

# CAMPUS EMERGENCY PROCEDURE

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**Procedure title:** Sexual Assault  
**Effective date:** May 2014  
**Revision date:** May 2016

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## Introduction

This procedure provides direction to the campus community when responding to an incident or emergency that may threaten the institution's processes, the safety of its employees and students, or the facility itself.

## Definition/explanation

**Sexual assault** is a serious crime. It can happen to anyone regardless of gender or gender identity. Sexual assault is unwanted sexual touching of any kind.

A sexual assault includes sexual contact when there is no consent.

## Procedure

In the event of a sexual assault:

- Notify Campus Security at ext. 2400 from a campus phone or 905.721.3211 from an external line;
- Campus Security can also be reached from any of the various Code Blue stations situated around the campus;
- When reporting an assault to security:
  - Provide your name, location and clearly state that you need immediate assistance;
  - Protect the immediate area; and
  - Document and submit all relevant information regarding the situation;
- To obtain best evidence, the person who had been sexually assaulted should not wash her or his hands; shower or douche; brush her or his hair or teeth, or change her or his clothes immediately following the sexual assault.
- If you feel that you have to change your clothing, collect it and place in a paper bag, not plastic, and seal it and take it with you to Lakeridge Health hospital, the Campus Health Centre, a local Residence Assistant or the campus Women's Centre.

## Authority and responsibilities

It is the responsibility of all students, faculty and staff to ensure that victims are treated with compassion, respect, empathy and sensitivity.

The Emergency Management Response Team (EMRT) and the Office of Campus Safety will be responsible for enforcing and communicating these procedures to staff and students.

Faculty, staff, and students will be responsible for taking direction from the appropriate authorities and contributing to a safe and secure environment.

### **Reference**

Durham College and UOIT Emergency Preparedness Plan & Policy  
Durham College Emergency Preparedness Policy ADMIN-211  
Durham College Accident Reporting Procedure EMPL-301.1  
UOIT Accident Reporting Procedure