



All Lake Forest College employees (except for those working in the Health and Wellness Center) are “responsible employees” who have the obligation to report information regarding possible sexual misconduct to the Title IX Coordinator:

Please do the following if a student discloses sexual misconduct (including sexual assault, sexual harassment, stalking, dating or domestic violence, or sexual exploitation) to you:

Inform the student of your obligation as a responsible employee, preferably before the student shares details of the incident. You can say, “

**, ZDQW WR KHOS \RX , I \RX GLVF
PLVFRQGXFWR PH , DP UHTXLUHG WR OHW WKH 7LWOH , ; &RRU
WR RIIHU LQIRUPDWLRQ DERXW \RXU RSWLRQV DQG YDULRXV UH
ZLWK KHU 7KHUH DK...mVWXGHQW GHFLGH ZKLFK UHVRXUFHV WR**

- x **Dial 911 for emergency assistance from local police or paramedics**
- x **Lake Forest College Public Safety 847-735-5555**

Dial Hill-Stalk Hospital Emergency Room 847-432-8000

- x **Lake Forest Hospital Emergency Room 847-535-6150**

- x **Lake Forest College Health and Wellness Center 847-735-5240 (after hours 224-501-1621)**
- x **Zacharias Sexual Abuse Center: 847-872-7799**

Promptly contact the Title IX Coordinator to report the situation 847-735-6009

WLWOHL@lakef.edu The Title IX Coordinator will reach out to the student by email to offer information on their options and available resources. The student may decide whether to meet with the Title IX Coordinator and/or participate in an investigation

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- x **Assure the student that the incident was not their fault**
 - x **Let the student know they have options and that they don't have to take any specific next steps**
 - x **Acknowledge their feelings**
 - x **Let them know they are not alone**
 - x **Let them know you need to report the incident to the Title IX Coordinator; but that it**
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