

## **Gender Violence Response Protocol for Faculty/Staff**

When a student discloses a gender violence incident to a faculty/staff member, the faculty/staff member should do the following:

1. Make sure the student is safe. If imminent danger contact the police.
2. Faculty/Staff Statement of Confidentiality:

Let me explain the boundaries of confidentiality in a situation like this.

As a faculty/staff member, my role is to inform you about University and community resources including the police, who can evaluate any information you provide to determine if an investigation is warranted, and the Advocates, who are specially trained and available 24/7 to provide support and discuss options. I will do my best to keep your identity confidential, but I'd like to explain the process to you so that you understand other responsibilities I have. The University is, of course, concerned with your welfare, as well as the safety and security of all students on campus. I will document in a report the basic information that you provide to me and will pass that report to the Assistant Director of the Women's Center and the chief of police, in order for the University to comply with its legal responsibility to publish statistics for any potential assaults that occur on or around campus, but the report will only contain the last four digits of your University identification number, not your name. The Assistant Director of the Women's Center will only request your name if she receives a specific request from the police to speak with you based upon the particular facts surrounding the incident. The following are examples of particular facts that may lead the police to ask to speak with you: if there is an imminent threat to the community; if we have a pattern of activity or multiple reports related to the same suspect; if the alleged perpetrator is a University employee; or potentially, but less likely, if we know the name of the alleged perpetrator. Of course, at any time, you may also choose to contact the police directly and report the incident to them.

3. Provide the student with resources:
  - ☐ Lehigh University Police Department 610-758-4200
  - ☐ Bethlehem Police 911
  - ☐ Advocates 610-758-4763
  - ☐ Hospital – Lehigh Valley Muhlenberg 484-884-2521
  - ☐ Lehigh University Counseling Center 610-758-3880
  - ☐ Lehigh University Health Center 610-758-3870
  - ☐ Lehigh University Student Conduct Office 610-758-4632
  - ☐ Lehigh University Women's Center 610-758-6484
  - ☐ Break the Silence 610-974-4673 (HOPE)
  - ☐ Turning Point 610-437-3369
  - ☐ Crime Victims Council 610-437-6611

Please see the attached Gender Violence Resources and Support brochure for descriptions of each resource.

4. Complete the **FACULTY/STAFF** gender violence incident notification form found on the Women's Center website:

<https://cf.lehigh.edu/sa/secure/gender/>

Once you submit the form the assistant director of the Women's Center will contact you to follow-up with additional resources and support.

*Note: Faculty/staff members whose main function is to serve as medical or mental health professionals are not required to report privileged information.*

5. Please contact the Women's Center for any additional questions, support or resources regarding gender violence:  
University Center Room C207  
610-758-6484  
[inwnc@lehigh.edu](mailto:inwnc@lehigh.edu)  
<http://www.lehigh.edu/~inwnc/index.shtml>