

# Managing the Conversation: Inform, Support, and Report

## Quick Reference Guide for Responding to **Student** Discrimination, Harassment & Sexual Misconduct Disclosures

University employees designated as “[Responsible employees](#)” have an obligation to report any information about possible discrimination, harassment and sexual misconduct to OIE. They must *promptly* report all known relevant information, including but not limited to: (a) the name of the complainant, respondent, and any witnesses; (b) the date, time, and location of the misconduct; and (c) any other pertinent facts. OIE will then determine next steps.

Please note that no employee is authorized to investigate or resolve reports or complaints of this nature without express direction from OIE.

### Step 1: INFORM

Inform the student that you are a responsible employee and have a duty to report information regarding discrimination, harassment and/or sexual misconduct. Be thoughtful and try not to stop the student from sharing their experience too abruptly.

#### **What should I say if a student begins to share information about possible discrimination, harassment, and/or sexual misconduct?**

- *“I think that you are about to tell me something about an unwanted sexual situation/an incident that I may be obligated to report. I am here to listen and I want to help you, but I am a Responsible Employee and I have a responsibility to take the information that you share with me to the Office of Institutional Equity (OIE).”*
  - *“Even if you **do not** feel comfortable sharing anything more with me, I can still help connect you with on-campus confidential resources.”* [For more information about confidential resources, see [Appendix B](#) of the SMPP].
  - *“If you feel comfortable sharing your experience with me, we can talk about how OIE will reach out to you after I fulfill my responsible employee obligation.”*

#### **What should I do if the student discloses more information?**

Please explain that:

- Someone from OIE will reach out to the student to offer information about their options and various resources;
- It is up to the student whether they want to respond to OIE’s e-mail;
- OIE will send at least one additional follow-up e-mail if the student does not respond; and
- The student can still connect with on-campus confidential resources.

## Step 2: SUPPORT

### **How do I show my support for the student?**

- Patiently listen, don't judge, and allow the student to share what they want.
- Empower the student to make their own choices about which resources to utilize and what to do next, if anything.

## Step 3: REPORT

Promptly contact the Office of Institutional Equity to report the incident (no later than 24-48 hours of speaking with the student). Call OIE at **410-516-8075**, e-mail at [titleixcoordinator@jhu.edu](mailto:titleixcoordinator@jhu.edu), or file an [online report](#) at [oie.jhu.edu](http://oie.jhu.edu)

### **What does OIE do after receiving a report from a Responsible Employee?**

OIE will reach out to the student by e-mail to offer information about their options and various resources. OIE also seeks to understand the student's preferences for moving forward. While certain situations and information – such as active safety concerns – may require OIE to take action without first speaking with the student, OIE generally prefers to speak with the student before moving forward with an assessment or investigation.

## ADDITIONAL RESOURCES

### Safety

- Dial **911** for medical or safety assistance
- **Campus Safety and Security:** 410-516-7777

### Medical Assistance

- **Mercy Hospital: 410-332-9000**  
*Hospital offering Sexual Assault Forensic Exam in Baltimore City*
- **JHU Student Health and Wellness: 410-516-8270**  
*Serves all full-time, part-time & visiting undergraduate & graduate students from KSAS, WSE & Peabody (PY)*  
*Serves post-doctoral fellows enrolled in KSAS, WSE, School of Education & Sheridan Libraries*
- **University Health Services: 410-955-3250**  
*Serves BSPH, SOM, and SON students, residents, fellows & trainees & their spouses or domestic partners*

### On-Campus Confidential Counseling

- **JHU Sexual Assault Helpline (24/7): 410-516-7333**  
*A confidential service available to ALL JHU students*
- **JHU Counseling Center: 410-516-8278 (press "0" to speak with the on-call counselor in an emergency)**  
*Serves all full-time undergraduate and graduate students from KSAS, WSE, & PY*
- **University Mental Health Services (24/7): 410-955-1892 (Press "0" to speak with the on-call psychiatrist in an emergency)**  
*Serves BSPH, SOM, and SON students, residents, fellows & trainees & their spouses or domestic partners*
- **Johns Hopkins Student Assistance Program: 443-287-7000**  
*Serves graduate, medical & professional students, and immediate family members*
- **College Chaplains: 410-516-1880**