

Response Tip Sheet

When responding to a report of interpersonal violence (sexual assault, relationship abuse, or stalking), the Responder will engage in a genuine, sensitive and supportive manner. The Responder will reassure the person reporting victimization that s/he is safe, since her/his welfare is the first concern for the individual providing initial intervention.

The Responder will:

- Inform the student of her/his right to an advocate with the Safe Campus Project.
- Suggest s/he seek any necessary medical treatment
- Refer the student to Public Safety to initiate an investigation
 - Inform the student that an Incident Report Form will be completed for reporting purposes as mandated by federal legislation (Clery Act). Emphasize that the form is de-identified; the student's name is not included on form. The form will be used for statistical purposes only, unless the student gives permission for information to be released to others.
- Advise student of other resources and give student the resources received/referred list.
- Advise individual that the Coordinator of the Safe Campus Project will be notified that an incident has occurred, and that the Coordinator is willing to follow up with her/him. Determine if Coordinator has permission to contact or not.

Upon completion of contact with student, please

1. Complete Incident Report Form (for statistical purposes) and submit to the Safe Campus Project located at 102 Fernald Hall;
2. Forward a copy of the Incident Response Form to the Safe Campus Project Coordinator (102 Fernald Hall); original should be left with student;
3. Call 581-2515 and leave one of the following messages for the Coordinator:

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Hello Carey, I just met with an individual who reported to me an incident of interpersonal violence (can be more specific if known). This student does not wish to be identified, but knows I am advising you of the incident and has your contact information. I dropped the Incident Response Form in inter-office mail to your office. I can be reached at ###-####. Bye.

Hello Carey, I just met with an individual who reported to me an incident of interpersonal violence (can be more specific if known). This student gave me permission to share her/his name: _____. However, this individual does not wish to be contacted at this time. S/He has your contact information. I dropped the Incident Response Form in inter-office mail to your office. I can be reached at ###-####. Bye.

Hello Carey, I just met with an individual who reported to me an incident of interpersonal violence (can be more specific if known). This student gave me permission to share her/his name: _____, and would like for you to follow up. Her/His contact information is: _____ (list phone or email). S/He also has your contact information. I dropped the Incident Response Form in inter-office mail to your office. I can be reached at ###-####. Bye.

The Responder is also encouraged to contact the Coordinator of the Safe Campus Project to debrief, consult, or just chat.