

**REED COLLEGE**  
**SEXUAL ASSAULT INVOLVING STUDENTS**  
**STAFF RESPONSE GUIDE**  
**Version: August 2013**

**GUIDE FOR SEXUAL ASSAULT REPORTS INVOLVING STUDENTS**

**Immediate Response to Reports of Sexual Assault**

If a student tells you that they have been sexually assaulted, or if you believe that they may be about to disclose a sexual assault, while letting the student know that you are not a confidential resource, take the following immediate steps:

1. Ask the student if they are injured or need medical attention
2. Ask the student if they are in a safe place or in danger
3. Remind the student you are not a confidential resource and offer to connect them with someone who is
4. Offer to refer the student to someone trained to receive reports of sexual assault, either confidential or someone who will be required to report the incident

**Immediate Response Instructions**

If you assist the reporting student directly, and the student is aware that you are not a confidential resource, use the following information to assist the student:

1. Ask about injuries and the need for medical care, regardless of whether or not they have any visible injuries, and regardless of whether or not they are physically with you or the report is made over the phone, electronically, etc.
  - ☐ If the student reports injuries or needs medical attention, call Community Safety (503-788-6666), call 911 (#911 from campus phone), or contact one of the other resources on the Sexual Assault Aftermath Resource List
2. Ask if the student is in any physical danger, especially if they are not physically with you.
  - ☐ If the student is in danger or if there may be a danger to the community, call Community Safety or 911 and report the danger to receive help
3. Tell the student that you\* are required to forward their report immediately to either Community Safety, the Dean of Student Services office, or the Title IX Coordinator. Also tell the student that the law requires you to report to the police or Department of Human Services if they are under 18 years of age.
  - ☐ If the student wants confidentiality or is uncertain about to whom they want to make a report, offer to refer them to the Reed Health & Counseling Center or another confidential resource on the Resource List
  - ☐ \*If you are a licensed clinician who is exempt from mandatory reporting, tell the student that you will **not** disclose the report without written permission from the student, **and** that the report will **not** be investigated unless you or the student also contact a mandatory reporter or police
4. Offer to call or physically take the student to someone trained to receive sexual assault reports, and who can provide the student with help and support:
  - ☐ Health & Counseling Services (confidential): Available business hours at the Health & Counseling Center. 503/777-7281
  - ☐ Community Safety: Available 24/7/365 at 28 West. 503/771-1112 ext.0
  - ☐ Dean of Student Services: Available business hours at Eliot 218. 503/517-7396
  - ☐ Title IX Coordinator: Available business hours at Eliot 303. 503/777-7506

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**Resources**

Reed's Sexual Assault Prevention and Response web site has detailed information that can be referenced when receiving a report:

[http://www.reed.edu/sexual\\_assault/index.html](http://www.reed.edu/sexual_assault/index.html)

\*The following list is excerpted from the full list available at the Sexual Assault web site

**Reed College Resources**

Anyone who needs help or information related to sexual assault can call the Community Safety Switchboard (503/771-1112 ext. 0) 24-hours a day and be connected with any available resource. *Callers do not need to disclose their names or any details of an incident in order to be connected with resources.*

**Reed College Health & Counseling Center**

**Medical Services** (confidential)  
9 a.m.–5 p.m.: 503/777-7281  
After hours: 503/771-1112

**Counseling Services** (confidential)  
9 a.m.–5 p.m.: 503/777-7349  
After hours, ProtoCall: 866/432-1224  
Services: free and confidential  
counseling; inform the receptionist  
that the concern is urgent

**Title IX & Section 504 Coordinator**

Ed McFarlane, Vice President/Treasurer  
9 a.m.–5 p.m.: 503/777-7506  
[emcfarl@reed.edu](mailto:emcfarl@reed.edu)  
Eliot Hall 303

**Community Safety Director**

Gary Granger  
9 a.m.–5 p.m.: 503/777-7379  
After hours: 503/771-1112  
28 West

**Reed College Community Safety Office**

**Non-emergency:** 503/771-1112  
**Emergency:** 503/788-6666

**Student Services**

9 a.m.–5 p.m.: 503/777-7521  
After hours: 503/771-1112  
Eliot Hall 218

**External Community Resources**

**Portland Women's Crisis Line**

(anonymous)  
**24-hour crisis line:** 503/235-5333  
**Office** (9-5, M–Th): 503/232-9751  
[pwcl.org](http://pwcl.org)

**National Sexual Assault Hotline**

24-hours: 800/656-HOPE (4673)  
[rainn.org/get-help/national-sexual-assault-hotline](http://rainn.org/get-help/national-sexual-assault-hotline)

**Multnomah County Victim Assistance,  
District Attorney's Office**

8 a.m.–5 p.m.: 503/988-3222  
[mcda.us](http://mcda.us)  
Services: advocacy services; assistance  
with criminal justice system

**Portland Police Bureau**

**24-hour emergency:** 911  
**24-hour non-emergency:** 503/823-3333

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