

Appendix B: Resource and Reporting Guide for Students and Employees

George Mason University (the “University”) is committed to providing a safe and nondiscriminatory environment for all members of the University community. The University prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual and Gender-Based Harassment, Complicity and Retaliation (together, “Prohibited Conduct”). These forms of Prohibited Conduct are defined in the University’s Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Misconduct Policy (the “Policy”). This Resource and Reporting Guide, referred to as the “Resources and Reporting Guide for Students and Employees” in the Policy, provides an overview of University and community resources, including confidential resources, and options for reporting Prohibited Conduct to law enforcement and/or to the University.

When used in this Student and Employee Resource Guide, the term “Student” and “Employee” refer to Complainants, Respondents, witnesses or any other University student or employee in need of information, assistance, or support. As outlined in the Policy, the University offers a wide range of resources for Students and Employees to provide support. The University will offer reasonable and appropriate measures to parties. Support measures are available to all parties regardless of whether a Complainant pursues a formal complaint under this Policy. The Resource Guide should be read in conjunction with the Policy.

I. UNIVERSITY AND COMMUNITY RESOURCES

a. EMERGENCY MEDICAL, LAW ENFORCEMENT AND CRISIS RESPONSE RESOURCES

- i. **Medical Assistance:** An individual who experiences sexual assault or any other form of interpersonal violence is strongly encouraged to seek immediate medical attention. If you go to a hospital as a result of sexual assault, you are entitled to a free evidence collection examination performed by a Sexual Assault Nurse Examiner (“SANE Nurse”). In Northern Virginia, the preferred hospital for such exam is INOVA Fairfax where they have specially trained nurses on call 24 hours a day for such purpose. INOVA Fairfax Hospital provides care to sexual assault victims no matter where in Northern Virginia the crime occurred. SANE Nurses can assess injuries related to physical trauma; evaluate for sexually-transmitted infections and possible pregnancy; provide medical care (including medication to prevent infections and pregnancy); and can, within the first 72 hours after a sexual assault, administer a “forensic exam.” During the forensic exam, the SANE Nurse documents and collects evidence of sexual contact and/or physical trauma (including injuries to the body or genitals), trace evidence, biological fluids, and identifiable DNA. When there is reason to believe that an assault may have been facilitated by the use of drugs or alcohol, the forensic exam may also include the collection of urine and blood samples for toxicology testing. Students and Employees are not required to report an incident to law enforcement or the University in order to receive medical attention or a forensic exam. For assistance in this process, contact Wellness, Alcohol, and Violence Education and Services (WAVES) at 703-380-1434. Regardless of whether a forensic exam is obtained within 72 hours after a sexual assault, Students and Employees are encouraged to seek follow-up care to address any ongoing medical concerns, including those related to sexually-transmitted infections and pregnancy. Students and Employees may access follow-up care through any appropriate health care provider outside of the University.

1. Local Area Hospitals:

- **INOVA Fairfax Hospital** 3300 Gallows Road Falls Church, VA 22042 (703-698-1110)
- **INOVA Fair Oaks Hospital** 3600 Joseph Siewick Drive Fairfax, VA 22033 (703-391-3600)
- **INOVA Alexandria Hospital** 4320 Seminary Road Alexandria, VA 22304 (703-504-3000)

- **Loudoun Hospital Center** 44045 Riverside Parkway Leesburg, VA 20176 (703-858-6000)
- **Mount Vernon Hospital** 2501 Parker's Lane Alexandria, VA 22306 (703-664-7000)
- **Northern Virginia Community Hospital** 601 S. Carlin Springs Road Arlington, VA 22204 (703-671-1200)
- **Sentara Northern Virginia Medical Center** 2300 Opitz Boulevard Woodbridge, VA 22191 (703-670-1313)
- **Prince William Hospital** 8700 Sudley Road Manassas, VA 20110 (703-369-8000)
- **Reston Hospital Center** 1850 Town Center Parkway Reston, VA 20190 (703-689-9000)
- **Virginia Hospital Center** 1701 N. George Mason Drive Arlington, VA 22205 (703-558-5000)
- **Mason Korea Campus:** OneStop Center (Inside of Incheon Medical Center) 217 Bang chuc ro, Dong Gu, Incheon 401-711 (032-580- 6000 or 032-582-1170)

ii. **Law Enforcement:** Students and Employees are urged to report any Prohibited Conduct that may constitute a crime to local law enforcement (“Police”) immediately. Police have unique legal authority to seek and execute search warrants, to collect forensic evidence that may have been left at the scene or at other relevant locations and to make an arrest when supported by probable cause to believe a crime has been committed. Police are also able to assist Students and Employees in seeking Emergency Protective Orders (see below). Police can be reached by calling 9-1-1 (or one of the other numbers listed below). Incidents that occur on-campus fall within the jurisdiction of the University Police; incidents that occur off-campus fall within those Police jurisdictions, respectively. Students and Employees will be directed to the appropriate Police Department when they call 9-1-1.

- 911 (for emergencies in Virginia/United States)
- 119 (for emergencies at Mason Korea)
- University Police (703-993-2810) (for non-emergencies)
- Fairfax County Police (703-691-2131) (for non-emergencies)
- Fairfax City Police (703-385-7924) (for non-emergencies)
- Manassas Police (703-257-8000) (for non-emergencies)
- Arlington County Police (703-558-2222) (for non-emergencies)

iii. **Confidential Crisis Resources (Support and Counseling):** Students and Employees are urged to seek immediate emotional support after any incident of Prohibited Conduct. There are a number of confidential resources and “hotlines” for crisis counseling, both at the University and in the local community. Confidential resources can provide trauma-informed support and offer information about reporting options.

1. **On-Campus Confidential Resources**

The following on-campus resources and services are available to provide assistance and counseling on a confidential basis. Speaking to these resources does not constitute a report to the university for the purposes of initiating an administrative or criminal investigation of crime. Identifying information will not

be shared with anyone without consent from the victim/survivor unless there is an imminent threat of harm to self or others.

ON-CAMPUS RESOURCES FOR STUDENTS ONLY:

a. **Counseling and Psychological Services**

(CAPS): Provides confidential counseling services to Students in crisis and non-emergency situations. Crisis intervention assistance is provided to members of the University community who are experiencing crises that affect their ability to function in the community.

- Consultation or emergency assistance during office hours: 703-993-2380
- Assistance during non-office hours, call University Police: 703-993-2810
- For life-threatening emergencies: 9-1-1
- Website: caps.gmu.edu

b. **Student Support and Advocacy Center:** Provides support to Students impacted by sexual assault, dating/domestic violence, and stalking with a confidential space to discuss their reporting options and get support. Support measures are available for complainants and respondents.

- SSAC Office Phone Number: 703-993-3686
- 24-Hour Sexual and Interpersonal Violence Crisis Line: 703-380-1434, in partnership with Fairfax County Domestic and Sexual Violence Services
- Website: ssac.gmu.edu

c. **Student Health Services:** Provides confidential health care to enrolled Students in emergency and non-emergency circumstances on the Fairfax, Arlington, and Science and Technology Campuses. If there is a medical emergency and Student Health Services is closed, please contact the free after-hours nurse (703-993-2831), a hospital emergency room, an urgent care facility, or call 9-1-1.

- Fairfax Campus: SUB I, Suite 2300, 703-993-2831
- Arlington Campus: Founders Hall, B102, 703-993-4863
- Science and Technology Campus: Occoquan Building, Room 229, 703-993-8374
- Mason Korea Health Center on Campus, +82-32-626-0553

2. **Off-campus Confidential Resources and Services for Students and Employees**

The following off-campus resources and services are available to provide assistance and counseling on a confidential basis for all members of the community.

a. **National Domestic Violence Hotline:** Operating around the clock, seven days a week, confidential and free of cost, the National Domestic Violence Hotline provides lifesaving tools and immediate support to enable victims to find safety and lives free of abuse. Callers to the Hotline at 1-800-799-SAFE (7233) can expect highly trained experienced

advocates to offer compassionate support, crisis intervention, and referral services in more than 170 languages.

- b. **Office for Domestic and Sexual Violence Services:** Provides comprehensive state-accredited programs for women, men, teens and children who have been affected by domestic and sexual violence and stalking. OFDSVS promotes safety, responsibility, awareness, and equality by offering a 24-hour hotline, free counseling, group sessions, and referrals.
 - Fairfax County Government Center, 12000 Government Center Pkwy, Suite 339, Fairfax, VA 22035
 - Phone: 703-324-5730 and TTY: 703-324-5706
 - 24-hour Hotline/Helpline: 703-360-7273 and TTY 703-435-1235
- c. **Domestic Violence Action Center:** Provides services to individuals experiencing domestic violence or stalking and their families who reside in Fairfax County. Referrals for offender services PSL are also available though the intake telephone number only (no offender walk-ins).
 - Fairfax County Historic Courthouse, 4000 Chain Bridge Road, Suite 2702, Fairfax, VA 22035
 - Information and Intake Phone: 703-246-4573
Walk-In Intake Hours: 10 a.m. to 3 p.m., Monday through Friday
- d. **Virginia Family Violence & Sexual Assault Hotline:** Provides free and confidential safety and support to those who have been hurt in the past or are hurting now. Also offers advice to friends, family members, and professionals, and provides information and resources about sexual assault, stalking, controlling behavior, and intimate partner violence.
 - Phone: 1-800-838-8238
 - Chat (confidential instant messaging) Monday-Friday 8 a.m. to 8 p.m.
 - Text: 1-804-793-9999
- e. **LGBTQ Partner Abuse and Sexual Assault Helpline:** Provides a free and confidential telephone service for lesbian, gay, bisexual, transgender, queer, or questioning callers looking for information or help regarding intimate partner abuse, sexual assault, and stalking.
 - Phone: 1-866-356-6998, Monday-Friday, 8 a.m. to 8 p.m.
- f. **Rape, Abuse, and Incest National Network (RAINN):** Operates the National Sexual Assault Hotline that provides victims of sexual violence with free, confidential services 24 hours a day.
 - 24-hour hotline/helpline: 1-800-656-HOPE (4673).
 - 24-hour online chat: <https://hotline.rainn.org/online>
 - Website: www.rainn.org

II. REPORTING PROHIBITED CONDUCT

Students and Employees may report Prohibited Conduct to the Police, to the University, to both, or to neither. These reporting options are not exclusive. Complainants may simultaneously file a formal complaint under this Policy and file a report with the Police.

a. PRESERVATION OF EVIDENCE

Students and Employees are strongly encouraged to take immediate steps to preserve all evidence that might support a report of Prohibited Conduct, a Protective Order, or an investigation by the Police, by the University, or both. Such evidence may include:

- A forensic sexual assault examination (within 72 hours);
- Any clothing, sheets or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags);
- Electronic exchanges (e.g., text messages, emails, and Facebook, Instagram, Snapchat, or other social media posts, to the extent that they can be captured or preserved);
- Photographs (including photographs stored on smartphones and other devices); and
- Voice-mail messages and other physical, documentary and/or electronic data that might be helpful or relevant in an investigation. Electronic and photographic evidence may be lost through the upgrade or replacement of equipment (including smartphones), software and/or accounts or may simply be lost to the passage of time.

b. REPORTING TO THE POLICE

A Complainant may choose to report conduct or make a formal complaint to the University to pursue resolution under these procedures and may also choose to make a report to law enforcement. A Complainant may pursue either or both of these options at the same time. A Complainant who wishes to pursue criminal action in addition to, or instead of, making a report under these procedures should contact law enforcement directly.

c. SEEKING A PROTECTIVE ORDER

Where Prohibited Conduct is reported to the Police, it may be possible to obtain a court-ordered Emergency or preliminary Protective Order. These Protective Orders may be issued if the judge or magistrate believes that there is an immediate threat to health or safety. Later, after a full hearing, the court may agree to issue a “Permanent” Protective Order, in appropriate cases. A Permanent Protective Order may remain in place for up to two years under Virginia Law and, in some cases, may be extended for additional two years. “Protective Orders” are separate and distinct from “No-Contact Orders” issued as a support measure by the University. Protective Orders may be obtained only from a court of law and are enforceable anywhere in the United States; their violation may result in criminal charges. In contrast, No-Contact Order may be obtained from Title IX Office and are enforceable through the University.

d. REPORTING TO THE UNIVERSITY

The University encourages anyone who experiences or becomes aware of an incident of Prohibited Conduct involving a student or an employee to *immediately* report the incident to the University by contacting the University’s Title IX Coordinator or a Deputy Title IX Coordinator by telephone, email, in person during regular office hours, or by completing the [Sexual and Interpersonal Misconduct Reporting Form](#).

Angela Nastase
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Compliance, Diversity and Ethics
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Supportive Measures are available regardless of whether a Complainant pursues a formal complaint or investigation under this Policy. The Title IX Coordinator is available to meet with Complainants or Respondents to address support measures, resources, and options for addressing reports of sexual or interpersonal misconduct. For more information on support measures and reporting allegations of Prohibited Conduct to the University, see [Appendix A: Procedures for Responding to Reports of Prohibited Conduct Committed by Students and Employees.](#)