**FRATERNITY AND SORORITY CRISIS MANAGEMENT PROCEDURES**

**MISSOURI STATE UNIVERSITY**

It is an unfortunate reality that from time to time a serious injury, loss of life, major property loss, or criminal activity will occur in a chapter.

Events of this nature grievously impact not only the chapter, but also the community, university, the families and friends of members, the international organization, and the Fraternity & Sorority community.

Strong preventive measures will prevent most losses. Safety inspections, fire drills, the elimination of improper and illegal activities, and liability and risk management seminars are all essential to control risk.

Should any event of a disastrous nature occur, however, the chapter must be prepared to respond quickly and appropriately.

Copies of these procedures should be given to each chapter officer and advisor to keep in their notebook. A copy should be kept next to the chapter telephone, or other easily accessible place. If your chapter has a House Mom/Director, they too will need a copy.

**EMERGENCY INFORMATION CARDS**

Keep on file in the president's room an emergency card or sheet for each member and pledge/associate/new member. Included on the card should be (see enclosed sample form):

1. Member's full name, social security number and birthdate
2. Member's local address and telephone number (if other than the chapter house)
3. Name, address, and telephone number of parents or guardians
4. (Be sure to get this information for both parents. Include both residence and office telephone numbers.)
5. Name, address, and telephone number of another person to notify in the event the parents cannot be reached (Examples: neighbor of parents, relatives)
6. Medical information (allergies, medical conditions, etc.)
7. Name and telephone number of the family physician

**EMERGENCY TELEPHONE NUMBERS**

The University Police should be called in the event of any emergency (including a medical emergency or fire) **836-5509**. The University Police will call the paramedics or fire department and will also immediately dispatch an officer to assist you. If you don't have immediate access to the number, simply call **911**.

The following people need to be notified of any emergency:

**Kate Roessler**

Assistant Director of Student Engagement for Fraternity & Sorority Life

Office: 417- 836-4386

Cellular: 847-833-9584

**Laura Whitmire**

Associate Director of Student Engagement

Office: 417-836-4386

Cellular: 409-670-6226

In the Event the Assistant Director of Student Engagement for Fraternity & Sorority Life or the Associate Director of Student Engagement cannot be reached, contact one of the following:

**Tara Benson**

Associate Director of Plaster Student Union and Director of Office of Student Engagement

Office: 417-836-4386

Cellular: 573-450-5887

**Terry Weber**

Director of the Plaster Student Union

Office: 417-836-5886

Cellular: 417-353-8883

**Thomas Lane**

Associate Vice President of Student Affairs/Dean of Students

Office: 417 -836-5886

Cellular: 701-361-3057

**Dr. Dee Siscoe**

Vice President of Student Affairs

Office: 417 -836-5527

Chapter Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House Corporation President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regional or District Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

International Headquarters Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In many situations, it will be advisable for you to contact an attorney, especially if legal action may result from an incident (criminal arrest or a liability suit, etc.):

Chapter Legal Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sometimes, it is helpful to contact a counselor for assistance (for example, when a member appears to be suicidal or when there is a death). During University business hours, you can call any of the administrators listed above or the Counseling and Testing Center at 836-5116. A crisis counselor is available to consult with you on how to handle a difficult situation. After hours you can contact the Assistant Director of Student Engagement for Fraternity and Sorority Life at the numbers above, and she will arrange to have a staff member from the Counseling and Testing Center assist you. They provide excellent on-call counseling 24 hours a day and will consult with you on how to handle a difficult situation. The Springfield community also has a 24 hour crisis line you can call at 862-6555.

**FIRES**

***Fire Prevention: Make sure that your house has working fire alarms. Periodically check to see that alarms are working.***

In case of a fire, remain calm. Panic only causes confusion.

Set off the alarm.

Call the Public Safety Emergency Number (836-5509) or 911, no matter how minor you consider the fire to be. Don't take a lot of time looking for the fire beforehand.

Use an extinguisher if possible.

Check as many rooms on the way out to see if everyone is alerted to the fire. Shut the doors to all rooms on the way out.

When you are in a room when the alarm goes off, feel the doorknob to see if the heat is intense. If it is hot, do not open it. If you think it's safe, then open the door slowly with your shoulder against it to see if the fire is in the hallway. Because toxic fumes and high temperatures usually fill the highest levels of the air, it is best to crawl out of a burning building. Cover your face with a cloth, preferably damp. If the fire is in the hallway, exit through a window, but be sure to crack the top of the window first to let the smoke draft out. Most people are killed by smoke before they have a chance to jump.

Have a plan to account for members. A roommate check system may work best. Have a pre-determined spot where members are to congregate in the event of a fire. Take a head count to make sure everyone is out of the house. NEVER go back into the house to attempt to rescue anyone.

Turn off electricity and gas if there is time.

Move cars out of the way for fire engines to get in.

**MAINTAINING CONTROL**

Be certain that everyone in your chapter knows the president is in command of every emergency situation. In the absence of the president, you should have a rank ordering of officers (chain of command):

l. President

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a crisis has occurred at the chapter house, close the house at once. You cannot give instructions if your members are leaving and strangers are entering. Permit only members and appropriate officials to enter. Halt all incoming and outgoing telephone calls, except those of an emergency nature.

In most crisis situations, you will want to call a mandatory chapter meeting, for actives and pledges/associates, as soon as possible. Make sure your chapter advisor or other member of your alumni advisory board is present. At this meeting:

1. Explain the situation and gather facts.
2. Project a strong leadership image to let your members know everything is under control so they will remain calm.
3. Clarify who is the spokesperson (normally the chapter president). No one else should make statements or answer questions about the situation.
4. Instruct members not to discuss the incident with anyone, including boy/girlfriends and family members, until the situation has been resolved. In the event of a fire or accident, members should, of course, be encouraged to notify their parents to let them know they are okay.
5. Detail the plan for the next several days.
6. Instruct your members to cooperate with University or law enforcement officials investigating an incident.
7. If you need help planning or facilitating this kind of meeting please contact Assistant Director of Engagement for Fraternity and Sorority Life.

**INVESTIGATIONS**

Make written notes of all details relating to any incident. It will be especially important to get the names of all members present, the names and telephone numbers of any witnesses (in some cases you may want to get signed statements from the witnesses), and the names and telephone numbers of anyone injured (however slightly). Some incidents may result in lawsuits, and if you are called to testify in court months after the incident, the notes will be invaluable. Share the information you collect with your chapter advisor and any University or law enforcement personnel conducting an investigation. Your House Corporation president will also need as much information as possible when they report the incident to your insurance company. Itemize any property losses, and keep records of any expenses related to the situation.

**MEDIA RELATIONS**

Again, it is critical that the officially designated chapter spokesperson be the only person to speak with the media. No exceptions!

Consult with your chapter advisor, the Assistant Director of Student Engagement for Fraternity & Sorority Life (836-4386), the University, and your attorney (if applicable) so that they can help you prepare for any media contact. They can also assist you in developing a prepared statement which can be read to the press. Prior to the development of a statement the following standby statement should be used (avoid saying “no comment” — it sounds as if you are trying to hide something):

“We can confirm that (describe the incident very briefly) occurred on (day) at (time) at (location). The chapter is cooperating with authorities and all interested parties. Further information will be released when we have completed our investigation of all pertinent matters.” Absolutely nothing else should be said. The only response to other questions should be: “When we have completed our investigation, we will release more information.”

Instead of a press briefing, you may elect to simply prepare a statement and give it to News Services (836-6397) for distribution to media who inquire. In such case, refer all media calls to News Services.

When you are being interviewed, tell the truth. Give only the facts. If you don't know an answer to a question, say so. Don't speculate or repeat hearsay. Avoid exaggerations and inflammatory remarks. Stress what positive action you are taking to resolve the situation. If you are asked a

question you feel is unfair, simply rephrase the question the way you would prefer to have it asked, then answer your question. Never make "off the record" comments.

Consider your appearance. Dress neatly (semi-formal). Your members should also dress neatly even if they are casual (no beer T-shirts, etc.). Clean up your house, being careful to remove trash, beer bottles, and anything else that may not look favorable in a photograph or on TV. Consider holding a press briefing away from the chapter house (The Plaster Student Union). Caution your members not to grandstand in the background during TV interviews.

Do not release any names until an investigation is complete and the timing is appropriate.

Don't discuss the personal life of your members with reporters.

Keep your house locked. Do not let television cameras or photographers into your house (unless you specifically want to invite them in for a press conference).

**MEDICAL EMERGENCIES**

Be sure your chapter has a complete first aid kit in an accessible place in your chapter room. Take the kit with you at chapter retreats and other out-of-town functions.

Call the University Police (836-5509) and give necessary information regarding the sickness/accident. If the problem is an acute life threatening illness or an illness required hospital based attention, the patient will be taken to the nearest hospital.

Taylor Health Center is open Monday through Friday, 8:00 a.m. to 6:00 p.m.

The closest emergency rooms are:

Cox Medical Center North, 1423 N. Jefferson Avenue 417-269-3193

Cox Medical Center South, 3801 S. National Avenue 417-269-4083

Mercy Clinic Emergency Medicine, 1235 E. Cherokee 417-820-2115

There are also a variety of "walk-in" emergency clinics in the area for treatment of serious but not life-threatening conditions. These services are usually significantly cheaper than conventional emergency rooms.

In the event of a serious illness or injury, do not notify the parents immediately. The medical personnel will notify parents and advise them of their physical situation.

**MENTAL HEALTH CRISIS**

In the event of a mental health crisis, for example a suicide threat or attempt, call emergency services as appropriate. If time permits, arrange for a professional counselor to provide you with assistance. The telephone number for the Counseling and Testing is 836-5116. (See Emergency Telephone Numbers section above for information on contacting a counselor after hours.) While awaiting the counselor's arrival, talk with the member involved and provide him reassurance. Don't play psychologist--just be a friend and make the person comfortable.

In the event of a mental health crisis, do not assemble your members. Discuss with University personnel steps you should take to handle the situation. University personnel will determine if the parents need to be contacted.

**SERIOUS ILLNESS**

There are several procedures and precautions that group members should take in the event one of your fellow members develops what appears to be a serious illness (including substance addiction or eating disorder). An ill member may ignore his or her condition and may not take the initiative to seek proper medical attention. As responsible adults, you must be sensitive to your members’ physical and psychological welfare. If you become aware of a member who is suffering from a serious illness, take immediate action by following these guidelines and contacting appropriate people who can help:

1. Initially bring your concern to the attention of the member. Tell the member you are aware of his/her condition and that you are concerned.
2. Determine what kind of medical or psychological counseling attention the member has sought. What kind of care has been described?
3. If the ailing individual continues to ignore his/her physical or psychological condition, contact your chapter advisor. Information about the situation should be brought to the advisor’s attention, and consult the Counseling and Testing Center (836-5116) for guidance on establishing a specific plan of action to help the member.

It is extremely important that members be understanding and sensitive in dealing with cases of serious illness. There may be some cases when an ailing person will not want your assistance and will strongly object to any contact with his parents. It is important to respect the wishes of the person; however, you may find yourself in a situation where respecting a person’s wishes may not be medically wise or sound. The realities of the situation should not be ignored.

**DEATH**

In the event of a death, do not notify the parents; this will be done by emergency or University personnel.

Do not announce the death until your chapter advisor has arrived to help. You may also want to have a University counselor present when you make the announcement to help your members deal with the shock.

Be very careful that the death is not announced until all members of the immediate family have been notified.

If the member lived in the house, do not remove any of the deceased student's personal possessions. If the member had a roommate, the roommate should be moved temporarily to another room. You should call the family to offer sympathy on behalf of the chapter, and ask what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do this themselves. Before they arrive, be sure all borrowed items are returned to the deceased's room and if possible, lock it. When they do arrive, you may want to have empty boxes available and offer to help. This is an emotional trauma for parents and they may not want privacy.

It is of course proper to send sympathy cards and notes, flowers, etc. If the funeral is nearby, it will mean a great deal to the parents for members to attend. Offer to make a statement on behalf of the fraternity at the memorial service.

If the funeral will be out-of-town, you probably will want to arrange a local memorial service. You can contact the Office of Student Engagement for assistance in making arrangements. Check to see if your ritual contains a ceremony for memorial services.

For some of your members, this may be their first experience in dealing with the death of someone close to them. Keep an eye out for members who appear to be having difficulty coping with the situation and encourage them to talk with a counselor. You may wish to contact the Counseling and Testing Center for suggestions on how to help members process the loss, or to have them come to the house to lead a discussion or program to help facilitate individual member’s grief.

The Dean of Students will take care of notifying the deceased student's instructors and other University offices of the death.

When someone close to you dies, it is difficult to accept the loss, and you and your members may find yourselves consumed by pain, fear, and grief. Grief is a normal response to losing someone who was important to you. Grief hurts, but it is necessary. When a death tears your world apart, grieving is the process that puts it back together.

Grief runs thorough stages, although not everyone experiences every stage, and your members will pass through the stages at their own rate. That is why it is important to understand the stages of grief:

1. *Denial* - This response is nature’s way of protecting you and insulating you from what happened.
2. *Anger* - You may feel angry toward the doctors and nurses who couldn’t save the life of the deceased. You might even feel angry at the deceased for leaving you. These feelings of anger may lead you to feel guilty.
3. *Guilt* - You may feel guilty for simply being alive when someone else has died. You might feel guilty about not saying goodbye, or you may remember a fight you had with the deceased.
4. *Depression* - Even you are normally a committed, caring person, you may find that you don’t care about anything or anyone. This is a common feeling as are the others.
5. *Acceptance* - Hopefully, the grieving process will accept the death eventually. That does not mean you have to forget the deceased. It just means it is time to go on living.

One of the best ways to begin working through grief is to attend the funeral or memorial service. A funeral confirms the reality of death and serves as a focus for expressing feelings of loss. You begin to help the family of the deceased, and yourself, by attending the funeral. Being there demonstrates that although someone has died, friends like you remain, and it demonstrates that you care. Both before and after the funeral, it is important that you express your feelings. Crying is both healthy and normal. It may also help to hold a discussion to help members with accepting the loss.

**Sexual assault, Dating/relationship/sexual Violence, and Sexual Harassment Overview**

Sexual assault, dating/relationship violence, and sexual harassment are serious issues that can impact college students. When dealing with these issues, the safety and well-being of the victim/survivor should be at the forefront of your actions. If you find out that a member has experienced sexual assault, any type of dating/relationship/sexual violence, sexual harassment, or been the victim of stalking, harassment, or even domestic violence, you must act to help that person. That may mean simply listening to the person, referring them to resources on/off campus, or asking for the help of a trusted advisor to assist in the situation. These situations often appear complex and it can be hard to know what the ‘right’ thing is to do. The guidelines below are here to help you work through these tough issues. Please remember that ultimately although you may be one of the first to find out something bad has happened, that you are not alone in dealing with the situation. Remember that you have advisors and staff at the University who can help you, your members, and the victim.

**Safety Concerns**

Once you learn about a situation, you need to evaluate if someone is in immediate danger. If a member comes to you and believes that there is the possibility that their safety or others safety is in immediate danger, call 911 immediately for help. If someone appears to be suffering from injuries and you believe that they may need medical attention, call 911 immediately.

In most cases, you will hear of what happened hours, days, or even weeks after the event has happened. It is still important to ask the victim if they need medical attention or if they believe their safety is in danger (especially if someone discloses to you they have been the victim of stalking or relationship violence!).

**Guidelines for Communication**

First, when speaking with someone who has undergone a traumatic situation, be aware of your surroundings and body language. Talk in a private area and make sure the person is comfortable with where you are and who is present.

**Do NOT:**

* Ask too many questions all at once, as this can seem like you are interrogating the person
* Ask questions or make statements that seem to blame the victim for what happened to them (examples of negative or blaming communication below)
  + *Why did you talk to that guy anyway? He looked creepy.*
  + *Why did you go to that party alone?*
  + *Why did you drink so much? You know better than that.*
  + *Why were you wearing such a short skirt? You know how people are.*
  + *Why did you get in the car with that person?*
  + *Why didn’t you call someone for help?*
* Force details out of the person that they are not ready to divulge
* Invite others to be a part of the conversation that the victim did not ask to be present
* Rush the conversation – talking about sexual assault can be traumatic in and of itself. Let the person tell the story in their own time, allowing for times of silence while the person formulates their thoughts

**DO:**

* Let the person know you care about them and want to listen to them
* Ask questions and make statements that empower the victim – let them decide who they talk to and what they say! (Examples below)
  + *Would you like anyone else to be present with us as we talk?*
  + *Are you comfortable telling me what happened?*
  + *What happened to you was not your fault.*
  + *No one deserves or asks to be assaulted. You do not deserve this.*
* Tell the person about resources available to them
* Let the person express emotion as they wish to. This may mean the person is very upset, but sometimes victims need to be more stoic in order to deal with the situation.

**Reporting traumatic situations**

Once you’ve learned more about the situation, it’s time to think about what to do next. Students may feel fear or anxiety about reporting what happened to school officials or law enforcement. A student may feel that reporting what happened will result in trouble or punishments for them or their organization. Perhaps a student was drinking underage, using illegal drugs, or something against the law or university regulations happened while they were assaulted. It is from this fear of getting themselves, friends, or an organization in trouble that they wish not to report it. From the University perspective, it’s important to know that in the cases of sexual assault, sexual violence, and sexual harassment University officials are concerned with the safety and well-being of the victim first. The Dean of Students office and the Office of Student Conduct will not file charges of misconduct for drinking, drug use, or violation of residence hall policies against a victim who makes a report of sexual assault. It is far more important that the appropriate University official are notified of what happened so that we can work together with the victim to help them feel safe on campus (and off campus) as well as getting them engaged with resources of their choosing.

**Reporting Resources**

Students who wish to report sexual assault, sexual violence of any kind (dating, relationship, domestic abuse, stalking, etc), and/or sexual harassment should be advised to contact any of the following offices on campus. Next to each office is their location, contact info, and some of the services they provide.

**Office of the President**

417-836-8506

Title IX Coordinator – Jill Patterson (JillPatterson@MissouriState.edu)

Carrington Hall, Room 205A

The Title IX Coordinator is responsible for investigating and ensuring timely resolution of all reports of sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence and stalking involving members of the university community.

**Dean of Students Office and the Office of Student Conduct**

417.836.5527

Dean of Students – Dr. Thomas Lane

Director of Student Conduct – Andrea Weber

Plaster Student Union, Room 405

The Dean of Students Office and the Office of Student Conduct can offer resources, listen to students, and advise students on the process of filing student conduct charges if the person who hurt them is also a student. Staff in these offices can also assist the student in filing a police report, administer protective measures and orders, as well as refer the student to health (both physical and mental) on the campus and in the community.

**Office of Institutional Equity and Compliance**

417.836.4252

Park Central Office Building (downtown on the Square), Room 111

**Department of Safety and Transportation**

417.836.5509

Public Safety can take a report of what happened as well as involve law enforcement should the victim wish to file a police report.

**Springfield Police Department**

Students who wish to make a report to the police can do so by contacting the Springfield Police Department. Missouri State University has a Springfield Police substation located on campus at 636 East Elm (near Bear Park North parking garage). Students can request to speak to an officer by phone or make a report in person by calling 417.836.5509. That phone number is for Public Safety, who can radio an officer if there are no officers in the office at the time of the call.

Students who wish to report an assault that occurred outside of Springfield may need to contact the law enforcement agency with jurisdiction for where the assault occurred.

Website for Springfield police services: www.springfieldmo.gov

Please note that filing a report does not obligate you to participate in an investigation. However, all students who have experienced an assault or are the victim of a crime are encouraged to file a police report.

**Other Resources on campus and in the Springfield community**

**Counseling and Testing Center**

417.836.5116

Carrington Hall, Room 311

Free and confidential counseling services to students. Can walk-in for first appointment or call to set up an appointment.

**Taylor Health and Wellness Center**

417.836.4000

Located next to bookstore

THWC can assist students if they have pregnancy and/or STI concerns as well as any general health concerns.

**AIDs Project of the Ozarks**

417.881.1900 or 1.800.743.5767

Located at 1901 E. Bennett, Suite D

Provides testing for STIs/HIV – free and confidential. Call for walk-in hours or to make an appointment outside of walk-in hours.

**The Victim Center**

Located downtown at 819 N. Boonville, the Victim’s Center exists to assist victims of violent and/or sexual crimes. Services are free. Services include free counseling, court support, and advocacy. Victim advocates will also accompany survivors of sexual assault to the hospital while they complete a rape kit.

24 hour hotline: 417.864.7233

Office phone number: 417.863.7273

**Mercy Hospital**

1235 E. Cherokee Street

417.820.2000

**Cox South Hospital**

3801 S. National Avenue

417.269.3000

Both Mercy and Cox South employ SANE nurses (Sexual Assault Nurse Examiners) who are specially trained in working with victims of sexual assault. They can complete a rape kit with the student and address medical concerns. The rape kit can be very important for evidence gathering and a Victim Advocate can accompany the student if they go to have a rape kit completed. The rape kit is kept at the hospital for 120 days. If a student has injuries from the assault that go beyond the standard rape kit (broken bones, stitches or x-rays needed) there is a Victim’s Compensation Fund that can be applied for – information on this can be obtained at the hospital or through the Victim Center. Completing a rape kit does not mean that the student has to file police charges.

**Bystander Intervention**

Oftentimes with cases of sexual assault, people who care about the victim feel powerless to help, but there are things that everyone can do to make our campus a safer and welcoming place. As student leaders, you play an important role in helping create a safe environment for other students, but the responsibility doesn’t fall all on you – this is a team and campus effort!

The bystander is an incredibly important role – bystanders are the people who can intervene when they see things happening that they know are wrong. They are not the perpetrator and they are not the victim, so they may feel that there’s nothing they can do to help a bad situation – but there ARE things that bystanders can do!

**Ways to be an effective bystander:**

* Educate yourself further on issues of sexual assault and abuse. Educate your members through conversations, positive role modeling, passive and active programming
* Play an active role in creating an environment of respect for all people – do not tolerate sexist, homophobic, racist statements, jokes, or offhand comments. Encourage your friends and residents to take an active role in combating –isms in our daily conversation!
* Confront friends who tolerate or make excuses for abusive behavior

**How do you speak up?**

* This is the area where many bystanders start to feel confused or intimidated – how do you confront negative comments, jokes, or behaviors in a way that people will listen? You don’t want to alienate or yell at residents, but you want to make your voice heard, and empower others to speak out as well.
  + Approach people in a friendly and non-threatening way. Be aware of timing, location (public humiliation vs. private conversation), tone of voice, and body language.
  + Avoid being antagonistic or sarcastic. Be genuine.
  + Be honest and direct about your message
  + Be prepared to listen, clarify, and explain – have resources ready if needed!
  + Consult with your Advisors for tips or to role play a conversation beforehand if you need to
  + Remember: you are not alone! You have resources on campus that can help you. Utilize resources from Taylor Health Center, Counseling Center, Dean of Students Office, Student Conduct, or the Victim’s Center.
* Source note: some information from the ‘How do you speak up?’ section of this handout was adapted from information found at http://savp.vassar.edu/facts/bystander-intervention.html

**Taking care of yourself as a Student Leader**

* You may often be the ‘first responder’ in that a student discloses information to you before they tell others. When you work with students who have undergone sexual assault, this can be stressful for you too. It’s important to take care of yourself – you may need to vent or talk to your advisors (that might mean Chapter Advisor, Laura Whitmire, or other FSL staff) after working through a situation. Sometimes, it may be helpful to consider talking to a counselor to work through the feelings that may come up after working through a tough situation – that is perfectly OK!
* You do not personally have to tolerate any type of sexual harassment. Seek the help of your advisors, FSL staff, and Dean of Students Office staff immediately if you are the victim or target of sexual harassment.

**Myths and Facts about domestic/sexual violence…**

An individual's attitudes and beliefs about sexual assault and other forms of violence can influence whether or not that person: commits acts of violence; supports a friend, student, or colleague who has been abused; or seeks help for violent acts committed.

Common myths about domestic and sexual violence include:

**Myth: Perpetrators are abusive in all of their relationships.**

Fact: Some domestic violence perpetrators may be abusive to friends, family, coworkers, and others to varying degrees. Others may only abuse their partners and children. If a friend or family member discloses to you that they are being abused believe and encourage them to get help. Don't automatically assume that because you "know" the identified perpetrator and you are unable to believe the person is capable of committing violence that it isn't happening.

**Myth: If someone is being abused their situation can't be all that bad if they stay in the relationship.**

Fact: There are many reasons why a victim may stay in an abusive relationship. They may be afraid. They may feel ashamed even though what they are going through is not their fault. The victim may also be financially dependent on the abuser. While some victims are able to successfully leave their abusers, for others the process of leaving is extremely dangerous and can be deadly.

**Myth: Sexual Assault is a spontaneous act of passion.**

Fact: Sexual assaults are committed to control, humiliate, and harm another person. Many are planned in advance and most are perpetrated by someone the victim knows. Passion, lust, and arousal may be present, but they are not uncontrollable urges.

**Myth: If a victim does not say 'no' or does not 'fight back,' it is not sexual assault.**

Fact: Sexual assault victims may not say "no" or not fight back for a variety of reasons including fear and confusion. Survivors of sexual violence often report being "frozen" by fear during the assault, making them unable to fight back; other victims may not actively resist for fear of angering the assailant and causing the assailant to use more force in the assault. Pressure to be liked and not be talked about negatively by a peer will sometimes cause adolescents or children to avoid fighting back or actively resisting.

**Myth: Men can’t be raped if they don’t want to be.**

Fact: Any man can be sexually assaulted. It doesn’t matter who he is, how big or strong he is, or his sexual orientation. Some men are sexually assaulted by women. Most are assaulted by other men. The majority of men who sexually assault other men consider themselves heterosexual. They do it to exert control and cause harm and humiliation. Some men who are assaulted get an erection or ejaculate while being attacked. This reaction is a physiological response to physical contact or extreme stress. Although a perpetrator may try to convince a victim otherwise, getting an erection or ejaculating during a sexual is not a sign of consent, pleasure, or sexual orientation.

**Myth: Some girls and guys 'ask for it' by the way they act, dress, dance, or drink.**

Fact: No person does anything to “ask for” or deserve sexual assault.

**Myth: People are more likely to be sexually assaulted by a stranger than someone they know.**

Fact: People are more likely to be sexually assaulted and raped by someone they know and often trust. In a national study that included an examination of first rape experiences female victims were raped by intimate partners (30%), family members (24%), and acquaintances (20%). Male victims were raped primarily by acquaintances (32%), family members (18%), and intimate partners (16%).

Myths and Facts about Domestic/Sexual Violence taken from: http://www.calstatela.edu/univ/hlth\_ctr/safe\_09/safe\_myths.php

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*Taken from San Diego University’s Crisis Management Procedures and in conjunction with Springfield’s Victim Center.*