FLORIDA A&M UNIVERSITY
Requirements for Response to Student/Employee Victims of Sexual Misconduct

Applies to: FAMU faculty, staff, administrators, and athletic personnel who receive information that a student or employee has experienced sexual misconduct including sexual harassment or violence. All reports of sexual misconduct must be reported within twenty-four (24) hours to the Title IX Coordinator, Carrie Gavin, at (850) 599-3076 or carrie.gavin@famu.edu.

1. **AFFIRMATION**
   Support disclosure: “I will do everything I can to help. What would you like me to do next?”
   Response: “Don’t reveal my name”
   Contact Title IX Coordinator. Complete Campus Security Authority Report and submit to Department of Public Safety (DPS). Proceed to Number 2.

2. **SUPPORT**
   Seek trained assistance, with consent, such as asking: “Can Victim Services help?” Contact the Title IX Coordinator, Counseling Services, or DPS.

3. **SAFETY**
   Find out details: “Do you need [the accused party] kept away from you? Do you need alternate housing tonight?” Contact the Title IX Coordinator, Housing, or DPS.

4. **HEALTH SERVICES**
   Respect victim’s privacy. Don’t guess; don’t ask for details if student has refused already. “Do you want me to take you to [or call] Health Services on campus?” Contact FAMU Health Services, Title IX Coordinator, or local hospital.

5. **COUNSELING**
   Inquire if the victim would like to speak with a trained counselor confidentially. “Counseling Services has someone available all the time; would you like me to walk you over [call them]?” Contact Counseling Services, Title IX Coordinator, or DPS.

6. **ACADEMIC/EMPLOYMENT ADJUSTMENTS**
   Offer help with immediate concerns. “Do you need to take an exam in a different location? Is the accused in your class or office? Do you need changes to your schedule?” If the victim must relocate immediately for safety, “Can I help you get in touch with your professors or supervisor about possible absence and make-up work?” Contact Title IX Coordinator.

7. **UNIVERSITY COMPLAINT OR CRIMINAL PROSECUTION**
   See if the individual wants to take immediate action to file a complaint. Contact Title IX Coordinator, Judicial Affairs, or DPS.

For victim assistance or reporting sexual misconduct, always contact the Title IX Coordinator at (850) 599-3076. Contact the following as appropriate:

1. FAMU Counseling Services: (850) 599-3145
2. Office of Judicial Affairs: (850) 599-3541 or (850) 599-3542
3. Department of Public Safety: (850) 599-3256, Tallahassee Police Department: (850) 891-4200 or 911 in an emergency
4. FAMU Health Services: (850) 599-3777, Tallahassee Memorial Hospital: (850) 431-0901, or Capital Regional Medical Center: (850) 325-5000

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