



# Tulane University

*Not for oneself, but for one's own.*

## VICTIM SUPPORT RESOURCES

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**CASE MANAGEMENT & VICTIM  
SUPPORT SERVICES**

LBC Suite G02 | Monday-Friday | 8:30 AM- 5:00 PM  
(504) 314-2160 | [srss@tulane.edu](mailto:srss@tulane.edu) | [cmvss.tulane.edu](http://cmvss.tulane.edu)

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# A NOTE FROM CMVSS

Case Management and Victim Support Services knows that being the victim of a crime or misconduct can be a stressful and complicated time. We want to make sure that you have the support you need in making informed decisions about your personal recovery process. This resource guide was developed to ensure that you are aware of the services available to you both on and off campus.

Whether you are beginning your recovery process or addressing past events, Case Management and Victim Support Services is here to support you on your journey.



# Rights & Options

Students who have experienced or are experiencing dating violence, domestic violence, and sexual assault are provided specific rights and options under the Clery Act, a federal law that guides campus prevention and response.

## Prevention

Tulane must provide awareness campaigns and primary prevention programming to all students and employees covering:

- dating violence,
- domestic violence,
- sexual assault, and
- stalking.

These prevention programs will serve to explore the community's role in prevention and to promote individual student and overall community health, safety, and wellbeing.

## Confidentiality

Tulane will work to:

- protect the confidentiality of victims in public records, like a timely warning or crime log.
- maintain as confidential as possible any accommodations or protective measures provided to you (to the extent that it does not limit the ability of the institution to provide them).

## Accommodations

You have the right to:

- changes to your academic, living, transportation, on-campus employment, and
- protective measures (such as a No Contact Order),

if requested and reasonably available. Regardless of whether you choose to report the crime to campus police or law enforcement.

## Reporting

Tulane will provide you with information on how and to whom you can report an incident.

You have the right to:

- notify campus authorities AND law enforcement,
- be assisted by campus authorities in law enforcement, AND
- decline to notify such authorities.

## Written Info

You will receive written information relating to:

- the importance of preserving evidence and how to do so,
- on- and off-campus resources available to you,
- options for accommodations,
- information about No Contact Orders and orders of protection, and
- procedures for disciplinary action.

## Disciplinary Procedures

You have the right to:

- a prompt, fair, and impartial process,
- conducted by individuals who receive yearly training on dating and domestic violence, sexual assault, & stalking.

Both the complainant and respondent have the right to:

- have others present,
- be accompanied to related meetings or proceedings by an advisor of their choice, and
- receive simultaneous notification of results.



# RESOURCES

## Campus Resources

### Case Management & Victim Support Services (CMVSS)

**Private**

**Contact: 504-314-2160 (business hours), 504-920-9900 (after hours); [tulane.edu/concerns](http://tulane.edu/concerns); [srss@tulane.edu](mailto:srss@tulane.edu); Lavin Bernick Center (LBC) G02, Monday-Friday 8:30 am – 5 pm**

CMVSS offers assistance with a variety of supportive measures, including academic adjustments and support, health & counseling referrals, housing adjustments, reporting (to university and/or law enforcement), no contact orders, and support through the recovery process.

### Counseling and Psychiatric Services (CAPS)

**Confidential**

**Uptown & Downtown Campuses  
504-314-2277**

Counseling and Psychiatric Services offers students 12 free sessions per academic year. It provides both individual and group therapy, including group therapy tailored toward survivors of sexual violence, as well as medication consultation and management. Same-day emergency appointments are available at the Uptown Campus; call to request

### The Line

**Confidential/Anonymous  
504-264-6074**

The Line is a confidential 24-hour crisis hotline that offers immediate support for Tulane students over call.

### Sexual Aggression Peer Hotline & Education (SAPHE)

**Confidential/Anonymous  
504-654-9543**

SAPHE operates a 24/7 student-run confidential hotline during the fall and spring semesters. The hotline provides support and information to members of the Tulane community regarding all issues that surround sexual aggression. To request a SAPHE workshop for your org, visit their page on WaveSync.

### Student Affairs Professional On Call (SAPOC)

**Private**

**Contact: 504-920-9900 or [srss@tulane.edu](mailto:srss@tulane.edu)**

The SAPOC is a professional staff member from Case Management and Victim Support Services or Housing and Residence Life who is available 24/7 to provide immediate support and assistance for urgent student concerns.

### Mental Health Complete

**Confidential**

**To Access Visit: [campushealth.tulane.edu/mental-health-complete](http://campushealth.tulane.edu/mental-health-complete)**

Mental Health Complete is a virtual mental health platform offering Tulane students convenient access to self-guided digital tools, coaching, therapy, and psychiatry—all from the privacy of their own spaces. Available at no additional cost to students who pay the Campus Health Fee, this resource complements Tulane's on-campus mental health services offered by Counseling and Psychiatric Services (CAPS). To create an account, students should visit [campushealth.tulane.edu/mental-health-complete](http://campushealth.tulane.edu/mental-health-complete) and follow the registration instructions..

Some resources defined as the following:

**Anonymous:** Your identity won't be known to the resource.

**Confidential:** Nothing will be shared without your permission, except in rare circumstances.

**Private:** Information is kept as private as possible, but will be shared with key staff members.

## Reporting

### Concerns Report

**Private**

**[tulane.edu/concerns](http://tulane.edu/concerns)**

Any potential incident of sexual misconduct can be reported using the online form and selecting "Title IX/Sexual Misconduct" for type of report. Reports can be made anonymously; however Tulane will be limited in its ability to respond to anonymous reports.

### Office of Student Conduct

**Private**

**504-314-2160**

OSC is responsible for investigating reports where a Tulane student is alleged to have committed an act of sexual or gender-based harassment, sexual assault, stalking, or dating/domestic violence.

### New Orleans Police Department (NOPD)

**(504) 821-2222 or 911**

The New Orleans Police Department (NOPD) investigates all reports of sexual violence in the city of New Orleans, including Tulane's campus. Case Management and Victim Support Services (CMVSS) or a TUPD officer can assist you in the reporting to NOPD.

### Title IX Coordinator

**Private**

**504-865-5611**

**Jones Hall 308 OR Tidewater 1370**

The Title IX Coordinator ensures that all reports of sexual misconduct receive the appropriate response from the institution.

### TU Police Department Downtown

**Private**

**Emergency: 504-988-5555**

**Non-Emergency: 504-988-5531  
1430 Tulane Avenue**

A TUPD officer can assist you in reporting to NOPD and help you address safety concerns.

### TU Police Department Uptown

**Private**

**Emergency: 504-865-5911**

**Non-Emergency: 504-865-5381**

**Diboll Complex OR 1036 Broadway Street**

A TUPD officer can assist you in reporting to NOPD and help you address safety concerns.

### Tulane Hazing Hotline

**Anonymous/Confidential**

**(504) 862-3111**

If you think you, or someone you know, is being hazed, please do not hesitate to text this number. Tulane will never reveal the source information – even if a fraternity or sorority is eventually sanctioned. Those reporting a concern should not fear that they or a student they know will suffer any consequences.

# Resources: Local & National

## Local Resources

### New Orleans Family Justice Center

**24/7 Confidential Crisis Hotline: 504-866-9554**

**Office: 504-592-4005**

**701 Loyola Ave, # 201**

Offers a variety of services including advocacy, counseling, emergency safe housing and transitional housing, civil and criminal legal services, and immigration legal services.

### Sexual Trauma Awareness and Response (STAR)

**24/7 Confidential Crisis Hotline: 866-435-7827**

**Office: 504- 407-0711**

**123 N. Genois Street**

STAR offers assistance with understanding and moving past sexual assault trauma, legal representation and navigating the legal system, safety planning, and providing victim advocates.

### Metro Centers for Community Advocacy

**Confidential Hotline: 504-837-5400**

Metro provides wrap-around services including individual advocacy, information and referrals, group support, medical advocacy, legal advocacy, sheltering, individual support, safety planning, and caregiver support to survivors.

## National Resources

### RAINN - Rape, Abuse & Incest National Network

**Confidential Hotline: 800-656-4673**

RAINN offers a 24/7 Hotline and a 24/7 online hotline at

<https://hotline.rainn.org/online/>

### Seek Then Speak

**<https://seekthenspeak.app>**

SEEK THEN SPEAK offers sexual assault survivors and support people a way to privately gather information and explore options for medical care, supportive services, and reporting to police (SEEK). If they choose, survivors can then begin the process of reporting to police by completing a detailed, self-guided interview (SPEAK).

### National Sexual Assault Legal Hotline

**24/7 Hotline: 567-SHATTER**

**<https://takebackthenight.org/legal-assistance>**

567-SHATTER is the free national legal hotline for all victims of sexual harassment, assault, and rape to access a reputable legal team to learn their options for justice. Directed by Take Back the Night, the Hotline is staffed 24/7 by trauma-informed legal experts specializing in victim advocacy to best support victims when they call.

**For more information about resources and Sexual Violence prevention efforts at Tulane, please visit the All In website at <https://allin.tulane.edu>**

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# Resources for LGBTQ+ Students & Students of Color

## On Campus

### Carolyn Barber Pierre Center for Intercultural Life

**Private**

**Richardson Building (#5), Suite 101**

The center provides students of color, LGBTQ+, veterans and allied students with advocacy services, mentoring, personal support, leadership development and educational, cultural and social programming to support their social and overall well-being at Tulane and their ability to thrive thereafter. They can provide support and understanding as a survivor processes their experience, but they cannot provide emergency support. This resource will share any reports received with key staff, including CMVSS and Title IX.

## Off Campus: LGBTQIA+ Specific The Anti-Violence Project

**Confidential**

**avp.org**

The Anti-Violence Project aims to end all forms of violence towards LGBTQ+ and HIV positive communities.

## FORGE

**Confidential**

**forge-forward.org/**

FORGE provides direct resources to transgender, gender non-conforming, and gender nonbinary survivors of sexual assault, domestic and dating violence, and stalking. It also has important resources for significant others, friends, family, and allies.

## Network/LA Red

**Confidential**

**tnlr.org**

Network La Red is a survivor-led organization that works to end partner abuse in LGBTQ+ communities.

## Off Campus: Survivors of Color

### National Center on Violence Against Women in the Black Community

**Confidential**

**1-844-77-UJIMA**

**ujimacommunity.org**

Ujima serves as a national resource center for culturally-specific issues to provide support to and be a voice for the Black Community in response to domestic, sexual and community violence.

### National Organization of Asians & Pacific Islanders Ending Sexual Violence

**Confidential**

**napiesv.org**

NAPIESV was created by API anti-sexual assault advocates to center the experiences of victim/survivors of sexual violence from the Asian & Pacific Islander communities.

### National Organization of Sisters of Color Ending Sexual Assault (SCESA)

**Confidential**

**sisterslead.org**

SCESA is an advocacy organization of Women of Color dedicated to working with our communities to create a just society in which all Women of Color are able to live healthy lives free of violence.

## Esperanza United

**Confidential**

**esperanzaunited.org**

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. They ground their work in community strengths and wisdom, as they serve Latin@s in Minnesota and nationwide.

## me too. Movement

**Confidential**

**metoomvmt.org**

**sanctuary.metoomvmt.org**

me too. serves as a leader and organizer across grassroots efforts to dismantle sexual violence specifically in Black, queer, trans, disabled, and all communities of color. Centering both individual and community healing through empathy, empowerment, and shifting cultural narratives.



# Resources for Forensic Exams and Medical Care

## Medical Care

Tulane Health Center

**Confidential**

**504-865-5255**

**Uptown Campus Building 92**

The Health Center provides STI screening and treatment, pregnancy prevention information and prescription, and/or information and referrals for follow-up care. Emergency evaluations are provided with no out-of-pocket cost. For a same-day emergency appointment, call 504-865-5255 and ask to speak to a nurse for a sexual assault evaluation. The Health Center cannot perform a forensic exam.

## PRESERVING EVIDENCE

If you think you might want to preserve evidence of your assault, consider taking these immediate steps after sexual assault/violence:

- 1.) Do not shower if you are seeking a forensic exam, save the clothes you wore (unwashed) in a paper or cloth bag. (Using a plastic bag can destroy evidence)
- 2.) Take photos of any damage or injury.
- 3.) Keep communication records (texts, emails, voicemails, letters).

## Forensic Exams

SANE (Sexual Assault Nurse Examiner) exams are conducted by trained medical professionals for the purpose of collecting and preserving evidence following an incident of sexual violence. They are free and include optional STI screening and STI and pregnancy prevention medication, regardless of insurance. An exam will not automatically trigger a report to law enforcement for those who are 18 and over. Victims who decide to get a forensic exam have the option to accept or decline any and all parts of the exam and/or suggested treatment options.

The following locations provide confidential forensic exams:

For individuals 18 and over, exams are available 24/7 at:

University Medical Center Emergency Room  
2000 Canal Street, New Orleans, LA 70112

For individuals 15 and over, exams are available 24/7 at:

Tulane-Lakeside Hospital Emergency Room  
4700 S I-10 Service Rd W, Metairie, LA 70001

For individuals 18 and over, exams are available Monday-Friday 9:00 AM - 4:00 PM at:

HOPE Clinic at the New Orleans Family Justice Center, call 504-866-9554 for more information

\*Getting a forensic exam **within 120 hours (5 days)** of an assault can allow for the collection and preservation of important forensic and DNA evidence. After evidence is collected, you have 1 year to decide whether to send the kit to law enforcement for processing. Tulane can arrange for transportation to the forensic exam by calling the Student Affairs Professional On-Call (SAPOC) at 504-920-9900..

# Definitions & Terminology

Depending on when, where, and what is alleged, different policies- and therefore different specific definitions - will apply. The following terms are defined as they are in the [Tulane Code of Student Conduct](#). Regardless of which policy applies, the following types of sexual harassment and violence are prohibited at Tulane and may also be violations of Title IX. We encourage you to read them. Here are some general definitions:

## Sexual Violence

Sexual violence refers collectively to sexual assault, stalking, sexual harassment, dating/domestic violence, and sexual exploitation.

## Sexual Misconduct

Sexual Misconduct is how the Code of Student Conduct refers to acts of Sexual Violence when they are committed by students against any person, whether the conduct occurs on campus or off-campus.

## Sexual Assault

Sexual contact or attempted sexual contact with another individual without consent. An individual can be unable to consent because of age or because of temporary or permanent mental incapacity. Sexual Assault includes rape (sexual intercourse) and sexual touching (fondling).

- Sexual intercourse (anal, oral, or vaginal) including penetration with a body part (e.g. penis, finger, hand, or tongue) or an object, or requiring another to penetrate themselves with a body part or an object, however slight.
- Sexual touching of the private body parts, including, but not limited to, contact with the breasts, buttocks, groin, genitals, or other intimate part of an individual's body for the purpose of sexual gratification.

## Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for a person's safety or the safety of others or suffer substantial emotional distress.

## Consent

Consent is informed (knowing), voluntary (freely given), active (not passive), meaning that through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity. Consent is ongoing and cannot be obtained by force or coercion or given while incapacitated.

## Force

Force includes the use of physical violence, threats, intimidation, and/or coercion.

## Coercion

Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes clear a decision not to participate in a particular form of sexual contact or sexual intercourse, continued pressure can be coercive.

## Incapacitation

A state in which the individual lacks the ability to make informed, rational judgements about whether or not to engage in sexual activity. A person who is incapacitated is unable, temporarily or permanently, to give Consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition.

# Definitions & Terminology Continued

## Sexual Harassment

Sexual Harassment is prohibited by Tulane. Sexual Harassment includes two distinct but overlapping definitions:

- Tulane University

At Tulane, sexual harassment is any unwelcome sexual advance request for sexual favors, or other unwanted contact of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise (including gender-based harassment on the basis of a person's gender identity or sexual orientation) that is so pervasive, persistent, or severe that it creates a hostile environment.

- Title IX

Title IX defines sexual harassment as a conduct on the basis of sex that satisfies one or more of the following: A Tulane employee conditions the provision of an aid, benefit, or service of Tulane on an individual's participating in unwelcome sexual conduct; Unwelcome contact that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a Tulane education program or activity; or Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

- Quid Pro Quo Sexual Harassment

Both Tulane and Title IX prohibit Quid Pro Quo Sexual Harassment, which occurs when a person conditions a benefit or service in a Tulane education program or activity on an individual's participation in unwelcome sexual conduct (like a professor offering a better grade in exchange for a date). Title IX, though, applies only if that person is an employee.

## Dating/Domestic Violence

Violence that occurs between individuals who are or have been in a social relationship of a romantic or intimate nature. Dating/Domestic Violence includes sexual or physical abuse or the threat of such abuse.

## Sexual Exploitation

Sexual exploitation refers to specific forms sexual misconduct that involve non-consensual use of another individual's nudity or sexuality, excluding behavior that constitutes one of the other Sexual Misconduct offenses.

Examples include voyeurism, administering alcohol or drugs to another person for the purpose of making that person vulnerable to non-consensual sexual activity, and knowingly exposing another individual to a sexually transmitted infection or virus without the other individual's knowledge.

## Hazing

Hazing includes, but is not limited to, acts of servitude and/or behavior that humiliates, degrades, embarrasses, harasses or ridicules a individual, or otherwise is harmful or potentially harmful to an individual's physical, emotional, or psychological well being, as an actual or apparent condition for initial or continued affiliation with any group. A student or organization violates this standard regardless of either lack of intent to cause harm or the hazed individual's own willingness to participate.

## Victim Blaming

Victim blaming is when the victim/survivor of a crime or any wrongful act is held entirely or partially responsible for the harm that befell them. Some examples of victim blaming include "he should have liked it", "she was drunk; she must not remember things correctly", and "I know he is a really nice person and he would never do something like that. that."



# What Does Disclosing Look Like?

When a person experiences sexual violence or harassment, it can feel as though your power—your choices—have been taken away from you. When you disclose to Tulane, we want you to get your power back. That's why disclosing to Tulane means that you have choices to make about what the next steps look like. Choosing to disclose sexual harassment or violence, let alone file a formal complaint to initiate a grievance procedure, is a personal decision. Tulane wants to ensure that students are well informed and supported in their decision to disclose and in their decisions around participating in a grievance procedure. **You know yourself best, and only you know what you need.** Generally, though, when a disclosure is made, Case Management and Victim Support Services (CMVSS) will reach out to you first to offer support and leave the next steps up to you.

## What happens when I talk to CMVSS?

When a disclosure is made to Tulane, CMVSS will reach out to the victim using a combination of emails, texts, and calls, as appropriate, to ensure the safety of the individual and offer support. Victims are encouraged to schedule a meeting with CMVSS to discuss:

- What supportive measures and safety measures are available. Support is available to you regardless of whether you choose to pursue any of the investigation options. Students seeking support from CMVSS do not need to disclose the name of their perpetrator or any details that they are not comfortable sharing.
- What investigative and grievance process options are available. CMVSS can connect students with the Office of Student Conduct, the Equal Opportunity & Resolution Management Department, and the Title IX Coordinator to help address and investigate their report. CMVSS can also connect students with law enforcement, including TUPD and NOPD, to make a criminal report.
- Survivors have the ability to choose to stop their participation in the reporting process at any point.

## Reporting to Law Enforcement

The New Orleans Police Department (NOPD) investigates all reports of sexual violence in the city of New Orleans, including Tulane's campus.

### What happens when you report to Law Enforcement?

1. **A report is made.**
2. **An investigation begins.** Once NOPD is contacted, they will work to investigate your assault and collect evidence.
3. **The District Attorney's office is informed.** NOPD will share information with the District Attorney's office, who then determines whether or not the case is prosecuted.
4. **You can withdraw your participation at any time.** NOPD and the DA's office will take your wishes into account but will ultimately determine whether or not an arrest is made and charges are pursued.

Case Management and Victim Support Services (CMVSS) and/or a TUPD officer can assist you in reporting to NOPD. You can also report directly to NOPD if you do not want to involve Tulane.

# Disclosing 101

## WHAT IS CMVSS?

- CMVSS is a private resource on campus.
- They will reach out to you within one business day after they receive notice of a disclosure.
- You will be given the option to meet to learn about the offered Supportive Measures and Options for Resolution. You can schedule a meeting or reply that you are not interested.

## SUPPORTIVE MEASURES

- Housing and/or Academic Adjustments
- Excused Absences
- Mutual No Contact Orders
- Safety Measures

\* You do not need to go through the formal reporting process to access these

\* Respondents also have access to these individualized measures

## OPTIONS for RESOLUTION

- The Grievance Process will NOT start or move forward without you filing a formal complaint
- The Title IX Office will determine whether the case falls under the Title IX Grievance Procedure mandated by the national regulations or under the Tulane Conduct Process.

## DISCLOSING OPTIONS

### 1. CONFIDENTIAL RESOURCES (DISCLOSURES SHARED HERE STAY ONLY HERE)

- Counseling and Psychiatric Services (CAPS)
  - Student Health Center
  - Sexual Aggression Peer Hotline & Education\*
  - The Line\*
- \* SAPHE & The Line are also Anonymous

### 2. PRIVATE RESOURCES (ONLY SHARES INFO WHEN NECESSARY)

- Case Management & Victim Support Services
- Office of Student Conduct
- Equal Opportunity & Resolution Management Department
- Title IX Office
- Tulane University Police Department
- Student Affairs Professional On Call (SAPOC)

**Please note: if you disclose to any Tulane employee outside of the options listed here, the employee will be obligated to make a "Care Connection" and connect you with CMVSS.**

# Options at CMVSS

## Contact CMVSS if you are interested in any of the following:

**No Contact Orders or “NCOs”:** If the person who harmed you is a Tulane student, you may request an NCO. NCOs are issued to enhance safety, prevent retaliation, and avoid an ongoing hostile environment. A No Contact Order is issued between two students, mutually directing the students to not have contact with one another.

- “Contact” includes, but is not limited to, face-to-face, phone call, email, text message, instant messages, social networking sites, campus and/or regular mail, or communicating through a third party.
- You can also file for a [protective order](#) (commonly known as a restraining order) through the civil court system. CMVSS can assist you in filing for a protective order. To learn more about Protective Orders, you can also visit: <https://tinyurl.com/Protective-Orders>.
- If the person who harmed you is not a member of the Tulane community, TUPD can issue an order that bans that person from Tulane's campus.

## Housing Support and Adjustments

- If you feel unsafe or are worried about contact with the respondent in your current living situation, you can request housing support. If you live on campus, you can request to move to new on-campus housing. If you live off-campus, you can request to move on-campus.

**Emergency housing** can be requested when there is an immediate threat to your safety. You do not need to go through the conduct process to request housing support. If you need emergency housing after hours, please contact the Student Affairs Professional On-Call at 504-920-9900.

## Academic Assistance and Supportive Measures

- **Academic support** can include, but are not limited to: extensions on assignments, rescheduling exams, reducing your course load, requesting consideration for absences, and changes to your class schedule to avoid contact with another student. If you request any of these supportive measures, your case manager will work with you to determine what level of detail you are comfortable sharing with your instructors.
- **Medical Leave of Absence:** If what happened to you is significantly impacting your ability to complete your courses, you can request a leave of absence. CMVSS can provide more information about your options for a leave of absence.
- **Communicating directly with your professors:** Professors are typically understanding of extenuating circumstances. If you feel comfortable, you can communicate with your professor directly to request support. Please know that your professors are responsible employees. If you disclose to them that you were the victim of violence or harassment, they will notify the university and a staff member from CMVSS will reach out to you to offer support. If your professor is unable to provide you with the support you have requested, CMVSS can advocate on your behalf.

**Assistance Disclosing to the University:** To disclose an incident to Tulane, first contact CMVSS.

- Call **504-314-2160** or Email [srss@tulane.edu](mailto:srss@tulane.edu) or **File a Concerns Report** [tulane.edu/concerns](https://tulane.edu/concerns)
- Lavin Bernick Center (LBC) G02, Monday-Friday 8:30 am – 5 pm



# Grievance Procedures

## Process Overview

As Tulane University is made aware of incidents of sexual misconduct impacting students, employees, staff, and members of faculty; it is through consultation between the Director of Student Conduct, Title IX Coordinator, and the Director of the Equal Opportunity & Resolution Management Department to determine which office is best situated to **respond** and **investigate** in accordance with written policy (investigations are completed by the Office of Student Conduct and Equal Opportunity & Resolution Management Department).

## Support

Tulane will provide **support** and **resources** to all parties involved during and after the investigation process. While the concern is being reviewed, interim measures may be put into place to ensure a safe learning and working environment.

## Timing

Tulane will seek to resolve all matters **promptly** and **equitably**. Special timeframes apply to incidents involving sexual misconduct, with Tulane seeking to resolve the case within 180 "business days" (not including weekends or holidays) or less.

Time frames may be extended as necessary to ensure the integrity and completeness of the investigation with best efforts being made to complete the process in a timely manner by balancing the need for **thoroughness, fundamental fairness, and promptness**.

# Grievance Procedures

## Equity

Tulane University will **promptly** and **equitably** respond to all reports of discrimination and harassment in order to **eliminate prohibited conduct, prevent its recurrence**, and **address its effects** on an individual or the community.

## Evidence

Tulane utilizes the "**preponderance of evidence**" standard to determine whether any transgression has occurred. This standard means that there should be a sufficient quantity of information of sufficient quality for the investigator to make a responsible determination that, **more likely than not**, any violation of rules or policy has occurred.

## Sanctions

**Sanctions** for a finding of responsibility for cases involving sexual misconduct can range from a warning to expulsion and may also include a variety of educational sanctions. Supportive Measures cannot be used as sanctions.

To file a report or to discuss the reporting process further:

To **make a report against a student**, contact: Julia Broussard, Assistant Provost for Title IX, [jbrouss@tulane.edu](mailto:jbrouss@tulane.edu)

To **make a report against an employee or member of staff/faculty**, contact: Tiffany Smith, Director of Equal Opportunity & Resolution Management, [tsmith44@tulane.edu](mailto:tsmith44@tulane.edu)

# Disability & Reporting

Do you have accommodations through the Goldman Center or think you might qualify for accommodations?

Under section 504 of the Rehabilitation Act and/or the American's with Disabilities Act, these accommodations can extend to the reporting process!

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Contact the Goldman Center to learn more by emailing [goldman@tulane.edu](mailto:goldman@tulane.edu) or calling 504-862-8433. Your case manager at CMVSS can also help you to connect with the Goldman Center and to learn more about your options.



# Support for International Students

International students are encouraged to connect with the Office of International Students and Scholars (OISS) to understand how any changes to their courseload or Office of Student Conduct sanctions may affect their immigration status.

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You can directly schedule with your OISS advisor by visiting:  
<https://oiss.tulane.edu/about/make-appointment-international-student-scholar-advisor>

Your case manager at CMVSS can also help you connect with OISS to learn more about your rights and options.

# Mindfulness Techniques

To connect with the here and now, do something (or several things) that will bring all your attention to the present moment. If you notice that you're slipping into a flashback or a dissociative state, try some of these grounding and mindfulness techniques.



## Sight



- Take a mental inventory of everything around you.
- Count all the pieces of furniture around you.
- Put on your favorite movie or TV show.
- Play a distracting game on your tablet, computer, or smartphone.
- Complete a crossword puzzle, sudoku, word search, or other puzzles.
- Read a book or magazine.



## Touch



- Hold an ice cube and let it melt in your hand.
- Put your hands under running water.
- Take a hot or cool shower.
- Grab an object and concentrate on what it feels like.
- Pop some bubble wrap.
- Massage your temples.
- If you have a pet, cuddle and pet them.
- Drink a hot or cold beverage.



## Smell



- Sniff strong peppermint.
- Light a scented candle or melt scented wax.
- Get some essential oils and smell one.



## Taste



- Bite into a lemon or lime.
- Suck on a mint or chew peppermint or cinnamon gum.
- Take a bite of a pepper or some hot salsa.
- Let a piece of chocolate melt in your mouth.



## Sound



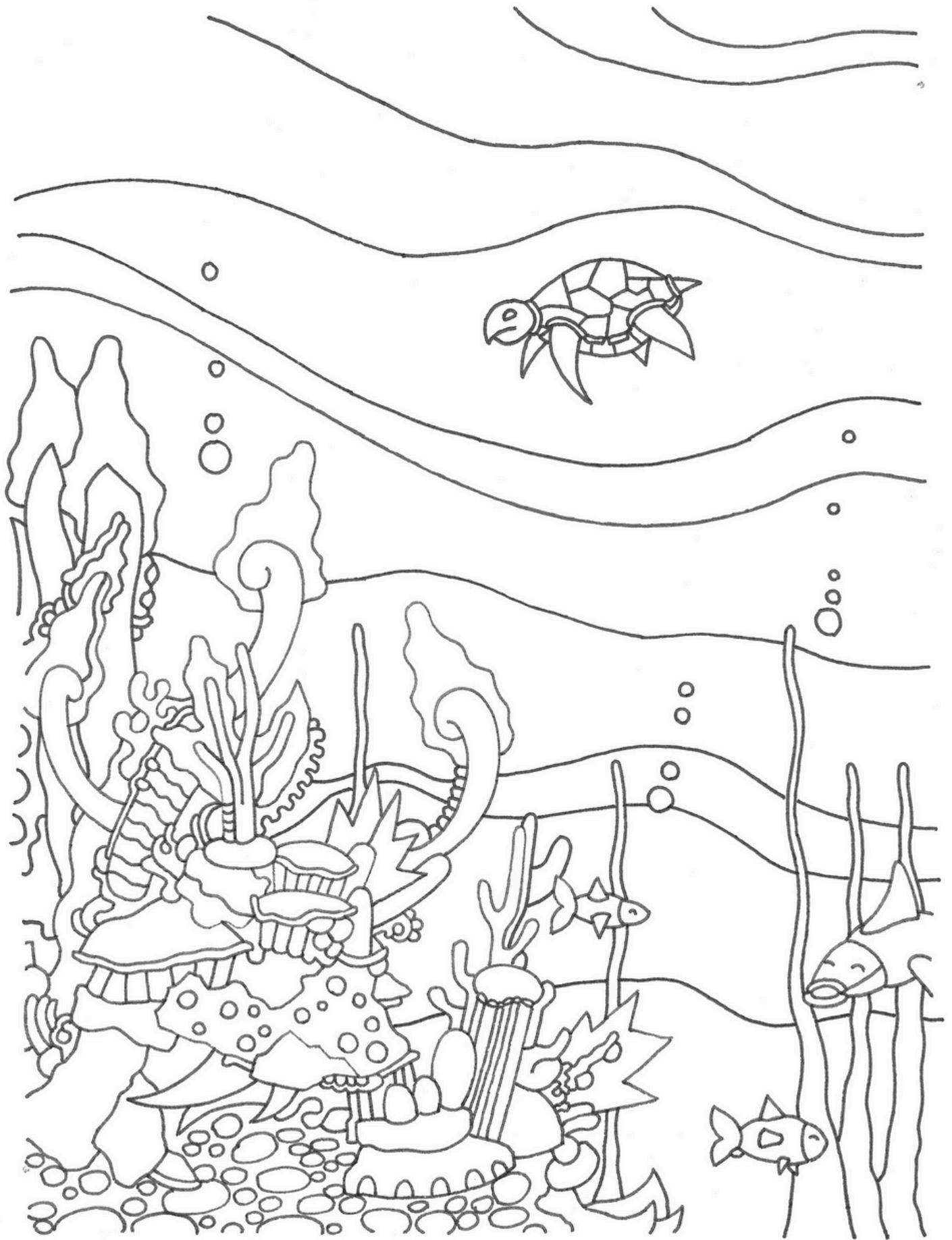
- Turn up the radio or blast your favorite song.
- Call a loved one.
- Put on some nature sounds.
- Read out loud.



## Other

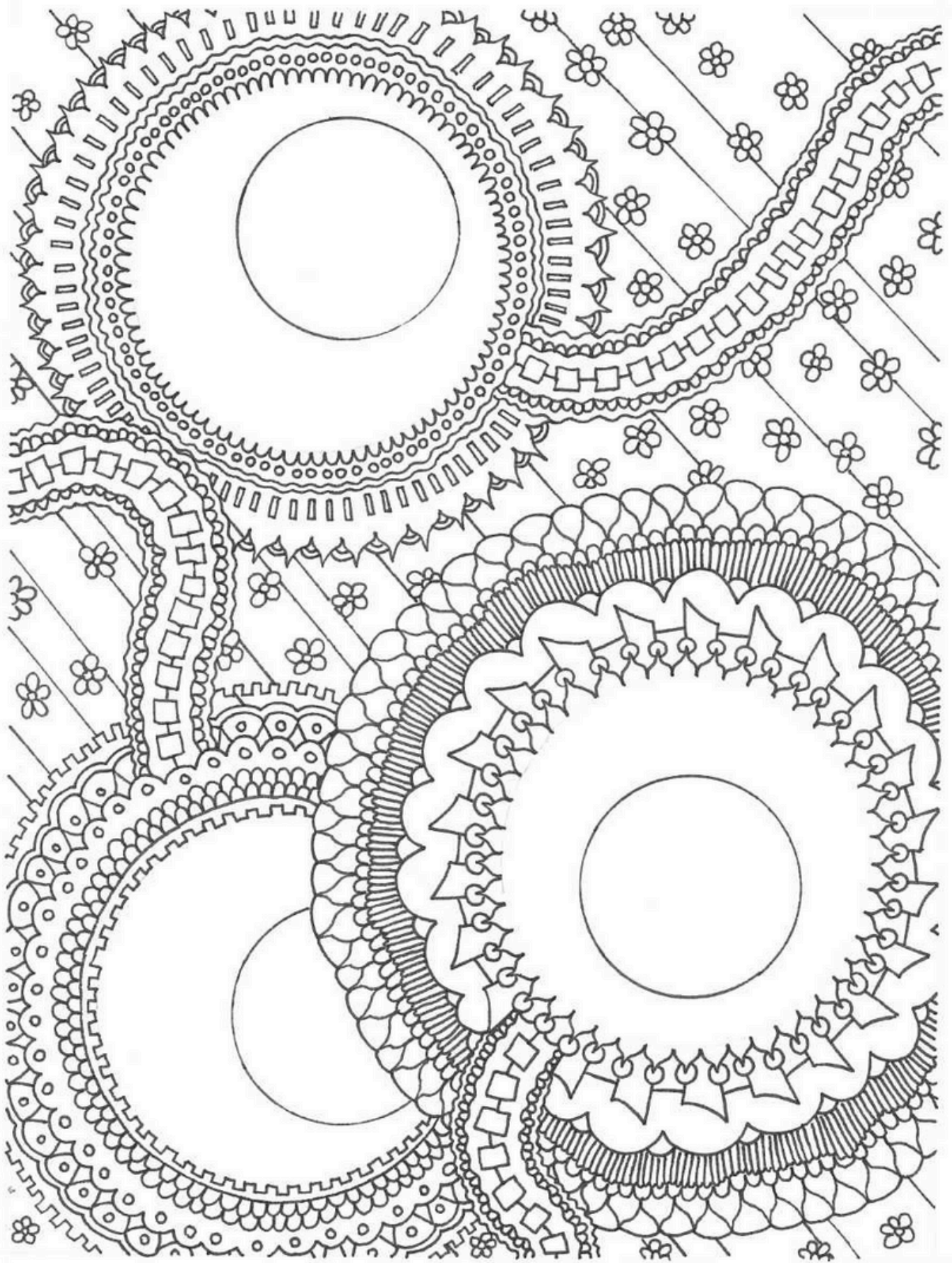


- Write in a journal.
- Write a letter or card to someone you care about.
- Dance.
- Stretch your arms, neck, and legs.
- Go for a walk or run.
- Take 10 slow, deep breaths.
- Go to another room or area for a change of scenery.



andrew mahaffie





andrew mahaffie



# Appendix A: STAR Safety Plan

STAR is a local New Orleans organization providing supportive services to survivors to reduce their experience of trauma. They created the following guide for survivors of sexual assault to craft a personalized plan for their own **physical, emotional, and basic needs**. Although this resource was created for survivors of sexual assault, it can also be used by survivors of other forms of sexual misconduct, including intimate partner violence, stalking, and harassment. A good safety plan is tailored to your unique situation and needs: you may find that some sections of this guide are relevant to you, while others are not. Your victim advocate at Case Management and Victim Support Services can assist you in creating your safety plan.



# *My Safety Plan*

**A PERSONAL GUIDE TO STAYING  
SAFE AFTER A SEXUAL ASSAULT**

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*This project was supported by Grant No. 2017-WL-AX-0045 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed are those of the author and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.*

*This project was supported by Subgrant number 2017-VA-01-4420 awarded by the Louisiana Commission on Law Enforcement through the Office for Victims of Crime, Office of Justice Programs.*

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- 10** Checklist My Rights
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- 13** My Emotional Safety
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- 15** Notes



# WHAT IS A *Safety Plan?*

A **safety plan** is a personalized, practical plan that is meant to address your unique physical, emotional, and basic needs after a sexual assault. The following pages will allow you to think through ways to remain safe after you have experienced sexual assault or abuse.

# MY IMMEDIATE PHYSICAL

# Safety

The nearest hospital to me is:

Located at:

Phone #:

*For follow-up medical care and testing, I can call:*

Organization/Doctor:

Phone #:

Address:

The nearest police station to me is:

Located at:

Phone #:

*If I decide to report to law enforcement, this is the agency I would need to call:*

Agency: \_\_\_\_\_

Phone #: \_\_\_\_\_

**If I don't feel safe where I am staying, I will take these items with me before I leave (circle all that apply):**

ID/Passport Birth certificates Medications

Checkbook Social security card Cell phone

ATM card Financial documents Cell phone charger

Credit card Protection order copy Change of clothes

MEDICAL

POLICE

# Safety AT MY HOME

## SECURITY

I can tell \_\_\_\_\_,

\_\_\_\_\_, and \_\_\_\_\_ about what happened.

The safest way for me to leave my home in an emergency is to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ If I have to leave my home, then I can go to the following places:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ I can change the locks on my doors and windows.

I can install a security system including additional locks.

I can install an automatic lighting system that lights up when a person is coming close to my house.

## SAFETY CONTACTS

If I have to leave my home, then I can call the following people:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

I might feel unsafe when I am home alone. If I feel unsafe during those times, then I can ask people to stay with me. I can ask:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

# Safety AT MY SCHOOL

The safest way to get to my classes is

\_\_\_\_\_.

I can commute to campus using a different route such as

\_\_\_\_\_.

I often run into my abuser at \_\_\_\_\_,

\_\_\_\_\_, and \_\_\_\_\_. I can try to avoid these places as much as possible or try to go to these places at different times when they won't be there.

There are some places where it might be impossible to avoid my abuser. If I need to go to one of these places I can ask \_\_\_\_\_ and \_\_\_\_\_ to go with me so I can feel safer.

If I feel unsafe or threatened while on campus, I can go to these public areas where I feel safer: \_\_\_\_\_ and/or \_\_\_\_\_.

If I need to switch classes, I can talk to:

Name:

\_\_\_\_\_

Phone#:

\_\_\_\_\_

If I need to talk with someone about other academic accommodations, I can talk to:

Name:

\_\_\_\_\_

Phone #: \_\_\_\_\_

If I need to transfer dorms, I can talk to:

Name:

\_\_\_\_\_

Phone#:

\_\_\_\_\_

In case of emergency, I can call family, friends, campus police, 911, or:

Name:

\_\_\_\_\_

Phone#:

\_\_\_\_\_

SCHOOL CONTACTS GETTING AROUND



# Safety AT MY WORK

## SECURITY

I can possibly tell \_\_\_\_\_, \_\_\_\_\_, and/or \_\_\_\_\_ (boss, coworker, etc.) about what happened. I often come into contact with my abuser at \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ when I am at work. I can \_\_\_\_\_ to feel safer. I can ask \_\_\_\_\_ to screen/take certain phone calls at work.

When I leave work, I can walk with \_\_\_\_\_ to my car or the bus stop, and I can \_\_\_\_\_ to feel safer.

I can park my car where I will feel safest getting in and out of the car.

If there's trouble when traveling to and from work, I can \_\_\_\_\_ to feel safer.

## WORKPLACE CONTACTS

If I need to change my work schedule or transfer job locations, I can talk to:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

If I want to report the assault to someone at work, I can report it to:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

If I need to talk with someone about other work options, I can talk to:

Name: \_\_\_\_\_

Phone #:

\_\_\_\_\_ Name: \_\_\_\_\_ Phone

#: \_\_\_\_\_

# TECHNOLOGY & ONLINE SAFETY

## Checklist

### SOCIAL MEDIA

#### FACEBOOK

- ☐ Facebook password is different than email or financial accounts
- ☐ Enabled login approvals and notifications
- ☐ Restricted who can send me friend requests
- ☐ Only I can see my friends list
- ☐ Outside search engines do not link to my profile
- ☐ Limited who can tag me or post on my timeline
- ☐ I must approve all tagged posts of me before they appear on my timeline
- ☐ Past profile pictures and cover photos were made private from the public

#### TWITTER

- ☐ My username is not my real name
- ☐ My location setting is turned off
- ☐ My tweets are protected

# *My Rights*

- You have the right to be treated with fairness, dignity, and respect.
- You can receive a free forensic medical exam, even if you do not want to report to police.
- A victim advocate can accompany you to the hospital during your forensic medical exam and treatment.
- No one can ask you or tell you to take a polygraph examination (lie-detector test) as a condition of an investigation or prosecution.
- A victim advocate can accompany you to interviews with law enforcement or prosecutors.
- All interviews should be in a private room.
- You can get your property back after it is no longer needed if it was taken as evidence and no one can charge you any storage fees.

# *My Rights*

- You do not have to agree to an interview with the defense attorney or their investigator.
- Only your initials should be used in court documents. Your full name is kept private from the public until trial.
- You must be notified of all important criminal justice proceedings and to be present and heard.
- You can talk to the prosecutor about the case.
- You can request private seating away from the defendant's family during the trial.
- You have the right to make a victim impact statement.
- You can seek restitution if the defendant is found guilty.
- You can opt to be notified of parole and pardon hearings, release date, and if the perpetrator ever escapes.



# *Self-care* TIPS

- Focus on your breathing throughout the day and remind yourself that you are safe.
- Get enough sleep each night so that you feel refreshed in the morning.
- Eat well and take time to eat during the day.
- Connect with others in your life that share your beliefs and values; connection is the key to fighting feelings of depression and isolation after an assault.
- Move daily through exercise, dance, walking., etc.
- Take showers and baths regularly to feel clean and refreshed.
- Seek counseling or support through STAR or another group in your community.
- Find time to be calm through silence, meditation, or prayer.
- Create boundaries for yourself when it comes to toxic or stressful relationships in your life.

# MY EMOTIONAL *Safety*

If I need support, I can talk to:

Advocates at STAR's 24/7 Hotline 1-855-435-STAR

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Things I can do to relax are:

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---

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Things I can do to feel safe are:

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I can show compassion for myself by:

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---

---

I can watch the following to feel calm:

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---

I can read the following to feel  
empowered:

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Other things I can do to take care of  
myself emotionally include:

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# Appendix B: End Rape On Campus Write to Ignite- Wellness Journal

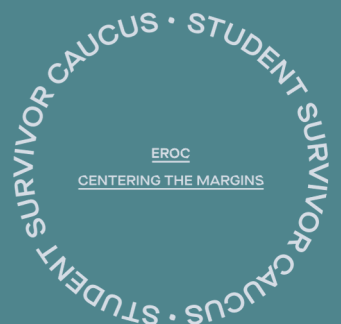
A message from End Rape on Campus (EROC):

This Wellness Journal was created **by survivors for survivors**. EROC's Wellness Team worked together to create a journal they envisioned as supportive, grounding, and reflective. It is a resource meant to be deconstructed and customized by a survivor to best fit their unique and specific needs.

Some of the activities may feel heavy to complete in one sitting, and that is okay. It is also okay to skip around the journal and work on the activities that feel manageable and helpful for you. **Our needs as survivors change**, and that includes what feels approachable for us. We hope that the pages you do utilize and adapt make you feel supported and seen in your journey.

# Write to Ignite: Support for your Healing Journey

R. Barkley  
E. Dehmer  
A. Finney  
G. Milan  
M. Morise  
E. Ratkowiak





**About End Rape on Campus (EROC):**

End Rape on Campus (EROC) works to end campus sexual violence through direct support for survivors and their communities; prevention through education; and policy reform at the campus, local, state, and federal levels. We envision a world in which each individual has an educational experience free from violence, and until then, that all survivors are believed, trusted, and supported.

**About the Centering the Margins Framework:**

Centering the Margins (CTM) is an EROC framework that focuses and centers historically underserved and marginalized student survivors in the campus anti-rape movement and attends to the particular needs of those survivors. Under the CTM Framework, all EROC programs and initiatives are created with the aim to support, educate, prevent, and end sexual violence against marginalized communities by providing virtual and future in-person community spaces, mental health, and legal resources, and advocacy through policy legislation that protects students' rights and holds schools accountable is prioritized.

**About the EROC Student Survivor Caucus (SSC):**

The Student Survivor Caucus (SSC) is a network of collegiate student survivors across the United States who want to bring anti-sexual violence work to their campuses or communities by receiving support from EROC staff in the development and execution of their own organizing skills and advocacy efforts. Using our Centering the Margins framework, SSC is built on three pillars – Survivorship & Wellness, Sexual Assault Awareness & Education, and Social & Political Activism. As a group, student survivors will meet each month to learn from guest speakers, share experiences and ideas, and develop action plans for change at the campus, local, state, and national levels.

We believe that to eliminate sexual assault and violence from our college campuses and communities, we must engage in participatory-based action and activism. That is, we must work alongside and involve at every step, survivors of campus and other sexual assault. In line with our Centering the Margins framework, we also believe that the voices and experiences of survivors from marginalized identities must be brought to the forefront if we are to truly work to eliminate relationship violence.

### **Wellness Journal Introduction & Reminder:**

This Wellness Journal was created by survivors for survivors. As a part of the EROC SSC Spring Action Plan, the Wellness Team worked together to create a journal they envisioned as supportive, grounding, and reflective. It is a resource meant to be picked apart and adapted by a survivor to best support their unique and specific needs.

### **A reminder from the EROC SSC Wellness Team:**

We also want to recognize that the contents of this journal may bring up memories and emotions from your trauma experiences. Some of the activities may feel heavy to complete in one sitting, and that is okay. It is also okay to skip around the journal and work on the activities that feel manageable and helpful for you. Our needs as survivors change - and that includes what feels approachable for us. We hope that the pages you do utilize and adapt make you feel supported and seen in your journey. This work is never easy to do for yourself - and we want to acknowledge that. Thank you for making the space to support yourself and to continue this tough work.

### **INCLUDED IN THIS JOURNAL**

**Mood Tracker**  
**Safest Space Creation**  
**Affirmations**  
**Words of support / collage**  
**Guided reflection**  
**Identity diagram**  
**Letter to yourself**  
**Comfort corner**  
**Gratitude pages**  
**Inspiring folks**  
**Resources**

STUDENT SURVIVOR CAUCUS • STUDENT SURVIVOR CAUCUS

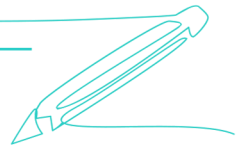
# Guided Reflection with Chanel Miller

*Make yourself as comfortable  
and grounded as you can.*



Open YouTube.com on a device and search “Chanel Miller reads her entire victim impact statement.” Click on the first video published by 60 Minutes. After watching, reflect on how Chanel’s words made you feel, and any sentences or parts of her story that moved or empowered you.

What thoughts, memories or emotions came up while listening to her speak?  
Anger, fear, empathy, resilience, hope, inspiration?  
Use this space to release all your energy—the good and the bad.



# Keeping Up Your Affirmations and Mantras

*If it feels helpful, read the following affirmations and mantras in “I” statements.*



- ★ You didn't deserve it.
- ★ It wasn't your fault.
- ★ You will never be diminished by the actions someone else chose to inflict on you -- you are not what happened to you.
- ★ Someone's belief of your story doesn't invalidate its truth.
- ★ You are strong; you are brave; you are loved.
- ★ This world is a better place with you in it.
- ★ You are enough and you matter, just as you are.
- ★ All of your emotions are valid.
- ★ Your trauma doesn't make you any less worthy of love.
- ★ You are brave in ways that you should never have had to be.
- ★ Forgive yourself for the things you did to survive what happened to you.
- ★ Hating yourself won't help you heal.
- ★ Your body is deserving of your kindness.
- ★ You don't need to prove your trauma to anyone.
- ★ You don't owe anyone your story.
- ★ You deserve for your autonomy to be respected.
- ★ Experiencing sexual assault doesn't diminish your worth.
- ★ Supporting survivors means supporting yourself too.



# Creating Your Own Support Collage

*If it feels helpful, we invite you to create a support collage.*

This can be digital as a background or saved photo album or it can be done by hand on paper. Collect images, quotes, songs, and anything else that inspires you and motivates you. This should serve as a reminder that you are supported and that some of that support comes from yourself in the collage you created.



An alternative to a digital collage or handcrafted one that you place on your mirror is making an album on your phone or in a notebook to hold the specific images and quotes in. This is another way to view and keep inspirational and supportive content close to you.





# Creating Your Own Survivor Playlist

*Music can be an incredibly powerful source of healing.*

Our favorite songs can help us process and describe how we're feeling and can help us navigate even our toughest moments.

Now, it's your turn to be on aux! What are some songs that make you feel powerful? If helpful, write out the songs that would comprise your Survivor Playlist. Then, add the songs to a playlist — however you listen to music — and hit play!



# Creating \*YOUR\*

## Safe Space

Today we will be creating your own safe space. This space is unique to you and is yours alone. It can be somewhere that you've been previously or it can be a place that you have dreamed about. You can utilize the space below to draw/color any place that feels the most safe and relaxing for you to be.

Begin by adjusting your body until it is comfortable. Then take a few deep breaths.

Now begin to imagine and visualize your safest place. Only you are allowed in this space, there is no one else there with you. Think about what you see in your safest place? What temperature is it? Is there a breeze? Are you outside or inside? What sounds do you hear? What textures do you feel - what do you feel underneath your feet and in your hands? What do you taste - are you drinking your favorite drink or enjoying your favorite snack? What do you smell? Continue imagining and creating your safest place.

You can now visit your safest place whenever you need or want to. It is safe and secure from stress. It is a safe and comfortable environment that is all yours. You can also bring someone into your safe space with you if it feels helpful sometimes too - but remember, this space is only yours and yours alone.



# Check In With Yourself

Today I feel \_\_\_\_\_ .

- ☐ Happy, excited, elated, hopeful
- ☐ Productive, energetic, motivated, inspired
- ☐ Average, apathetic, okay
- ☐ Tired, bored, unmotivated, dull
- ☐ Sad, insecure, disappointed, numb
- ☐ Frustrated, angry, overwhelmed, distressed

If my mood was a color, it would be? \_\_\_\_\_

What are two things I can do today to make myself happy?

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

What are two things I can do today to reduce stress?

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

How can I be extra kind to myself today?

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

