

WHAT SHOULD I DO IF SOMEONE COMES TO ME FOR HELP?



1 If applicable: acknowledge your status as a responsible employee.

Staff members are required to understand and fulfill state, federal, and University mandated reporting requirements, including the Clery Act and Title IX. To submit a report, please visit csaforms.stanford.edu.

2 Listen to and affirm their experiences.

If someone chooses to disclose a traumatic experience to you, trust that they chose you for a reason. The most immediately helpful thing you can do is listen to what they have to say. Listening can be as simple as being there as they process on their own. It's important to make sure they feel heard.

3 Refer & connect to campus resources.

When someone comes to you for matters relating to sexual and/or relationship violence, help them learn about their on- and off-campus options. [Sara.stanford.edu/get-help](https://sara.stanford.edu/get-help) is a helpful place to start to learn more about the different resources that are provided by or accessible through Stanford University.

For confidential counseling: Confidential Support Team (24/7 hotline: 650-725-9955)

For confidential advocacy and healing services: YWCA (24/7 Support Line: (800) 572-2782)

For education and healing: SHARE: Education (saraoffice@stanford.edu / (650) 725-1056)

For documentation and reporting options: SHARE: Response (titleix@stanford.edu / (650) 497-4955) Stanford Title IX Coordinator: Stephen Chen, schenix@stanford.edu

For immediate mental health assistance: Stanford Counseling and Psychological Services (650-723-3785)

For residential support: Residence Director on Call (650-504-8022)

4 Practice self-care.

It is important that you take measures to promote your own self-care after helping someone deal with sexual and relationship violence, stalking, sexual harassment, and gender-based discrimination. Give yourself time and space to process and reflect on what you have heard and experienced and effectively deal with any challenges that result. For more on self care, please visit <https://sara.stanford.edu/help-others/self-care>.