

# IOWA STATE UNIVERSITY

## Suggested Protocol Checklist for Responding to Sexual Assault

As a member of the Iowa State University community, you may be called upon to provide support to survivors of sexual assault and to refer them to professional resources. This checklist is designed to help you follow the University Protocol for responding to survivors of sexual assault. It is for you to reference, not as a report to be submitted to ISU Police Department (ISU PD), Sexual Assault Response Team (SART) or other organizations.

1. \_\_\_\_\_ Explain that no records or reports of sexual assault are kept in the survivor's permanent academic records, however, you are required (under the Cleary Act and Title IX) to file an **anonymous** sexual assault report. A form for doing that is located at: (<http://www.dps.iastate.edu/sart/SARTonlinereport.html>).
2. \_\_\_\_\_ Encourage the survivor to contact ACCESS (Assault Care Center Extending Shelter and Support). The ACCESS staff member can provide the survivor support advocacy and assistance in exploring counseling, medical, and legal options. If possible, offer the survivor the use of your phone and a private space to make the call.
3. \_\_\_\_\_ Encourage the survivor to obtain medical services.
4. \_\_\_\_\_ Inform the survivor that it is her/his choice to file a report with the police (ISU PD or Ames Police). Remind the survivor that reporting the incident does not have to result in charges being filed.
5. \_\_\_\_\_ Inform the survivor that it is her/his choice to report the assault to a Department of Residence or Dean of Students staff member. Reporting in this way will allow staff to investigate the situation for possible university violations of the *Student Disciplinary Regulations*.
6. \_\_\_\_\_ Inform the survivor that if s/he needs assistance with other university services, the Dean of Students Office can help.
7. \_\_\_\_\_ If appropriate, arrange for a follow-up time to talk with the survivor and offer support.
8. \_\_\_\_\_ Provide the survivor with written information about resources available. Information can be printed from the following web sites:

ACCESS (24 hours a day)  
<http://www.assaultcarecenter.org/>  
515/292-5378 (24 hours a day)

ISU Police Department  
<http://www.dps.iastate.edu>  
515/294-4428 (24 hours a day)

Sexual Assault Response Team  
<http://www.dps.iastate.edu/sart/>  
515/294-3116 (business hours)

Dean of Student Office  
<http://www.dso.iastate.edu/sa/>  
515/294-1020 (business hours)

If you or someone you know has been sexually assaulted, confidential help is available 24-hours a day, seven days a week at

29-ALERT (292-5378)

Sexual Assault Support Services