The Center for Women and Men in the Division of Student Affairs at the University of Southern California provides information on appropriate and compassionate response to a victim of sexual assault. The telephone number is 213-740-4900. The website address is http://www.usc.edu/student-affairs/cwm.

Victims of sexual assault may be men or women. Ninety-nine percent of perpetrators are male regardless of the victim’s gender. In this document the victim is referred to as “her”, with the acknowledgement that this is for the sake of clarity and continuity.

In the event a sexual assault occurs during your supervision of an overseas study trip, you may be called upon by the victim to provide assistance and referral for medical, emotional, and legal care. Following are some steps that should be taken pre-assault and post-assault.

WHAT ADMINISTRATORS AND PROGRAM DIRECTORS SHOULD DO PRE DEPARTURE

Taking the following proactive steps will help to reduce the risk of sexual assault and facilitate better care for the victim should a sexual assault occur:

- **Discuss the Issue with Students Before Departure**
  Make sure at pre-departure orientation the issue of sexual assault is addressed. Emergency contact information and other materials, including the document *Sexual Assault Risk Reduction for USC Students Abroad* should be given to students and there should be written verification that they received them.

- **Keep a Current File**
  All information regarding what to do and who to contact should be kept in a file and updated so that it is always current.

- **Discuss the Importance of Notification**
  Let students know that reporting *any type* of gender based harm, including sexual assault, is considered courageous and will be met with empathy. The university will advocate on behalf of the victim as is deemed appropriate.
WHAT ADMINISTRATORS AND PROGRAM DIRECTORS SHOULD DO AFTER AN ASSAULT

The first concern is always the immediate physical and emotional well-being of the student. But there are many post assault related issues. There is no typical reaction to being sexually assaulted. Victims present with varying affect and concerns. Some victims cry, some appear blunted, and some express rage. Be empathetic and accepting. Following are steps that Administrators and Program Directors should take after an assault has been reported.

- **Let the Student Make Decisions**
  The victim may feel helpless and powerless. Allowing the victim to make decisions regarding her emotional and physical well being helps to re-establish her feeling of self determination. Ask her clear and focused questions and accept her choices, “Do you want to go to the police?” “Where would you like to stay tonight?” “Who do you want to stay with you?” Honor her decisions even if they conflict with your beliefs.

- **Be Supportive**
  Remember your first priority is to be supportive. Do not attempt to persuade the student to follow a certain course of action or try to force her to do something she doesn’t want to do. Maintain your role as advocate for the choices she makes. Provide an empathetic and compassionate listening ear. Be careful to avoid questions that may insinuate blame or guilt such as, “How could you go to a place like that?” Or “Why would you go out with a man you barely know?” Remember, sexual assault is a crime of power and she is a victim of the crime. The victim may feel embarrassment, shame, anger, anxiety, fear, and helplessness. Accept her feelings by actively listening to her concerns and validating her decision to seek out help.

- **Make Sure the Student Feels Safe**
  Help to restore a sense of security for the student. If she does not feel safe in her apartment or with her host family, arrange for her to stay in a hotel with a friend. Allow the student to tell you what she thinks would make her feel safe. Explore suggested options with the student.

- **Activate Your Contact List**
  After you have spoken with the student using the above guidelines, make contact with other entities as appropriate and based on student’s wishes.
  1. **International SOS** – As soon as possible after a report of a sexual assault, call International SOS at the phone number listed on your International SOS identification card or call collect from anywhere in the world to (215)245-4707. International SOS can tell you where to take the student for medical and psychological acute and follow-up treatment, and they will contact USC for payment guarantees to foreign medical providers. They will also speak to local medical providers, in the country where the student was assaulted, to discuss proper sexual assault forensic evidence collection and chain of evidence protocol for potential prosecution. International SOS is willing to consult and have access to the Santa Monica Rape Treatment Center at (310) 319-4000. Information provided by the Santa Monica Rape Treatment Center is also available at www.911rape.org. International SOS will also notify the International Security Officer in their office to work with law enforcement and embassies located in the country where the
student was assaulted. They will always try to obtain a copy of the police report for the student and will obtain necessary release of information permission from the student so they can discuss the case with appointed University of Southern California contacts.

2. Local police
3. USC 24-hour travel emergency number: (213) 821-1042
4. U.S. Embassy -- report the incident
5. Suggest the student call her parents or guardians
6. Remind student of resources upon returning to USC such as the Center for Women and Men (213-740-4900 and cwm@usc.edu) and the USC Engemann Student Counseling Center (213-740-7711) and provide contact information for these resources.

• Provide Accompaniment
   Someone of her choosing should accompany the student on assault related follow up: to the hospital, to the police station, to her apartment, etc.

• Maintain a level of confidentiality
   Let her know that you are obligated to contact the university and report the incident. Advise the student who you’re calling and why. Allow her to choose whether or not to contact additional support and resources.

• Document Everything
   Take copious notes. Create a chronology of events. What you want to capture is the following:
   ➢ A description of the assault: Who, where, when, how. Include date and time.
   ➢ Location of medical facility and date/time taken there. Record what was said between the medical staff, the student and whoever else is present.
   ➢ The time of each of your contacts and what transpired.
   ➢ Document the conversations you have with the student. Identify who is present, what’s discussed, and what decisions the student makes.
   ➢ Date and time the police are notified. Document what transpires between the student and the police.
   ➢ Keep documenting until the designated university contact tells you to stop.

This document is a condensed version of the U.S. Peace Corps “Rape Response Handbook”. It can be found at the Center for Global Education website: