

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

- All administrators, faculty, and staff are “Responsible Employees,” if not specifically designated as a confidential resource. Responsible Employees must report Title IX matters to the Title IX Office.
- Keep information as private as possible. Information should be shared only on a strict need-to-know basis.
- If there is imminent risk to safety, please contact Public Safety (ext. 4444) right away.

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

*Commend 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 sharing 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.

*Imminent risk in the next 24 hours?*    *Contact Public Safety if necessary - (503) 943-7161.*

**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.

*Cannot keep completely confidential.*                      *Title IX Office will be informed.*                      *Information will be shared with other UP professionals on a need-to-know basis.*

**Sample Response:** As a responsible employee, I need to share what we talk about with the Title IX Office. The Title IX team will help sort out what needs to happen next 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 in order to 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 professionals or share information they do not wish to share.

### STEP 4 - RESOURCES. Refer to appropriate resources.

*Refrain from asking questions or seeking additional details.*                      *See back of this handout and visit [www.up.edu/titleix](http://www.up.edu/titleix) for more information about resources.*

**Sample Response:** Please tell me more about what you need right now.

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

Visit [www.up.edu/titleix](http://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 (more information at [www.up.edu/titleix](http://www.up.edu/titleix))

### ON-CAMPUS CONFIDENTIAL 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. *Anything shared with a priest during the sacrament of confession will always remain absolutely confidential.*

#### University Health Center

[up.edu/healthcenter](http://up.edu/healthcenter)  
(503) 943-7134 (regular business hours)

#### ProtoCall

(503) 943-7134, option 3 (outside regular business hours)

#### Campus Ministry\*

[up.edu/campusministry](http://up.edu/campusministry)  
(503) 943-7131  
[ministry@up.edu](mailto:ministry@up.edu)

#### Holy Cross Priests\*

Look up “holy cross” at [up.edu/directory](http://up.edu/directory)

### ON-CAMPUS RESPONSIBLE EMPLOYEES\*\*

These resources will protect confidentiality to the greatest extent possible. Information received will be shared with the Title IX Coordinator and Deputy Title IX Coordinators to assess the safety of the student and the 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](http://up.edu/titleix), [titleix@up.edu](mailto:titleix@up.edu), (503) 943-8982

**Deputy Title IX Coordinator for Students:** Meg Farra (Meg is the main point of contact for students)

**Title IX Coordinator for Compliance:** Sandy Chung

**Title IX Coordinator for Education:** Matthew Rygg

**Deputy Title IX Coordinator for Staff:** Bill Jenkins

**Deputy Title IX Coordinator for Administrative Processes:** Patrick Plaza

**Deputy Title IX Coordinator for Faculty:** tbd

#### Public Safety

[up.edu/publicsafety](http://up.edu/publicsafety)  
(503) 943-7161 (non-emergency)  
(503) 943-4444 (emergency)  
[publicsafety@up.edu](mailto:publicsafety@up.edu)

#### Associate Director for Community Standards

Sarah Meiser  
(503) 943-7205  
[meisers@up.edu](mailto:meisers@up.edu)

### OFF-CAMPUS RESOURCES

#### Call to Safety

[calltosafety.org](http://calltosafety.org)  
(888) 235-5333

#### Sexual Assault Resource Center

[sarcoregon.org](http://sarcoregon.org)  
(503) 640-5311

#### Q Center

[pdxqcenter.org](http://pdxqcenter.org)  
(503) 234-7837

#### Forge

[forge-forward.org](http://forge-forward.org)  
(414) 559-2123

#### YWCA

[portlandoregon.gov/gatewaycenter](http://portlandoregon.gov/gatewaycenter)  
503) 988-6400

#### Raphael House

[raphaelhouse.com](http://raphaelhouse.com)  
(503) 222-6507

#### Portland Police Bureau

[portlandoregon.gov/police](http://portlandoregon.gov/police), 911 (emergency), (503) 823-3333 (non-emergency)

\* Priests with University-wide administrative duties (the President, Vice Presidents, and any other position serving on the President’s Leadership Cabinet) have the discretion to receive information under the Sacrament of Reconciliation or Confession **but otherwise are not confidential resources.**

\*\* All administrators, faculty, and staff not specifically designated as a confidential resource are “Responsible Employees.” Responsible Employees must report Title IX matters to the Title IX Office.