

Sexual Assault Prevention Checklist

For off-campus Cornell programs

Name of program: _____

Dates of program: _____

Trip Leader (s): _____

Background and Research Phase		Notes
Location / Condition	Yes / No	
Review crime and safety reports of the specific city, town, village, etc.		
Communicate with partner organizations on location of program.		
Check relevant (if attainable crime statistics and communicate with other universities on location of program.)		
Conduct external review with additional members of University, ie. Student advisors, travel safety coordinator, etc.		
Conduct site visit of the location and properly vet the housing of the location of the program		
Does the site have a counselor on staff?		
Do research on the distance to medical facilities.		
Assess the suitability in turning to the police in the event of a crime, or staff members who have contact with the police force.		
Do research on gender, nonverbal cues and potential for date rape drugs.		
Housing Review		
Building exterior designed in such a manner that it sufficiently precludes unauthorized entry via doors, windows and roof openings?		
Exterior doors self-locking?		
Exterior doors of substantial construction to preclude forced entry?		
Exterior doors equipped with peephole or other method to observe visitors before permitting entry?		
Exterior doors require use of controlled keys, keycard, cypher-code or need to show photo ID to attendant to gain entry?		

Windows accessible from exterior secured to prevent unauthorized entry?		
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Trip Planning		
	Yes / No	Notes
Create orientation for students in which sexual assaults is a reviewed topic.		
Go over prevention strategies:		
-- Limit alcohol use		
-- Be Assertive, know your limits		
-- Provide findings of nonverbal cues		
-- Avoiding solo travel, staying with group		
-- Trust intuitions/ be alert		
Create a support protocol for students:		
-- All students have contact information for the trip leaders?		
-- All students have the contact information for Cornell Response?		
-- All students are aware of UHC Global?		

In Case of Assault Protocol		
In the event of sexual assault, abuse or violence the trip leader must:	Yes / No	Notes
Get the student help (in order of urgency)		
<ul style="list-style-type: none"> ● Medical help and screen for STDs, anti-HIV meds, morning after 		
<ul style="list-style-type: none"> ● Take action for the student's immediate safety (e.g. remove student from housing situation, work placement, etc.) 		
<ul style="list-style-type: none"> ● Offer counseling support 		
<ul style="list-style-type: none"> ● Offer options, such as filing a criminal complaint and/or, if a Cornell student is the attacker, initiating campus disciplinary proceeding (file a case with juadmin@cornell.edu). Let the student decide how to proceed. 		
<ul style="list-style-type: none"> ● Be supportive, trip leader will have a continuous role in support ● What to say: <ul style="list-style-type: none"> ○ Thank you for telling me ○ What can I do to help ○ It wasn't your fault ○ I'm here to talk ○ Avoid the "why" questions 		

<ul style="list-style-type: none"> Initiate Cornell's Emergency Response within 24 hours of the assault: Communicate with Risk Management [607-254-1575 risk_mgmt@cornell.edu], or Cornell Police [607-255-1111], depending on time of day in Ithaca. CUPD will initiate emergency response if it is off-hours and Risk Management is not available. 		
<p>If student wishes to file a criminal complaint, contact local law enforcement and accompany student to meetings with local law enforcement.</p>		
<ul style="list-style-type: none"> The Office of the Judicial Administrator at 607-255-4680 or juadmin@cornell.edu. Cornell's Judicial Administrator is a Title IX deputy coordinator. 		
<ul style="list-style-type: none"> Trip leader must consult with the-Title IX deputy Coordinator when s/he becomes aware of potential Title IX violations such as sexual assault, abuse, or violence, even if the student does not wish to file a criminal complaint and/or if the attacker is not a Cornell student. 		
<p>Note that Title IX broadly prohibits, and Cornell is committed to providing an educational and work environment free from, sexual misconduct. Sexual misconduct is any behavior of a sexual nature that is experienced as unwelcome. In the event of an incident of sexual misconduct other than sexual assault, abuse or violence, even where the student is not in need of medical help or in immediate danger, the trip leader must still consult with the Deputy Title IX Coordinator.</p>		
<p>Important Phone Numbers and websites:</p>		
<p>Cornell Police: (607) 255-1111 Cornell Risk Management: 607-254-1575, risk_mgmt@cornell.edu UHC Global: (800) 527-0218 Office of the Judicial Administrator: (607) 255-4680 Title IX Coordinator: (607) 255-0041, nosexualharassment@cornell.edu</p>	<p>Victim Advocate: (607) 255-1212, victimadvocate@cornell.edu Student Counseling: (607) 255-5155 Office of the Judicial Administrator: (607) 255-4680 juadmin@cornell.edu. Sexual Harassment and Assault Response Education: share.cornell.edu</p>	

RAINN: Rape Abuse & Incest National Network:
<https://www.rainn.org/national-resources-sexual-assault-survivors-and-their-loved-ones>