

### Leading phrases someone may say to you:

"I have a friend who..."

"Something happened this weekend."

"I don't want to get (anyone) in trouble."

"I don't know what to do."

"This class is hard to go to now."

**A.I.R.R.**

immediately for health and safety.

2. **Inform** the student of your reporting obligation.  
You cannot promise confidentiality, only privacy
3. **Refer** student to available resources.
4. **Report** the documented conversation to OCRI.

|                                               |              |
|-----------------------------------------------|--------------|
| Office of Civil Rights<br>and Investigations/ | 208-885-4285 |
| Title IX Coordinator                          | Erin Agidius |
| Dean of Students                              | 208-885-6757 |
| Women's Center*                               | 208-885-2777 |
| ASUI Representative                           | 208-885-6583 |
| Counseling Center*                            | 208-282-2130 |
| Eastern Idaho Regional<br>Medical Center*     | 208-529-6111 |
| Mountain View Hosp.*                          | 208-557-2700 |
| Ombuds*                                       | 208-885-7668 |
| Idaho Falls Police                            | 208-529-1200 |
| Bonneville Sheriff                            | 208-446-1300 |
| Legal Aid*                                    | 208-524-3660 |

### **Sample email response to a written disclosure:**

[Student],

I am truly sorry to hear about what happened. I want you to know that I care about you and want to help you. If you're interested, I can recommend several resources available to assist you during this difficult time.

The staff in the Office of Civil Rights and Investigations is an excellent starting resource that is student-survivor centered. You are brave to come forward and I know how difficult this may be and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. I encourage you to consider talking with the Office of Civil Rights and Investigations staff as they are here to support you and do not think that way. They are there to help. I must provide the Of