

# SEXUAL ASSAULT INCIDENT REPORT FORM

## OLD DOMINION UNIVERSITY

**Thank you for taking the time to complete the SAIR Form.** The SAIR Form should be completed whenever a student, faculty or staff reports a sexual assault. Please fill out this form and discuss the suggested resources with the person reporting a sexual assault to you and deliver it by the end of the day to: S.A.F.E. Coordinator, Women's Center, Room 1000, Webb Center, 683-4109. The person reporting the incident can request to remain anonymous. This form is confidential and will remain with the S.A.F.E. Coordinator.

### The SAIR Form will:

- Assist with the tracking of sexual assault incidents involving members of the Old Dominion University community
- Assist the University in complying with crime reporting requirements and assessing the safety of our campus
- Remain confidential at all times

### The SAIR Form will NOT:

- Result in an investigation, however, any person reporting a sexual assault to you should be encouraged to report the incident to the ODU Police Department. **Whether or not the person chooses to report to ODU PD, this form should be completed.**
- Be used to contact the victim/survivor.

### Tips for helping a victim/survivor:

- Be supportive. Listen and let them know that what happened was not their fault.
- Be non-judgmental. Let them know that you are there to support them and provide resources.
- Encourage safety. Guide them to trained professionals that can help them with medical care, counseling, & other options.

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### CONTACTS AND SERVICES:

Other offices this incident has already been reported to: \_\_\_\_\_

### Please check which of the following were discussed with the survivor:

- ODU Police Department**, for formal or informal reporting and investigation, as well as 24-hour emergency assistance, 683-4000.
- Response Sexual Assault Support Services**, 24-hour assistance, 622-4300, 5215 Colley Ave. Offers free, confidential services including counseling, support groups, court advocacy, and hospital accompaniment.
- ODU Women's Center**, S.A.F.E. Coordinator, for victim advocacy, campus & community referrals and resources and consideration of options, 683-4109.
- ODU Student Health Services**, 683-3132, for medical testing, emergency contraception (pregnancy prevention) and follow-up (not evidence gathering). Remember, there is a 72-hour window for emergency contraception. To talk to the on-call Student Health Services practitioner after hours, call ODU Police Department at 683-4000.
- ODU Counseling Services**, for follow-up counseling, 683-4401.
- Hospital Emergency Room**, for medical assistance and evidence gathering, preferably a hospital with a S.A.N.E. (Sexual Assault Nurse Examiners) program: Sentara Norfolk General (388-2443, for incidents which happened in Norfolk), Chesapeake Forensics 436-4111 (for cases in Chesapeake, Suffolk, Franklin, and Virginia Beach), Forensics Nurse Consultants of Tidewater (for cases in Portsmouth—contact Portsmouth Police Department, 393-5300, or Maryview Hosiptal, 398-2200, to access this program), Riverside Hospital 594-2000 for cases on Newport News and Sentara CarePlex Hospital 827-2010 for cases in Hampton.
- ODU Judicial Affairs** is available when the assailant is a student, 683-3431.
- If active duty military**, specially trained advocates are available. Contact the Women's Center, 683-4109, to obtain information about advocates within your branch of service.
- Immediate need for safety and/or support:** Inform the victim/survivor of professional services mentioned above as well as brainstorming what informal support, such as friends/family, may be available.
- All services will be kept confidential**

Reporter's name \_\_\_\_\_ Dept./Office \_\_\_\_\_ Phone \_\_\_\_\_

Date of Report \_\_\_\_\_ Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Location of incident:  On campus. Please specify \_\_\_\_\_  
 Off campus. Please specify \_\_\_\_\_

**Please return this SAIR Form to:  
S.A.F.E. Coordinator, Women's Center  
Room 1000, Webb Center**

