

# Responsible Employee Quick Tips

## What to Report

All Information Regarding:

- Sexual Assault
- Dating / Domestic Violence
- Stalking
- Sexual Harassment
- Gender Discrimination

Include at minimum:

- Name of Complainant
- All Details that were shared regarding the incident (**this does not apply to confidential employees**)
- Name of alleged person (if that was shared with you)

## When to Report

Immediately.

At the very least, must be within 24 hours of receiving a report

## Ways you can submit a report

Email: [titleix@tsu.edu](mailto:titleix@tsu.edu)

Phone: 713.313.1371

Online: [www.tsu.edu/titleix](http://www.tsu.edu/titleix) --> Click on "Report Incident"

TSU PD: 713.313.7000

## *How to Respond*

### Act

- Be patient
- Get the person to a safe location
- Get medical care if needed
- Preserve potential evidence
- Report the Incident
- Follow their Lead
- Don't feel that you must have all of the answers
- Put the power and control in their court

### Communicate

- Ask how you can help them
- Listen to what they say
- Don't counsel the person
- Don't blame or judge the person
- Avoid "Why" Questions

### Support

- Refer to available campus and community support resources
- Report the information to Title IX Coordinator
- Let them know there are people who can help

