

Sample Checklist for Sexual Assault/Rape

When a rape is reported, it is important to protect the identity and privacy of the victim. All staff that are aware of the report must be reminded not to discuss it with anyone.

DIRECTIONS: Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____

Action Item	Completed
If the rape occurred on campus, take the following actions:	
Notify the police immediately.	
Notify the nurse and if needed, Emergency Medical Services.	
Remove the victim from view and have a same sex adult stay with the victim.	
Prevent the victim from washing up or using the bathroom to protect evidence.	
Notify the victim's parents/guardian.	
Protect the crime scene for police investigation.	
Notify the Superintendent.	
Activate the school's Mental Health personnel to provide support for others impacted.	
Identify possible witnesses.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	
Do not violate the rights of the accused.	