

# What To Do If Someone Reports To You Sexual Assault or Harassment

Students coping with sexual assault and other traumatic events often come first to a trusted faculty or staff member to seek assistance. Below is a list of items to cover if someone reports to you an experience of sexual assault or any form of harassment. These steps are intended to connect the survivor to any and all resources he/she may need or want. Provide as much support to the survivor as possible while recommending he/she seeks these services, and realize your own limitations and training in assisting students coping with trauma.

**Talk about confidentiality.** As a University faculty or staff member, it is your responsibility to inform the survivor that *you cannot guarantee his/her anonymity or confidentiality but you will do your best to honor any such request*. If the survivor wants a guarantee of confidentiality he/she must seek assistance from one of the confidential resources listed below.

**Offer support.** Allow him/her to share openly without making judgments or drawing conclusions.

**Report the Assault.** Ask the survivor if he/she wants you to call the police on his/her behalf:

*If yes*, call the GHS Police Department: 864-455-7931 or 3911. Remind the survivor that reporting the assault is not the same as prosecuting the assault. He/she can contact the police and weigh his/her options before making a decision about filing a criminal complaint.

*If the survivor does not want to call the police, move on to the next step.*

**Seek Professional Assistance.** USC has specially trained advocates on call 24/7 to provide support, information and referrals to survivors of sexual assault.

*If the survivor agrees*, call Sexual Assault and Violence Intervention and Prevention: 803-777-8248.

*If the survivor does not want you to call, move on to the next steps.*

**Recommend Medical Attention.** Encourage the survivor to seek medical attention:

Getting medical attention immediately after an assault is important regardless of whether a survivor plans to file a criminal complaint. Medical attention can detect, document and treat physical injury, sexually transmitted infections, and pregnancy. Go to the GHS Emergency Room, 701 Grove Road, Greenville, SC, 29605 OR the Employee Care Center (ECC): 864-455-2445. The off campus location is MD-360, Verdae Blvd., Suite B, Greenville, SC, 29607. Phone: 864-286-7550.

**Offer Emotional Support.** USC students can receive confidential counseling on the Greenville campus through the Employee Assistance Program (EAP): 864-455-2360.

**Offer Judicial Support.** USC can help a survivor file a complaint (different from a police report) against an alleged assailant, conduct an investigation, and arrange protective measures including no-contact orders.

**If the survivor agrees, complete:** <http://www.sa.sc.edu/shs/savip/report/> or contact Student Conduct: 803-777-4333; Equal Opportunity Programs: 803-777-3854.

**Offer to connect the survivor with services for relocation.** If the survivor does not feel safe in his/her current residence you can offer to connect him/her with the following resources for temporary housing:

Julie Valentine Center: <http://www.julievalentinecenter.org/>

**Report the Incident to the USC Title IX Coordinator or the Greenville Campus Coordinator.** *This mandatory step must be completed as quickly as possible!*

Complete the form at <http://www.sc.edu/sexualassault> .

**USC: Bobby Gist, 803-777-4333**

**GHS: Kinneil Coltman, 864-455-9828**

Provide your name and contact information. In most cases the Title IX Coordinator can respect requests for anonymity; however, there may be special instances in which such a request cannot be honored (e.g., a repeat offense, a very serious allegation, or the need to protect the community from extreme danger).

## RESOURCES

<p><b>Greenville Campus EAP</b> 1020 Grove Road, Greenville, SC, 29605 800-868-6869 or 864-455-2360 <a href="http://www.ghs.org/eap">http://www.ghs.org/eap</a></p>	<p><b>Employee Care Center (ECC)</b>  864-455-2445</p>
<p><b>USC Judicial Affairs</b> Student Conduct: 803-777-4333; Equal Opportunity Programs: 803-777-3854</p>	<p><b>Greenville Emergency Room</b> 701 Grove Road, Greenville, SC 29605 <a href="http://www.ghs.org/emergency">http://www.ghs.org/emergency</a></p>
<p><b>National Domestic Violence Hotline</b>  1-800-799-7233</p>	<p><b>MD360 Urgent Care</b> 1025 Verdae Blvd Suite B 864-286-7550 Md360.org</p>
<p><b>National Sexual Assault Hotline</b>  1-800-656-4673</p>	<p><b>USC Sexual Assault and Violence Intervention and Prevention</b>  803-777-8248</p>