**Responsible Employee Checklist**

- **Address any imminent medical needs or threats to safety**
  - If the student requires medical attention, or if there is an immediate threat of danger or injury to the student or campus community, contact Public Safety 404-525-6401.

- **Advise the student that you can protect their privacy, but you cannot promise confidentiality**
  - Tell the student that you are required to report the incident to the college’s Title IX Coordinator/ Deputy Title IX Coordinator. Let the student know that the someone will be touch with them.

- **Listen, Affirm, Inform, Refer & Report**
  - Listen without judging or interrogating
  - Affirm and offer support by acknowledging the student's decision to get support
  - Gently interrupt and inform the student of your duty to report
  - Refer the student to disclosure and/or reporting offices
  - Report information shared with you via an incident report
    - In cases of an emergency, notify the Sexual Misconduct Response Line 678-873-5884

- **Inform the student of their disclosure & reporting options**
  - Confidential Disclosure- Counseling, Health Services, Religious Life
    - These areas provide confidential support to assist students with their physical, mental and spiritual health following an incident of sexual misconduct.
    - These areas can assist students in addressing short term and long term effects of sexual and gender based violence as well as process their reporting options.
  - Confidential disclosure– Off- Campus Resources (Rape Crisis Centers, Support Groups, Hotlines)
    - Off Campus agencies offer crisis intervention, victim advocacy, support groups and counseling.
  - Reporting to Campus Officials – Deputy Title IX Coordinators and/or the Title IX & Compliance Office
    - The Title IX Coordinator /Deputy Coordinators can help students to obtain services, implement measures, and accommodations, and will explain the student’s options for filing a complaint
  - Reporting to Law Enforcement – Public Safety / Local Law Enforcement
    - Law Enforcement walk students through the process of filing a criminal complaint
  - Note: anything disclosed to housing & residence life staff must be reported.

- **Remind the student that the incident is not their fault**
  - Remind the student that acts of sexual misconduct such as sexual assault, relationship violence, and stalking are never the fault of the student. Thank the student for telling you what happened and reassure him/her that you have information to share which might be useful (list of resources). You can also ask if they would like you to check in on them in a few days/week

- **Encourage the student to contact the Title IX Coordinator/ Deputy Title IX Coordinators**
  - The Title IX Coordinator /Deputy Coordinators can help students to obtain services, implement measures, and accommodations, and will explain the student’s options for filing a complaint

- **Inform the student of the availability of support services, regardless of whether they want to file a complaint**
  - Inform the student the college wants to help, and there are people on campus who can help the student feel safe. Offer to accompany the student or arrange an appointment

- **Advise the student that action may be taken**
  - Advise the student that there may be times when the College must take action against a perpetrator, even if that is against the student’s wishes. The College undertakes these decisions very carefully and would inform the student and take appropriate steps to ensure the student’s safety prior to taking any action against the perpetrator