

HOW TO RESPOND TO A REPORT OF SEXUAL OR GENDER-BASED HARASSMENT, MISCONDUCT, OR VIOLENCE (more information at www.up.edu/titleix)

- All administrators, faculty, and staff not specifically designated as a Confidential Resource are “Responsible Employees” under Title IX. Responsible Employees are required to share information they receive related to sexual assault, sexual harassment, stalking, and dating/domestic violence with the Title IX Coordinator.
- This information should be kept private and only share with those who need to know in order to maintain a safe environment.
- If there is imminent risk to safety, please contact Campus Safety (ext. 4444) right away.

STEP 1 - SUPPORT. Offer support non-judgmentally and with empathy.

Affirm for reaching out.

Do not prejudge or try to determine what happened.

State that you are committed to connecting them to resources.

Sample Response: I can only imagine how difficult and scary this might be for you. Thank you for trusting me and choosing to share this with me. I’m glad you’re reaching out for help. I am committed to helping connect you with people on campus who can help.

STEP 2 - SAFETY. Assess for safety.

Is there an imminent risk in the next 24 hours? Contact Campus Safety if necessary (503) 943-4444.

Sample Response: Before we go much further, I want to check in with you to know whether you currently feel safe. Are you concerned for your safety in any way?

STEP 3 - CONFIDENTIALITY. Inform about the limits of confidentiality to conversation.

Responsible employees cannot remain confidential

Title IX Office will be informed

Information will be shared on a need to know basis

Sample Response: As a responsible employee, I am legally required to share what we talk about with the Title IX Office. The Title IX team will help sort out what needs to happen to make sure you and the campus community are safe and to prevent something like this from happening again. We will all diligently protect your privacy, only sharing information with people on campus who need to know so they can help. As we talk, you can decide how much you want to share with me. While I am required to report information to the Title IX Office, students impacted by a Title IX situation are not required to meet with Title IX or share information they do not wish to share.

STEP 4 - RESOURCES. Refer to appropriate resources.

Refrain from asking questions and seeking additional details.

See back of this handout and visit www.up.edu/titleix for more information about resources.

Sample Response: Please tell me what you need right now. Any response, even nothing, is okay.

STEP 5 - REPORT. Report to the Title IX Office.

Visit www.up.edu/titleix for the online reporting tool.

Complete to the best of your ability.

Skip any questions if you do not know.

Do not feel obligated to obtain unknown information.

SUMMARY OF TITLE IX RESOURCES

CONFIDENTIAL CAMPUS RESOURCES

These resources will be able to honor confidentiality in most cases and will not report information to any other campus official, unless there is an imminent danger to the student or others. For a list of available [confidential resources at UP](#), visit Title IX website, Get Help section. To meet with a confidential resource, we encourage you to email or call the confidential resource directly to schedule a meeting.

Anything shared with a priest in the sacrament of confession will always remain absolutely confidential.

Health and Counseling Center

up.edu/healthcenter
(503) 943-7134 (regular business hours)

Pastoral Residents, and religious members of the Holy Cross (CSC) community on campus

Search “Holy Cross” at www.up.edu/directory

Pilot Helpline (24/7)

(503) 943-7134, option 3

Campus Ministers

up.edu/campusministry
(503) 943-7131

ON-CAMPUS RESPONSIBLE EMPLOYEES*

These resources will ensure privacy to the greatest extent possible. Information received will be shared with the Title IX Coordinator to assess the safety of the student and larger university population. Information may also be shared with certain UP professionals, as necessary, to ensure safety and to provide an appropriate University response.

Title IX Office:

up.edu/titleix
Email: titleix@up.edu
Phone: (503) 943-8982

Title IX Coordinator: Ann James

Campus Safety

up.edu/campussafety
(503) 943-7161 (non-emergency)
(503) 943-4444 (emergency)
Email: campussafety@up.edu

Residence Life

up.edu/residencelife
(503) 943-7205
Email: reslife@up.edu

OFF-CAMPUS RESOURCES

Call to Safety

calltosafety.org
(888) 235-5333

Sexual Assault Resource Center

sarcOregon.org
(503) 640-5311

Q Center

pdxqcenter.org
(503) 234-7837

Forge

Forge-forward.org
(414) 559-2123

YWCA

ywcapdx.org
(503) 988-6400

Raphael House

raphaelhouse.com
(503) 222-6507

Portland Police Bureau portlandoregon.gov/police
911 (emergency), (503) 823-3333 (non-emergency)

Victim Rights Law Center victimrights.org
(503) 274-5477 ext. 8