



UH MĀNOA GENDER EQUITY OFFICE

Tips for First Responders to Sexual Harassment and Sexual Violence

If a student discloses an incident of sexual discrimination or violence to you:

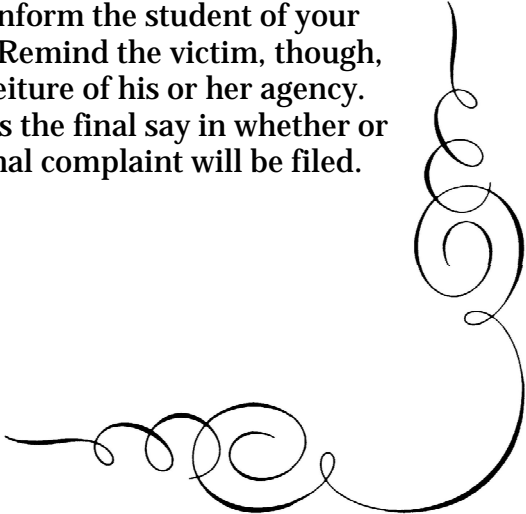
- **Listen with empathy.**
- **Let the victim know they are not to blame for the assault.**
- **Avoid asking questions that imply fault**, such as “How much were you drinking?” or “Why didn’t you call the police?” Instead, say something simple and kind, like: *“I’m sorry that this happened to you.”* or *“Thank you for trusting me enough to tell me.”*
- **Treat the victim’s decisions with respect and support.**
 - Remember: victims are often met with disbelief upon telling their story. As such, they may be hesitant to trust someone. Most victims do not contact law enforcement. This is okay.
 - **Remember, you are not an investigator; you are someone the victim trusts. Avoid telling the victim what they “should” or “must” do.**
 - By using the following phrases, **you can help the victim restore the power and agency he or she may have lost**: *“What kind of help do you need?”* or *“When you are ready, there is help available.”*
 - Remember to let the victim know what resources are available to him or her. Remind the victim that counseling services and reporting procedures are available if he or she wishes.
 - **Confidential resources:**

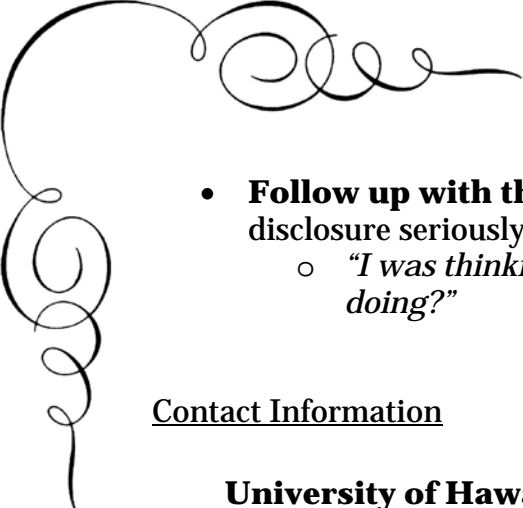
**UH Mānoa Counseling and
Student Development Center**
956-7927
QLCSS 312

UH Mānoa Health Services
956-8965
1710 East-West Road

**Sex Abuse Treatment
Center**
(808) 524-7273 (24/7)

**Domestic Violence
Action Center Helpline**
(808) 531-3771

- **You have a duty to report incidents of sexual harassment or sexual violence to the Title IX Coordinator.** You must inform the student of your legal obligation to report to the Title IX Coordinator. Remind the victim, though, that the TIXC’s intervention does not equate to a forfeiture of his or her agency. Despite your obligation to report, the complainant has the final say in whether or not a formal complaint, informal complaint, or criminal complaint will be filed.
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- **Follow up with the student.** Let the student know that you take his or her disclosure seriously and that you care about his or her well-being.
 - *“I was thinking about our conversation the other day. How are you doing?”*

Contact Information

**University of Hawai‘i System
Title IX Coordinator**

Mie Watanabe

Equal Employment
Opportunity/Affirmative Action Office
Administrative Services Building, #1-102

mie@hawaii.edu

(808) 956-6423

**University of Hawai‘i Mānoa
Title IX Coordinator**

Lori Ideta

University of Hawai‘i at Mānoa
Queen Lili‘uokalani Center
for Student Services, #409

(808) 956-3290