proper authorities. Since UH Hilo does not consider itself a “sanctuary” outside the law for its own students, faculty or staff, neither can it be a place of refuge for persons not a part of UH Hilo community. Loitering on campus is subject to the specifics of penal law in this regard, and UH Hilo recognizes its freedom to act within the context of this law.

**Standards of Conduct/Prohibition of Illicit Drug Use**

The use, consumption, sale, purchase, possession, manufacture or distribution of illegal drugs, drug paraphernalia, and/or alcohol while on University property or while engaged in University activities is prohibited. All students and team members are subject to this policy and to applicable federal, state and local laws related to this matter. Any violation of this policy may result in disciplinary actions as set forth in the applicable sections of this policy. UH Hilo recognizes that students and team members may, in accordance with the federal, state and local laws, choose to use alcohol on their own time. Additionally, the University
substance abuse and mental health services administration

not limited to, the following examples: available national and community resources and hotlines including, but assistance and support. Students are encouraged to seek help through uh hilo urges individuals with substance abuse problems to seek rehabilitation, drug and alcohol counseling, treatment, and representatives. additionally, we strive to maintain accuracy. please students or institutions in connection with these resources or their circumstance. uh hilo does not accept liability for any activities of organizations' offerings to determine appropriateness for their individual members appear to be engaged in alcohol or substance abuse, and understanding issues of adult children of alcoholics. counseling is available to all enrolled students. referral to community resources is available to all enrolled students. all referrals respect the privacy of the individual and counseling is confidential.

resources and referrals

campus resources

counseling services offers resources, workshops, group and individual counseling, and referral for members of uh hilo community regarding substance use and abuse.

workshops to provide educational information and encourage preventative attitudes and behaviors are open to all students. topics include creating social alternatives to alcohol-related activities, learning to manage stress without alcohol or drugs, recognizing the warning signs of substance abuse in self and others, intervening when friends or family members appear to be engaged in alcohol or substance abuse, and understanding issues of adult children of alcoholics. counseling is available to all enrolled students. referral to community resources is available to all enrolled students. all referrals respect the privacy of the individual and counseling is confidential.

alcohol and drug resources

- alcoholics anonymous is a self-help program which offers support and assistance for those with alcohol dependency;
- al-anon provides mutual support and assistance to families and friends of alcoholics. to find a local meeting, please call 1-888-4al-anon (1-888-425-2666).
- alateen is a self-help group for children of alcoholic parents, led by non-professionals who have had similar experiences. to find a local meeting, please call 1-888-4al-anon (1-888-425-2666).
- al-anon family group headquarters, inc., 888-425-2666, is part of the support network. this phone number has an automated service which will provide demographic information on meetings in any locale simply by entering your zip code. there is no fee for this service or for al-anon.
- the alcohol addiction center's blood alcohol concentration (bac) information helps you learn the effects of alcohol and calculate your blood alcohol concentration based on your body and the drinks you have consumed.
- the medicine abuse project's website includes information about the most abused prescription drugs. it provides information about how to dispose of medicine and how to safeguard the medicine in your home, as well as lists medicine abuse facts and includes comprehensive information about the most abused prescription drugs.

the resources listed above have been compiled with the intent of centralizing publicly available resources that may be useful to our students. it should be noted, however, that uh hilo does not endorse any of the resources on the list. students are implored to discern the organizations' offerings to determine appropriateness for their individual circumstance. uh hilo does not accept liability for any activities of students or institutions in connection with these resources or their representatives. additionally, we strive to maintain accuracy. please notify us if you encounter any discrepancies or difficulties.

drug and alcohol counseling, treatment, and rehabilitation

uh hilo urges individuals with substance abuse problems to seek assistance and support. students are encouraged to seek help through available national and community resources and hotlines including, but not limited to, the following examples:

substance abuse and mental health services administration

(retains the right to grant limited exceptions to this policy only for the moderate consumption of alcohol during university-sponsored events or meals at which the university deems such moderate consumption to be acceptable.

resources and referrals

campus resources

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uh hilo urges individuals with substance abuse problems to seek assistance and support. students are encouraged to seek help through available national and community resources and hotlines including, but not limited to, the following examples:

substance abuse and mental health services administration

(samhsa)

telephone: 1-800-662-help (4357)

samhsa website

samhsa treatment finder

national institute on alcohol abuse and alcoholism (niaaa)

telephone: 1-800-662-help (4357)

niaaa website

niaaa treatment finder

national institute on drug abuse (nida)

telephone: 1-800-662-help (4357)

nida website

alcoholics anonymous (aa)

telephone: see local telephone directories

aa website

al-anon

telephone: 1-888-425-2666

national cocaine hotline

telephone: 1-888-4al-cocaine (262-2463)

alcohol screening

while it's practically impossible to prevent anyone and everyone from using alcohol and drugs, here are five ways to help prevent alcohol and drug abuse.

effectively deal with peer pressure

while it's practically impossible to prevent anyone and everyone from using alcohol and drugs, here are five ways to help prevent alcohol and drug abuse.

effectively deal with peer pressure

the biggest reason individuals start using alcohol and drugs is because their friends utilize peer pressure. no one likes to be left out, and people find themselves doing things they normally wouldn't do, just to fit in. in these cases, you need to either find a better group of friends that won't pressure you into doing harmful things, or you need to find a good way to say no. prepare a good excuse or plan ahead of time to keep from giving into tempting situations.

deal with life pressure

people today are overworked and overwhelmed, and often feel like a good break or a reward is deserved. but in the end, alcohol and drugs only make life more stressful - and many all too often fail to recognize this in the moment. to prevent using alcohol and drugs as a reward, find other ways to handle stress and unwind. take up exercising, read a good book, volunteer with the needy, and create something. anything positive and relaxing helps take the mind off using alcohol and drugs to relieve
stress.

Seek help for mental illness

Mental illness and substance abuse often go hand-in-hand. Those with a mental illness may turn to alcohol and drugs as a way to ease the pain. Those suffering from some form of mental illness, such as anxiety, depression or post-traumatic stress disorder should seek the help of a trained professional for treatment before it leads to substance abuse.

Examine the risk factors

If you’re aware of the biological, environmental and physical risk factors you possess, you’re more likely to overcome them. A history of substance abuse in the family, living in a social setting that glorifies alcohol and drug abuse and/or family life that models alcohol and drug abuse can be risk factors.

Keep a well-balanced life

People take up alcohol and drugs when something in their life is not working, or when they’re unhappy about their lives or where their lives are going. Look at life’s big picture, and have priorities in order.

How much is too much?

Sanctions

The University of Hawai‘i at Hilo subscribes to the Drug-Free Work Place Act of 1988 (34CFR, Part 85, Subpart F), the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and section 5301 of the Anti-Drug Abuse Act of 1988. UH Hilo strictly prohibits 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 per UH Policies; The University will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including dismissal from the University or termination of employment and referral for prosecution, for violation of these standards of conduct. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program.

Description of Sanctions for Drug and Alcohol Abuse

Federal law makes it a criminal offense to manufacture, distribute, dispense, or possess with intent to manufacture, distribute or dispense, or simply possess a controlled substance. See Title 21 U.S. Code section 801, et seq. Controlled substances are defined by the schedules contained in section 812 of Title 21 of the U.S. Code.

The possible sanctions for the violation of Federal and State law depend upon the particular offense violated. The various offenses are premised on aggravating factors which include the type and quantity of drugs involved.

Depending upon the particular aggravating circumstances involved, violations of said law could result in sanctions from a monetary fine to life imprisonment.

Sanctions (Federal, State, and Local Law)

Students and team members should be aware that they are criminal penalties – under federal, state, and local law – that make it illegal to use, manufacture, sell or possess controlled substances. Students must also be aware that there are federal financial aid penalties for drug-related convictions - received prior to and/or while receiving aid – that can affect student eligibility to receive federal financial aid. For additional information regarding federal financial aid and the implications of drug-related convictions, please visit the Office of the US Department of Education’s Federal Student Aid website.

Institutional Sanctions for Drug and Alcohol Violations

Students and team members found participating in the use, consumption, sale, purchase, possession or distribution of illegal drugs, drug paraphernalia, and/or alcohol while on University property or while engaged in University activities shall be subject to disciplinary sanctions on a case-by-case basis. Students are expected to conduct themselves professionally and refrain from acts of misconduct set forth in the Student Code of Conduct, published in the University Catalog.

Suspected acts of misconduct or violations of this policy should be reported to the appropriate authority for review. Substantiated violations may result in disciplinary sanctions, up to and including expulsion from the University. Employees are expected to observe high standards of ethical, moral, and legal business conduct. Violation of these standards of conduct or this policy may result in corrective action, up to and including termination of employment. Suspected violations should be reported to Human Resources and/or via the UH Hilo Care Team.

Federal Student Financial Aid Penalties for Drug Law Violations

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for FSA funds. The student self-certifies (FAFSA question) in applying for aid that he or she is eligible.

Convictions only count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge (see drug abuse hold sidebar). Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when he or she was a juvenile, unless he or she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Possession of Illegal Drugs</th>
<th>Selling Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 years from date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Indefinite period</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes
a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following 3 options:

1. Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program;
2. Having the conviction reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
3. Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify to the Financial Aid Office that he or she has successfully completed the rehabilitation program.

**Standards for a qualified drug rehabilitation program**

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

**Health Risks Associated with the Use of Drugs and Alcohol**

There are serious physical and psychological health implications associated with the use and/or abuse of drugs and alcohol that vary based on the frequency, extent, and intensity of consumption. When consumed in excess, drugs and alcohol can also lead to overdose or death. Drug use can cause changes in the brain that result in memory and cognition problems or lead to more severe consequences such as seizures, stroke, and possible brain damage. Alcohol use can impair brain function and motor skills; excessive use can increase the risk of certain cancers, stroke, and liver disease. Drug and alcohol use while pregnant may result in a number of health complications for the fetus such as premature birth, miscarriage, and low birth weight.

**Description of Health Risks Associated with Drug and Alcohol Use**

A drug is a chemical substance that has an effect upon the body or mind. Alcohol is defined as a drug. Drugs and alcohol are capable of impairing judgment and physical capacity and diminishing individual performance in activities of daily living. Problems associated with inappropriate use of drugs and alcohol are complex in nature.

One class of drugs is the sedative-hypnotic which relaxes the central nervous system. These include alcohol, barbiturates, tranquilizers (depressants), marijuana and hashish.

**Alcohol** is clearly the nation’s most common drug of abuse. With moderate drinking a person may experience flushing, dizziness, dullness of senses and impairment of coordination, reflexes, memory and judgment. Taken in larger quantities, alcohol may produce staggering, slurred speech, double vision, dulling of senses, sudden mood changes, and unconsciousness. When used over a long period of time and in larger amounts, it can cause heart and liver damage, and death from overdose and car accidents.

**Synthetic Cannabinoids** (synthetic marijuana, also known as K2 or Spice) are a variety of substances which invoke in the user experiences that are similar to that of marijuana but contain no actual marijuana. Instead, these substances are often made of other plant materials to which chemicals have been added to produce psychoactive changes in the brain. The packages may be labeled “natural”, however, they are actually made of synthetic compounds that are sold over the counter in gas stations, head shops and over the internet. The Drug Enforcement Administration (DEA) has designated these substances as Schedule 1 Controlled Substances. Therefore, it is illegal to sell or possess them. However, the manufacturers of these products may evade the law by frequently changing the chemical compounds that they use. The DEA continues to monitor the situation by updating their list of banned substances. There is a misperception among some young people that these drugs are safe, when in fact, they are extremely dangerous. Some of these products are sold as “incense.” These products are abused mainly through inhalation or smoking. Sometimes they may be mixed with marijuana or prepared as a drink. Users report elevated mood, relaxation and altered perception. Negative effects include psychotic episodes with extreme anxiety, paranoia and hallucinations. Other negative symptoms that have been reported to poison control centers include rapid heart rate, vomiting, agitation, confusion and hallucinations. These substances may also raise blood pressure and cause reduced supply of blood to the heart. In a few cases, heart attacks have been reported. With regular use, withdrawal and other addiction symptoms may occur. It has not been fully verified but there is a public health concern that there may be heavy metal residues in these products. The National Institute of Drug Addiction (NIDA) is engaged in further research on synthetic cannabinoids.

**Barbiturates and tranquilizers** (central nervous system depressants) can cause intoxication and produce such signs as tremors of the hands, lips and tongue, confusion, poor judgment and poor muscular coordination, drowsiness, slurred speech, and constricted pupils.

**Marijuana and hashish** alter mood and perception and produce anxiety, euphoria, talkative behavior, floating feelings, and hunger. They interfere with memory and intellectual performance and can impair concentration. Long-term, regular marijuana smoking causes irritation of the respiratory tract and can produce lung disease and possible damage to the heart and immune system.

**Nicotine** acts as a stimulant on the heart and nervous system. When tobacco smoke is inhaled the immediate effects on the body are a faster heartbeat and elevated blood pressure. Young smokers may experience shortness of breath and a nagging cough. Some long-term effects of smoking cigarettes are emphysema, chronic bronchitis, coronary heart disease, and lung cancer.

**Caffeine**, one of the oldest and most widely used stimulants, is found in coffee, tea, cola, and some cold medications. Dependence on caffeine generally develops in habitual users, with headaches being the most common symptom of withdrawal.
Cocaine, whether it is smoked (crack), injected, or snorted, is risky in all forms. Physical effects include dilated pupils, increased blood pressure, heart rate, breathing and body temperature, and restlessness and anxiety.

Amphetamines increase alertness and activity and are often referred to as speed, uppers, pep pills, and diet pills. Mood swings, irritability, nervousness, and muscle pain are some of the effects of continued use. With use of amphetamines, hallucinations, paranoia, convulsions, brain damage, heart problems, and death occur.

Hallucinogens (psilocybin) include PCP, LSD and mescaline. Hallucinogens temporarily distort reality, cause visual hallucinations, perceptual distortion and psychotic experiences, and sometimes depression and flashbacks.

Opioids are medications that relieve pain (analgesics) by way of reducing the intensity of pain signals reaching the brain. Opioids affect those areas of the brain that control emotion, thus diminishing the effects of a painful stimulus. These analgesic medications include Oxycodone (Percocet), Morphine, and Codeine. They can produce drowsiness, mental confusion, nausea, constipation, and, depending upon the amount taken, then can depress respiration and lead to death. Opioid abusers may attempt to intensify their experience by snorting or ingesting, thus raising their risk for serious medical complications, including overdose.

Long term use may lead to physical dependence and addiction. Withdrawal symptoms of dependence and addiction include musculoskeletal pain, restlessness, diarrhea, vomiting, insomnia, cold flashes, (goose bumps), and involuntary leg movements.

Heroin is an opioid. It is one of the most dangerous drugs in existence. The dangers are physical, psychological, and social. Its use is often fatal as the risk of overdose to the user is very high.

Heroin dependency frequently causes the deterioration of the moral, physical, and intellectual fiber of an individual. Heroin abuse frequently impairs the user’s health, emotional well-being, family life, job performance, and friendships.

UH Hilo is aware of the stresses associated with daily living, and strongly urges that the entire UH ‘ohana addresses these stresses by participating in holistic behaviors. It is our goal to assist in this endeavor by creating an environment that promotes and reinforces healthy and responsible living.

This list is not exhaustive. Please use caution when using any over-the-counter or other medication. For further information about the effects of these drugs, please contact Counseling Services.

Health Risks

Several health risks are associated with the use of illegal substances and alcohol. Some of the major risks include:

- **Alcohol** - physical and psychological dependence, automobile accidents due to impaired ability and judgment, damage to the development of unborn children, and deterioration of vital organs such as the liver and brain.
- **Amphetamines (Speed, uppers, etc.)** - physical and psychological dependence, elevated blood pressure, loss or coordination, stroke, high fever, and heart failure.
- **Cocaine** - physical and psychological dependence, sudden cardiac arrest, respiratory failure, severe depression, and paranoia.
- **Hallucinogens (PCP, Angel Dust, LSD, acid, etc.)** - physical and psychological dependence decreased muscular coordination, hallucinations, incoherent speech, loss of memory, severe depression or anxiety, and violent episodes.
- **Marijuana** - physical and psychological dependence, paranoia, impaired short-term memory and comprehension, damage to the lungs and pulmonary system, and increased risk of lung cancer.
- **Narcotics (heroine, codeine, morphine, etc.)** - physical and psychological dependence, nausea, convulsions, coma, premature or addicted infants, and increased risk of hepatitis or AIDS from contaminated syringes.

The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs. This summary is not intended to be an exhaustive or final statement of all possible consequences to your health of substance abuse, but rather is intended to increase your awareness of the grave risks involved in this kind of behavior.

**Alcohol**

Alcohol consumption causes several marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol may increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol may cause marked impairment in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses may cause respiratory depression or death. If combined with other depressants, dependency may occur. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and intellectual disabilities. In addition, research indicates that children of alcoholic parents are more at risk than other youngsters of becoming alcoholics.

**Narcotics**

Narcotics are drugs that relieve pain, often induce sleep, and refer to opium, opium derivatives, and synthetic substitutes. Opioids and morphine derivatives can cause drowsiness, confusion, nausea, feelings of euphoria, respiratory complications and relieve pain. These include: codeine, fentanyl and fentanyl analogs, heroin, morphine, opium, Oxycodone HCL, and hydrocodone bitartrate, acetaminophen.

**Stimulants**

These drugs speed up the body’s nervous system and create a feeling of energy. They are also called “uppers” because of their ability to make you feel very awake. Stimulants have the opposite effect of depressants. When the effects of a stimulant wear off, the user is typically left with feelings of sickness and a loss of energy. Constant use of such drugs can have very negative effects on the user. In order to prevent extreme negative side effects of these drugs and the impact they have on life, drug treatment centers are often recommended. Stimulants include: cocaine, methamphetamine, amphetamines, Ritalin, and Cylert.

**Depressants (Sedatives)**

Depressants slow down activity in the central nervous system of your body. These drugs are also called “downers” because they slow the body.
down and seem to give feelings of relaxation. Depressants are available as prescription drugs to relieve stress and anger, although drowsiness is often a side effect. The “relaxation” felt from these drugs is not a healthy feeling for the body to experience. To stop abuse of this drug, drug treatment is suggested. Depressants include: barbiturates, benzodiazepines, Flunitrazepam, GH (Gamma-hydroxybutyrate), Methaqualone, alcohol, and tranquilizers.

**Hallucinogens**

When taking hallucinogens, switching emotions is frequent. These drugs change the mind and cause the appearance of things that are not really there. Hallucinogens affect the body's self-control, such as speech and movement, and often bring about hostility. Other negative side effects of these drugs include heart failure, increased heart rate, higher blood pressure and changes in the body's hormones. Hallucinogens include: LSD (lysergic acid diethylamide), Mescaline, and Psilocybin.

**Cannabinoids**

These drugs result in feelings of euphoria, cause confusion and memory problems, anxiety, a higher heart rate, as well as staggering and poor reaction time. Cannabinoids include hashish and marijuana.

### Smoke-Free Campus

Effective July 10, 2018, Hawai‘i state law (SB 134, Act 160, SLH 2018) prohibits the use of tobacco products on all 10 UH campuses and university-owned facilities.

We encourage everyone to refrain from using tobacco products while on any property owned or operated by the University of Hawai‘i. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, electronic cigarettes, vapes and chewing tobacco. The University of Hawai‘i system implemented a Tobacco Products policy to improve the working and learning environment of the university, and protect faculty, staff, students, and visitors from secondhand smoke exposure while on University of Hawai‘i campuses. Under this policy, smoking is prohibited in the following areas:

- UH Hilo is a Smoke Free Campus by Law
- Hawai‘i Smoke Free Law (State Department of Health website)
- UH Hilo Environmental Health and Safety website

### Sexual Assault and Misconduct

#### Sexual Assault

**Introduction & Guiding Philosophy**

The University of Hawai‘i at Hilo (UH Hilo) does not condone or tolerate acts of sexual misconduct perpetrated by or against members of its student, staff and faculty community. As an institution of higher education, UH Hilo is committed to ensuring that all students, regardless of their background or identity, have access to a quality learning experience and the opportunity to pursue their academic goals in a safe, supportive learning environment. Further, all forms of sexual misconduct, including rape and sexual assault, interferes with students’ abilities to be active, engaged learners. As such, the University is actively committed to reducing and eradicating the incidence of sexual violence and ameliorating the root causes that lead to sexual violence, as well as providing appropriate support to victims and survivors when an act of sexual violence does occur. This policy is a nondiscrimination policy and applies to all students regardless of sexual orientation or gender identity as well as to third parties. UH Hilo’s Student Sexual Misconduct Policy complies with the complex and interrelated requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended (“Clery Act”); the Violence Against Women Act, as amended (“VAWA”); Title IX of the Education Amendments of 1972 (“Title IX”); Title VII of the Civil Rights Act of 1964, as amended (“Title VII”); Hawai‘i Revised Statutes (“HRS”) Title 21, Chapter 378; and other applicable laws and state and federal regulations. Please refer to the University of Hawai‘i System Executive Policy E1.204 “Sexual Assault Policy and Procedural Guidelines.”

**Definitions**

The scope of “sexual misconduct” covered by this policy includes rape, acquaintance rape, and other sexual acts directed against another person, forcibly and/or against that person’s will; or when the individual is incapable of giving consent because of her/his youth or because of her/his temporary or permanent mental or physical incapacity (including incapacity due to drugs or alcohol). Sexual assault does not require the use of physical force and can be the result of a threat, expressed or implied, that places a person in fear of bodily injury.

Further sexual discrimination and sexual misconduct definitions include:

- **Consent**

  Consent in relationship to sexual activity is defined in accordance with its plain and common meaning. With respect to sexual activity, “consent” means words or actions that show a knowing and voluntary agreement to engage in mutually agreed sexual activity (including pictures/video). Mere assent (an affirmative statement or action) does not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of her or his incapacitating intoxication, unconsciousness, youth, language, intellectual or other disability, or other incapacity; or if the assent is the product of threat, coercion, or fraud. Past consent does not imply future consent; silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. The term “consent” with respect to sexual activity is not specifically defined by Hawai‘i Revised Statutes.

- **Dating Violence**

  VAWA definition of “dating violence” includes, but is not limited to, sexual or physical abuse or the threat of such abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. (For the purpose of Clery reporting, dating violence does not include acts covered under the definition of domestic violence.)

- **Domestic Violence**

  VAWA defines “domestic violence” as a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the local jurisdiction. Hawai‘i law on “domestic abuse” includes persons who have or have had...
a dating relationship and current and former roommates, children, and persons related by consanguinity.

**Indecent Exposure**

Under Hawai‘i law, “indecent exposure” involves a person intentionally exposing their genitals to another person under circumstances in which the conduct is likely to cause affront.

**Retaliation**

Retaliation is defined as adverse actions taken against a person because of their participation in the following types of protected activities: seeking advice or assistance about a discrimination concern or possible incident of sexual violence; opposing or filing an informal or formal complaint against conduct reasonably believed to constitute discrimination or sexual violence; or testifying, assisting, or participating in an investigation or other proceeding related to a complaint of discrimination or sexual violence. Adverse actions are actions that would dissuade a reasonable person from making or supporting a complaint of discrimination, sexual harassment, sexual assault, domestic violence, dating violence, or stalking.

2 42 USC § 13925(a) (10) [40002(a) of VAWA] and 34 CFR Part 688 § 668.46

See Appendix A - HRS § 586-1 and HRS § 707-734.

**Sexual Assault**

Under Hawai‘i sexual offense laws, a person commits sexual assault, including but not limited to, when the person knowingly or recklessly subjects another person to an act of nonconsensual sexual penetration or sexual contact. This includes knowingly engaging in the behavior with a person who is unable to give consent due to incapacitation, intellectual disability, and age. Sexual assault also includes statutory rape, indecent exposure, and voyeurism or trespassing on property to engage in surreptitious surveillance for sexual gratification. Sexual assault can be committed by men or women and can occur between persons of the same or different sex.

Hawai‘i law categorizes sexual offenses as first, second, third, or fourth degree sexual assault, which takes into account factors such as severity, context, age of the victim, capacity for giving consent, and whether the acts involved forcible compulsion, lack of consent, threats of property damage, etc.

For the purpose of this policy “incapacitation” means the person’s decision-making ability is impaired such that the person lacks the ability to make a rational, reasonable decision due to an intellectual or other disability, sleep, involuntary physical restraint, alcohol, drugs, or so-called “date-rape” drugs.

**Sexual Harassment**

Sexual harassment is a form of sex discrimination that is strictly prohibited by this policy, as well as by UH Executive Policy EP 1.202 which prohibits discrimination and harassment based on protected categories, including sex, gender identity or expression, and sexual orientation.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 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; 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; or 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: severe or pervasive; and has the purpose or effect of either: unreasonably interfering with the employee’s work performance or student’s academic performance, or creating an intimidating, hostile, or offensive work or educational environment.

The conduct must be both objectively and subjectively perceived as offensive. That is, the reporting party must view the conduct as offensive, and a reasonable person with the same fundamental characteristics as the reporting party (e.g., age, race, gender) must also view the conduct as offensive.

**Sexual Misconduct**

For the purpose of this policy, sexual misconduct is a broad term that encompasses sexual harassment, sexual assault, and may include domestic violence, dating violence, indecent exposure and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or women, and can occur between people of the same or different sex. Sexual misconduct may be a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX, Title VII, and Chapter 378 of the HRS. In addition, some forms of sexual misconduct violate the criminal laws of the State of Hawai‘i.

**Sexual Violence**

The U.S. Department of Education Office for Civil Rights (OCR) considers sexual violence to be a form of sex discrimination and a violation of Title IX of the Education Amendments of 1972. The term “sexual violence” refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

**Stalking**

VAWA defines “stalking” as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. “Course of conduct” means two or more acts, including, but not limited to, unwelcome acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means (including cyberstalking) follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. (Note: Hawai‘i law requires proof of intent; however, this policy includes hostile environment harassment.)

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
Applicability

This policy prohibits sexual harassment, sexual assault, domestic violence, dating violence, and stalking in any University workplace, educational program, activity, or service, which includes all academic, extracurricular, student housing, athletics, and other programs. The policy applies OCR Questions and Answers on Title IX and Sexual Violence, 4/29/2014, VAWA and 34 CFR Part 668 § 668.46, See Appendix A - HRS §711-1106.5 to University community members, volunteers, and visitors to campus. This includes guests, patrons, independent contractors, or clients of the University. This policy applies to sexual misconduct on University premises; at University sponsored activities; that has an adverse impact on the education or employment of a member of the University community; or otherwise threatens the health or safety of a member of the University community.

A student or employee who reports to the University that they believe they have experienced sexual harassment, sexual assault, domestic violence, dating violence, or stalking, whether the offense occurred on- or off-campus, shall be offered appropriate assistance and be provided with a written explanation of the student or employee’s rights and options under campus procedures.

Prevention Efforts

Through a variety of curricular and co-curricular programs, UH Hilo strives to provide individuals with the information, skills and values necessary to help reduce the risk of sexual violence and prevent it from occurring in the first place. We believe that both men and women should be active partners in dialogue about this issue, and that the responsibility for providing sexual violence prevention education is distributed across all campus constituents and administrative areas. Because of their special and salient relationship with students, faculty members serve a particularly important role in helping to educate students about sexual misconduct. Attention is given to capitalizing on the unique culture of Hawai‘i to ensure educational efforts and staff partnerships to promote gender and gender identity equity, and, to ameliorate other root causes of violence and bias.

Intervention Efforts

UH Hilo is committed to ensuring that students who are the victims/survivors of sexual misconduct are treated in a respectful, supportive and caring manner. When sexual misconduct is reported to the University, we are committed to ensuring that:

- A victim’s/survivor’s safety, privacy and confidentiality is preserved to the greatest extent possible;
- S/he is able to access advocacy, medical, mental health and other support services both on- and/or off-campus in a timely manner with minimal hardship;
- Reasonable academic and other accommodations will be instituted to facilitate the victim/survivor’s recovery;
- Accurate and complete information about all options for recourse, including judicial, civil and criminal, will be communicated to the victim/survivor;
- A victim/survivor will be empowered with regard to choosing her/his options for recourse; and
- A victim/survivor’s choices will be honored to the greatest extent possible and will not influence the manner in which the University provides advocacy or support to that individual.

The University takes all allegations of sexual misconduct seriously and is obligated to respond with due diligence and implement actions and consequences accordingly that ensure the safety of our community. Should a victim/survivor wish that the incident not be investigated, the University will work with her/him to honor her/his wishes whenever reasonable and possible. **Students who wish to report an allegation of sexual misconduct are strongly encouraged to ask about confidentiality issues and the extent of privacy that will be accorded when they report the incident.**

Sex Offender Registration Information

Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Clery Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state, to provide notice of each institution of higher education in the state at which the person is employed, carries a vocation, or is a student. In the State of Hawai‘i, certain convicted sex offenders must register with the Sex Offender Registration Act maintained by the Attorney General of Hawai‘i. The Hawai‘i law requiring sex offenders and other covered offenders to register with the Attorney General can be found at http://www.capitol.hawaii.gov/hrscurrent/Vol14_Ch0701-0853/HRS0846E/. Registry can be searched at http://sexoffenders.ehawaii.gov/sxoffender/welcome.html. Registry information provided under this section shall be used for the purpose of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular.

Emergency Response and Evacuation
Emergency Response

In the event of an emergency on any campus, UH Hilo personnel (mainly safety and/or security personnel) will respond and generally are first on scene. The Incident Command System (ICS) is utilized when responding to an emergency. The ICS provides standard procedures for the confirmation of and response to an emergency.

Depending on the nature of the emergency, members of the Crisis Management Team will be notified and will report to the Emergency Operations Center. The UH Hilo Administration Intake Team will keep the UH Hilo Crisis Management Team apprised of the situation. UH Hilo will request assistance from outside law enforcement agencies or other response organizations and will coordinate response efforts.

Immediate Notification

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, UH Hilo will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system for all or a segment of the campus, unless issuing a notification will, in the judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Responsible authorities, who can confirm a significant emergency or dangerous situation and draft and issue an immediate notification, include:

- Chancellor
- Vice Chancellor for Administrative Affairs
- Director of Campus Security
- Environmental Health & Safety Officer
- Campus Designee
- Director of Auxiliary Services

Depending on the nature of the emergency, one or more notification systems may be utilized. These systems include, but are not limited to:

- Text messages
- UH email system
- Local media
- Social Media
- Building fire alarms
- Emergency Announcement Systems

UH maintains an opt-in emergency notification system – UH Alert – that may be used for immediate notifications via email and text messages. Pre-scripted messages have been developed and will be used – with appropriate modifications – during emergency situations.

All immediate notifications will have at least one follow-up message (i.e., the “All Clear” message). Generally, the follow-up messages will be issued utilizing the same notification systems as the initial notification. However, word-of-mouth, the UH Hilo website or other means may be utilized when appropriate.

The public information officer or designee may communicate with local media such as newspapers, television stations and radio stations to disseminate emergency information to the surrounding community. The public information officer will provide a statement for posting additional information on the UH Hilo website, which is another possible source for the larger community to obtain such information.

Campus Evacuation Procedures

The UH Hilo chancellor or designee will authorize campus evacuation orders. Once an evacuation order has been given, students and employees should follow the instructions and timelines for leaving the campus and should alert others to do the same. Information about returning to campus will be communicated through the UH Hilo webpage.

Building Evacuation Procedures

An evacuation will occur when the fire alarm sounds and/or notification is given by appropriate personnel. All persons (students, employees and visitors) are to immediately vacate the building in as safe a manner as possible. All persons should follow orders given by UH Hilo officers at the scene. Personnel shall not return to an evacuated building until instructed by UH Hilo security or other appropriate officials. Evacuation drills are conducted periodically for on campus buildings. The building evacuation is documented and reviewed by the Office of Environmental Health and Safety.

UH Hilo Crisis Management Team Members

- Vice Chancellor for Academic Affairs
- Vice Chancellor for Administrative Affairs
- Vice Chancellor for Student Affairs
- Director of Campus Security
- Environmental Health & Safety Officer
- Director of University Relations
- Human Resources Office
- Director of Equal Employment Opportunity and Affirmative Action

Testing Emergency Response and Evacuation Procedures

UH Hilo tests its emergency response and evacuation procedures as defined in the Clery Act on an annual basis. UH Hilo conducts a drill, an exercise and publicizes its emergency response and evacuation procedures via campus email annually. A description of the drill is documented and an after-action report is completed and kept by the Emergency Management/Business Continuity Coordinator.

Fire Safety Report

UH Hilo Fire Safety Report is now published with the Annual Security and Fire Safety Report and is available at the Security Office 24 hours a day or online.

Emergency Response Contact Information

Police/Fire/Ambulance: 911
Campus Security: (808) 974-7911

Missing Students

The UH Hilo takes student safety seriously. The following policy and procedures have been established to assist in locating missing UH Hilo students who reside in on-campus housing. The purpose of this policy and procedures is to promote the safety and welfare of UH Hilo students in accordance with the requirements of the Higher Education Opportunity Act of 2008.
Procedures for Reporting a Missing Student

If an individual has reason to believe that a student who legally resides in on-campus housing is missing, he/she should immediately notify Campus Security, (808) 974-7911, the Dean of Students (808) 932-7472, or the University Housing Office (808) 974-7522. This team will work together to share information under the leadership and coordination of the Director of Campus Security.

For students who do not reside on-campus and are reported missing, the University may provide reasonable response and assistance as resources and time allow.

Investigating a Report of a Missing Student

Upon receiving information that a student cannot be located and may be missing, the Director of Campus Security in collaboration with University Housing personnel and the Dean of Students will initiate an investigation. Before presuming that the student is missing, reasonable measures will be taken to determine whether or not anyone familiar with the student has seen or heard from him/her recently or is aware of where he/she may be. Investigating a missing student report includes, but is not limited to, the following:

- Obtain information from the reporting individual about the student, such as a physical description, including clothes he/she may have been wearing when last seen; who he/she may be with or where he/she may be; his/her physical and mental well-being; and the reasons he/she believes the student is missing. (Campus Security Director)
- Attempt to contact the student via his/her cell phone (if available) and/or email address. (Dean of Students)
- Check the student’s room to see if he/she is present. (University Housing personnel)
- Contact University Housing Community Coordinators, roommates, friends, employers, and members of clubs and organizations the student may be affiliated with, if known, to obtain information about when and where the student was last seen and if the student’s absence is inconsistent with his/her established patterns of behavior. (University Housing personnel)
- Contact the student’s professors to ascertain the student’s recent attendance in class. (Dean of Students)
- Obtain a photograph of the student, if available, from student ID card records and use this information (and/or the physical description) to conduct a search, with the possible assistance from University Housing personnel or others, of campus and buildings where the student has classes. The Campus Security Director may issue an ID card photograph to personnel involved to assist in the identification of the missing student. (Campus Security Director)
- Contact the Parking Office to determine if the student has a vehicle registered on campus; if the student has a vehicle, Campus Security officers will attempt to locate the vehicle on campus. (Campus Security officers)

Notifying Appropriate Persons of a Report of a Missing Student

If the student cannot be located after reasonable efforts, the following individuals will be notified no later than 24 hours after the student has been determined to be missing:

- The Dean of Students will contact the Confidential Contact identified by the student (see below).

- If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students will notify the student’s custodial parent or legal guardian.
- The Director of Campus Security will notify the local law enforcement agency.
- The Dean of Students will notify the Vice Chancellor for Student Affairs.

This policy does not preclude the University from implementing the procedures described above in less than 24 hours if circumstances warrant a faster implementation.

Confidential Contact

Students residing in on-campus housing have the option to confidentially identify an individual to be contacted by UH Hilo in the event he/she is determined to be missing for more than 24 hours. Students will be provided the option of designating a confidential contact at the time he/she checks in to a residence hall. Students will be informed at that time that:

- if they identify such an individual, UH Hilo will notify that person no later than 24 hours after they have been determined to be missing
- if they are under age 18 and are not an emancipated individual at the time they are determined to be missing, UH Hilo will notify the student’s custodial parent or legal guardian
- even if they do not provide a contact person, the University will notify local law enforcement that they have been determined to be missing
- The confidential contact information will be accessible only by authorized campus officials and law enforcement officers in furtherance of a missing person investigation.

Student Notification of this Policy

In addition to informing resident students of this policy at the time they check in to a residence hall, the University will notify students of this policy and procedures through the following methods:

- Posting it on the UH Hilo, University Housing, Campus Security, and Student Rights and Responsibilities websites
- Discussing it with resident students by University Housing personnel at the beginning of the academic year in residence hall meetings

External Communications

In cases of a missing student, local law enforcement agency may provide information to the media that is designed to obtain public assistance in the search for a missing student. In doing so, the local law enforcement agency will consult with UH Hilo University Relations. Any media requests to the University will be directed to the University Relations office.

Campus Services and Support

Student Medical Services

(808) 932-7369, Campus Center Room 212

Medical Services provides follow-up treatment and care, including referral for a forensic medical examination at the Hilo Medical Center. The student can also be evaluated at Student Health Services for emergency contraception and testing for some sexually transmitted infections. For tests not conducted at Student Health Services, the Nurse will assist with arrangements for testing at an outside laboratory.
Counseling Services
(808) 932-7465, New Student Services Center, 2nd floor, Room E-203

The Counseling Center offers continuing supportive individual counseling including support for traumatic events such as sexual assault as well as referrals to other mental health services. When you contact the Counseling Center, you may request to work with a female or male counselor.

Women’s Center
(808) 932-7381, Student Services Center, 2nd floor, Room E-223/E-224

The Women’s Center can assist a student who reports a sexual assault with initial consultation and information about available on- and off-campus services. The staff works to support a student who has been victimized at her/his request, through the reporting and investigation process.

University Housing
(808) 932-7406, PB 11 Room 5

University Housing staff members are trained to assist students who are residents with resources and referrals. Staff members will assist with connecting students to vital care and support services.

Dean of Students Office
(808) 932-7472 or (808) 932-7470, Student Services Building Room W-301

Students who have been assaulted by a UH Hilo student may report the incident to the Dean of Students office, which will investigate the matter and hold students who are found responsible accountable for their actions.

Off-Campus Services and Support

Hawai‘i Police Department
349 Kapi‘olani Street, Hilo, HI 96720

- Emergency: 911 (TDD accessible) / Non-emergency (808) 935-3311
- Crime Stoppers: Hilo (808) 961-8300 / Kona (808) 329-8181
- Vice/Drug Tip Hotline: Hilo (808) 934-8423 / Kona (808) 329-0423
- Information about arrested adults: (808) 961-2213
- Reports/Police Records: East Hawai‘i (808) 961-2233 / West Hawai‘i (808) 326-4646, ext. 256
- Community Policing: East Hawai‘i (808) 961-2350 / West Hawai‘i (808) 326-4646, ext. 259
- Email: copsysop@co.hawaii.hi.us
- Website: www.hawaiipolice.com

24-Hour Sexual Assault Crisis Line
(808) 935-0677

Sexual Assault Support Services (SASS) supports victims/survivors of sexual assault and their significant others immediately after an assault via a 24-hour telephone line. Victims/survivors who appear at the Hilo Medical Center or Kona Hospital or report an assault to the police will receive in-person contact with an SASS staff member for support and advocacy 24 hours a day.

Victim/Witness Assistance Programs

Office of the Prosecuting Attorney
655 Kilauea Avenue, Hilo: (808) 934-3306

Assists individuals by explaining procedures and provides orientation and support to victims/survivors and witnesses through the criminal justice system. Provides information on cases, promotes public awareness of victim/witness concerns, and provides referrals to service agencies providing further assistance to victims/survivors.

Temporary Restraining Orders
(TROs) Family Court: 777 Kilauea Avenue, Hilo: (808) 961-7500
District Court: 777 Kilauea Avenue, Hilo: (808) 961-7470

Responsible for administering restraining orders, both temporary and long-term ones. For cases involving family members, relations or roommates, restraining order are handled by Family Court; all other cases are handled by District Court. Turning Point for Families (see below) provides assistance with preparing requests for restraining orders administered through Family Court.

Child & Family Services

Alternatives to Violence
1045A Kilauea Avenue, Hilo: (808) 959-8864

Peer counseling, education groups and legal help for women and children. Advocacy and help for battered women including services such as preparing and filing requests for restraining orders. Therapeutic groups for children under 12. Court-mandated groups for men/women who batter.

Domestic Abuse Shelter

Child & Family Services, 1045A Kilauea Avenue, Hilo: (808) 959-8864

24-hour spouse abuse shelter for women and their children who are victims of spouse abuse within their household. Clients may stay up to 60 days and some transportation is provided.

National Sexual Assault Hotline
(800) 656-4673 (toll free)

24-hour access to information, resources and research regarding sexual assault.

Victim/Witness Assistance Programs

Office of the Prosecuting Attorney
655 Kilauea Avenue, Hilo: (808) 934-3306

Assists individuals by explaining procedures and provides orientation and support to victims/survivors and witnesses through the criminal justice system. Provides information on cases, promotes public awareness of victim/witness concerns, and provides referrals to service agencies providing further assistance to victims/survivors.
and affirmative action (41 CFR Chapter 60) on each campus.

Discriminatory harassment, including sexual harassment, is prohibited under this policy. The University shall promote a full realization of equal opportunity in higher education, both in the educational mission and as an employer. The University is committed to comply with all State and Federal statutes, rules, and regulations which prohibit discrimination. The University is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran.

Antidiscrimination Policy

Board of Regents Bylaws, Section 1-5 (April 21, 2011)

It is the policy of the University to provide equity of opportunity in higher education, both in the educational mission and as an employer. The University is committed to comply with all State and Federal statutes, rules, and regulations which prohibit discrimination. The University is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran.

This policy covers admission and access to, and participation, treatment and employment in the University’s programs and activities. Discriminatory harassment, including sexual harassment, is prohibited under this policy. The University shall promote a full realization of equal opportunity through a positive, continuing program of nondiscrimination and affirmative action (41 CFR Chapter 60) on each campus.


Disability Access

Contact the EEO/AA Office at eeo@hawaii.edu or your campus EEO/AA Coordinator for information on the reasonable accommodation process for applicants and employees with disabilities.

Please contact us if you would like to read the State of Hawai‘i Accommodations for Employees with Disabilities Manual, which outlines the recommended procedures and provides accommodation request forms and medical waivers.

Program Access

Are you teaching a class? Sponsoring a public event? Organizing a workshop? Leading a field trip? Responsible for a sports event?

All university programs and activities should be accessible to persons with disabilities. Title II of the Americans with Disabilities Act states: “A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.”

You can also download the State of Hawai‘i Programs and Services Manual For Persons with Disabilities. The manual covers customer service, auxiliary aids, sign language interpreters, facility access, service animals, registration forms, catering and banquet facilities, audio/visual presentations, safety and other elements of an accessible program.

Web access

All university programs have an obligation to ensure effective communication with persons with disabilities. This includes print media, audio media and electronic media such as the internet.

Consensual Relationships

The University of Hawai‘i is committed to ensuring a safe, civil, working environment in which the dignity of every individual is recognized and respected. All members of the University share equal responsibility in this regard. All relationships between University employees and its students adhere to principles of professionalism, integrity, mutual trust, and respect.

The new Policy on Consensual Relationships takes a best-practice approach in recognizing and managing consensual relationships, while also balancing the privacy interests of individuals and supporting the values, mission and goals of our university.

In particular, this policy will help our campuses remain free from real or perceived conflicts when individuals in positions of unequal power are involved in consensual romantic, dating or sexual relationships. Power is unequal when one individual in a relationship has direct supervision, direction, instruction, oversight, evaluation, advisement or substantial influence over the employment or educational status of another.

- Executive Policy EP 1.203 – Policy on Consensual Relationships
- Questions & Answers on the Consensual Relationships Policy

Procedures

For guidelines on affirmative action recruitment and EEO in the hiring process, see AP9.540 Recruitment and Selection Procedures for APT and Faculty.
**Search Committees**

Are you serving on a search committee?

You are strongly advised to have your campus EEO/AA Coordinator provide a search committee briefing on affirmative action goals and recruitment, unlawful and lawful inquiries, confidentiality, preventing conflicts of interest and conducting background and reference checks.

**Workplace Non-violence Policy**


1. The University of Hawai‘i prohibits any work related or workplace violence against its students, faculty, staff, visitors and contract employees which materially and substantially interferes with an individual’s work, academic performance, and/or workplace safety and/or otherwise subjectively and objectively creates a hostile environment. Such prohibited violent acts may involve physical attack, property damage, as well as written or verbal statements or non-verbal gestures that, to a reasonable person, express or suggest the intent to cause physical or mental harm to another person including but not limited to:
   1. hitting;
   2. pushing and shoving;
   3. throwing or breaking objects;
   4. shouting or yelling in a threatening or hostile manner;
   5. threatening gestures or remarks;
   6. disruptive or hostile actions;
   7. abusive or belligerent language;
   8. sabotage of equipment;
   9. making or sending harassing or threatening telephone calls, letters or other forms of written or electronic communications;
   10. stalking, etc.

2. All incidents must be reported and will be addressed immediately according to statutes, rules, collective bargaining agreements, or policies. Employees (i.e. faculty and staff) should report all incidents to their supervisors or campus designee. The decision to report an incident will never be questioned. The supervisor is responsible for addressing the complaint immediately in accordance with statutes or University policies.

---

### Crime Statistics

#### 2022 Crime Statistics

**Offenses reported by hierarchy**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities¹</th>
<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2022</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2022</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>2022</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Liquor Law Arrests</td>
<td>2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
<td>2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

¹ Note: Residential Facility Crime Statistics are a subset of the On-Campus Category, i.e. they are counted in both categories.

**Weapons Law Arrests**

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities¹</th>
<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Liquor Law Violations Referred for Disciplinary Action**

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities¹</th>
<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Drug Law Violations Referred for Disciplinary Action**

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities¹</th>
<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>21</td>
<td>0</td>
<td>0</td>
<td>21</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Weapons Law Violations Referred for Disciplinary Action**

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities¹</th>
<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Arson**

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities¹</th>
<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

² Note: Residential Facility Crime Statistics are a subset of the On-Campus Category, i.e. they are counted in both categories.

### Hate Crime Reporting:

There were no hate crimes reported in 2022.

---

### 2021 Crime Statistics

**Offenses reported by hierarchy**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities¹</th>
<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2021</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Arrests</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Law Arrests</td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

² Note: Residential Facility Crime Statistics are a subset of the On-Campus Category, i.e. they are counted in both categories.

### VAWA Offenses

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities¹</th>
<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>2022</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Dating Violence</td>
<td>2022</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>2022</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

² Note: Residential Facility Crime Statistics are a subset of the On-Campus Category, i.e. they are counted in both categories.
### Annual Fire Safety Report

**Required reporting date 25 September 2023.**

In August of 2008, The Higher Education Opportunity Act was enacted and became a law (Public Law 110-315) which requires all Title IV eligible institutions that participate in any Title IV program and that maintain on-campus student housing facilities to publish an annual fire safety report, maintain a fire log, and report fire statistics to the Secretary of Education. Starting October 2010, the report must be publicly disclosed. This report presents the required fire statistics for the calendar year 2014 including the fire log for the 60-day period prior to the submittal of this report.

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

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

### Summary of EHSO Reporting Requirements

The Higher Education Opportunity Act (HEOA) (Code Reference DOE 34 CFR 600, 668, 675 Final Rule) requires that certain information pertaining to the Fire Safety in UH Hilo administered housing units of current or perspective students and employees be reported on and readily available for viewing by any interested party. This document will address the following:

- Definition of Terms
- Policies
- Fire Safety Systems
- Fire Drills
- Reporting List
- Future Improvements
- Statistics
- Fire Log
- Disclosure of Information

### Definition of Terms

#### 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...
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 Student Housing Facility

Regulatory Language: A dormitory or other residential facility for students that is located on an institution’s campus.

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

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
- University of Hawai‘i Health and Safety Guide
- University of Hawai‘i at Hilo Housing Judicial Process

Safety Policies

Use of Electrical Appliances
Electrical appliances that are not allowed in the residence halls include, but are not limited to:
- Appliances with open heating elements (such as toasters or hotplates),
- George Forman type grills/sandwich makers,
- space heaters, or
- toaster ovens.

The University reserves the right to reject any electrical appliance that it considers as potentially hazardous to the safety of students and others.

(These appliances may be permitted in Apartment Areas, provided they are utilized for their intended purpose)

Microwaves must not exceed a stated FCC rating of 800 watts. Microwaves must also be plugged directly into an outlet and have its FCC rating placard intact. Refrigerators must not exceed 2.9 cubic feet. Refrigerators must also be Underwriter’s Laboratory (UL) approved and be kept clean and sanitary.

Residents in the residence halls are expected to use the community kitchens for any cooking needs.

Many prohibited items are specified in other relevant community standards within the Housing Judicial Process handbook. Other prohibited items include:
- Heaters, dishwashers, washers and dryers
- Dangerous chemicals
- Candles, incense, oil lamps, open flame devices, potpourri pots
- Homemade or modified electrical wiring
- Gas, lighter fluid or any flammable liquid
- Waterbeds, inflatables or mini-pools, etc.
- Use of cooking appliances in residence hall rooms
- Hookahs, bongs, pipes, rolling papers (glass pipes, water bongs, etc.)
- Air conditioners, ceiling fans
- Barbells in excess of 25lbs. each
- Halogen lights/lamps
- Laser pointers
- Automobile batteries and acids
- Personal Lofts or any other structure
- Items deemed unsafe by Student Housing staff

Smoking
All University residence Halls and Apartments are Smoke-Free.

Residents may smoke cigarettes on Housing property only in designated outdoor smoking areas.

Smoking and/or chewing of plant-based intoxicants is not permitted inside Housing, on walkways, or within 20 feet of any building.

In areas where the use of tobacco products is permitted, users are responsible for the proper disposal of cigarette butts and related waste products. Failure to properly dispose of cigarette butts and related smoking product wastes on Housing property may result in fines and/or other disciplinary action.

For more detailed and the most current information, refer to the UH system-wide smoking policy.

Open Flames
Candles including incense candles or any open flame devices are prohibited in Residential facilities.

Fire Evacuation Procedures
- Before a fire: Know the location of all exits from the building.
- If a resident discovers a fire or smells smoke: Sound the building fire alarm. Know the locations of the fire hose stations and how they operate. Do not attempt to fight a fire due to the hazards associated with the products of combustion and the threat of
spreading fire.

- **When the fire alarm sounds, all residents and their guests must leave at once:** **Lock the room/apartment door.** Use the nearest safe exit. Upon exit from the building, proceed to a “safe” area at least 300 feet away from the building. Check the fire safety instructions on the back of the room/apartment door for specific instructions for that facility. Do not attempt to re-enter the building until residents are told that they can do so by hall staff.

- **Do not use the elevator:** Elevator shafts are like chimneys; smoke and heat could enter the elevator shaft thereby asphyxiating the occupants of the elevator.

- **Feel the door that leads from a resident’s room:** If it is hot or smoke is seeping in, do not open it. If a resident becomes trapped and cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone to call Campus Security (808) 956-6911 and give the name and location of the building, the floor and room number. If the resident does not have a phone, go to the window and signal for help using a white- or light-colored pillowcase or sheet. Do not jump. The fire department will assist the resident.

- **If the door feels cool:** Open it cautiously. Be braced to slam it shut if the hall is full of smoke or if the resident feels heat or pressure against the door. If the hall is clear, proceed to the nearest fire exit.

- **If caught in smoke or heat:** Stay low where the air is better; take short breaths (through the nose), until the resident reaches a safe exit or area of refuge. Be sure fire exit doors and hallway doors are kept closed at all times. These doors prevent the spread of noxious smoke and heat should a fire occur. If a resident observes these doors propped or tied open, please close them and report the occurrence to the hall staff or community desk. Additional training and hands-on fire extinguisher training may be made available to any on-campus group upon request.

**Residents with special needs or those who are unable to wake up to alarms should notify the hall staff of any assistance needs.**

**Fire Safety Education and Training**

Fire safety awareness training is provided to Residential Assistants every year before the start of the Fall semester including hands-on fire extinguisher training. UH Hilo Student Housing conducts education and training briefings which include relevant lecture, audio/video presentations on fire safety awareness to residents at the start of each semester. Additional training and hands-on fire extinguisher training may be made available to any on-campus group upon request.

### Fire Safety Systems

<table>
<thead>
<tr>
<th>Building</th>
<th>FA System</th>
<th>Transmitter</th>
<th>Monitored by Campus Security</th>
<th>Sprinkler System (Hall)</th>
<th>Smoke Detection</th>
<th>Manual Pull Stations</th>
<th>Fire Extinguishing Devices</th>
<th># Planned Evacuation Drills each calendar year³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hale Kaneheua</td>
<td>Simplex 4100U¹</td>
<td>Digital DGR-8LS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Kaneheua Living/Learning</td>
<td>Simplex 4100U¹</td>
<td>Digital DGR-8LS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Kauana</td>
<td>Edwards EST-2¹</td>
<td>Digital DGR-8LS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Stema-A</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Hale Stema-B</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Hale Stema-C</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Hale Stema-D</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Hale Stema-E</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Hale Stema-F</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
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<tr>
<td>Hale Stema-G</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Stema-H</td>
<td>Edwards IRC-3</td>
<td>See note 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Hale Keahua</td>
<td>Simplex 4002 (8001Hoch身边的)</td>
<td>Digital DGR-8LS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
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<tr>
<td>Hale Wahinehu</td>
<td>Edwards EST-7¹</td>
<td>Digital DGR-8LS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
</tbody>
</table>

**Notes:**

1. Hale Kanilehua, Hale Kauanoe, Hale Kehau, and Hale ‘Alahonua systems include remote annunciators which provide a secondary location for responders to view Fire Alarm Panel messages.
2. Fire Alarm Panels at Hale Ikena buildings A-G report back to building H which sends the signal to Campus Security.
3. Currently there are two planned drills each year (one per semester), additional drills may be added depending on circumstances.

Additionally, the corridors and rooms in Hale Kanilehua, Kauanoe and Hale Ikena are fire-rated construction. Hale Kehau consists of individual living spaces which exit to the exterior.

**Fire Drills**

Fire drills are to be conducted by Housing staff at the beginning of each semester. Drills may be announced or unannounced. Additional drills may be scheduled as needed.

- **January:** (Start of Spring Semester) 12 Evacuation (fire) drills will be conducted at start of Spring Semester. Each dormitory will have a separate drill (total of 12 drills). Drill for Hale ‘Ikena A-H may be conducted simultaneously.
- **August/September:** (Start of Fall Semester) 12 Evacuation (fire) drills will be conducted at the start of the Fall Semester. Each dormitory will have a separate drill (total of 12 drills). Drill for Hale ‘Ikena A-H may be conducted simultaneously.

**Reporting List**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number/email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security</td>
<td>24-hour Dispatch line</td>
<td>(808) 972-7013 /uhhsafe@hawaii.edu</td>
</tr>
<tr>
<td>Richard &quot;Rick&quot; Murray</td>
<td>Director, Campus Security</td>
<td>(808) 932-7644 / <a href="mailto:ramurray@hawaii.edu">ramurray@hawaii.edu</a></td>
</tr>
<tr>
<td>Sherri &quot;Uilani&quot; Akau</td>
<td>Director, Student Housing</td>
<td>(808) 932-7407 /jakau714@hawaii.edu</td>
</tr>
<tr>
<td>Ken Ikeda</td>
<td>Director, EHSO</td>
<td>(808) 932-7638/keni@hawaii.edu</td>
</tr>
<tr>
<td>William Walters</td>
<td>Director, Auxiliary Services</td>
<td>(808) 932-7858 /wwalters@hawaii.edu</td>
</tr>
</tbody>
</table>

**Future Improvements**

**Fire Safety Systems** – Hale Kehau recently completed elevator upgrades which added fire recall functionality to the current system. There are no other planned upgrades to the fire alarm systems in Student Housing. Repair and maintenance will be conducted as required. Addition of devices to Kauanoe Fire Alarm System due to addition of emergency services kitchen facility has been completed.

**Statistics**

The institution must report statistics for each on-campus student housing facility for the three most recent calendar years which data are available.
Fire Statistics Report for UH Hilo Student Housing Facilities

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Injuries that required treatment at a Medical facility</th>
<th>Deaths Related to Fire</th>
<th>Value of Property Damage</th>
<th>Incident report #</th>
</tr>
</thead>
</table>

- One fire reported in student housing facilities in 2019.
- No fires reported in student housing facilities in 2020.
- No fires reported in student housing facilities in 2021.

Fire Log

**Fire Log: 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Nature of Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No fires reported in student housing facilities in 2020</td>
</tr>
</tbody>
</table>

**Fire Log: 2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Nature of Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No fires reported in student housing facilities in 2021</td>
</tr>
</tbody>
</table>

**Fire Log: 2022**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Nature of Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No fires reported in student housing facilities in 2022</td>
</tr>
</tbody>
</table>

The fire log reports any reported fires within the last 60 day period prior to the submittal of the Annual Fire Report. The Annual Fire Report is submitted for the previous calendar year. Therefore, the Fire Log and Fire Statistics table (previous section) are separate and do not report fires that occur in the same calendar year.

The following is logged in the Fire Log:

- date
- time
- location
- nature of fire

The Fire Log for the most recent 60-day period is open to the public, and included below.

**Fire Log: Last 60 Days**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Nature of Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No fires reported in student housing facilities in the last 60 days</td>
</tr>
</tbody>
</table>

Please contact UH Hilo Campus Security for copies of the Fire Log.

Disclosure of Information

1. Fire Log:
   - Must maintain a written, easily understood fire log.
   - Must make an entry or an addition to an entry within 2 business days of receipt of information

UH Hilo Higher Education Opportunity Act Reporting Form [2009-2010]

**Policies (§668.49(b))**

- Safety Policies (Use of electrical appliances, Smoking, Open Flames)
- Fire Evacuation Procedures
- Fire Safety Education and Training

**Fire Safety Systems**

- Campus list (spreadsheet) on description of fire safety systems for each facility.

**Fire Drills**

- Fire Drill Log or Statement of drills

**Reporting List**

- List of Emergency Contact numbers/names
Future Improvements

- List or log of scheduled future improvement

Statistics

- Campus Statistics Log for three (3) most recent calendar years

Publication

- Exact electronic address or other information of how to access the UH Hilo Annual Security Report