

## Royal Roads University Procedure

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May 21, 2019

The Royal Roads University [Sexual Violence and Misconduct Policy](#) [1] is foundational to the protocols and procedures that are outlined in this document.

A protocol is the process or list of steps that is followed. Procedures describe in greater detail what happens at each step. The [Sexual Violence and Misconduct Protocol and Procedures for Students](#) [2] and the [Sexual Violence and Misconduct Protocol and Procedures for University Community Members who are not Students](#) [3] are essentially the same, but are separated for clarity because there are different units responsible for supporting these groups. These documents include the protocol for each group, represented by the numbered points, and the associated procedures, represented by those preceded by a letter.

These protocols and procedures are aligned with the university's values of caring and accountability and are based upon the assumptions that reason will prevail, that fundamental fairness will be upheld, that confidentiality for survivors and respondents will be honoured to the maximum possible extent, and that timely resolution of cases will be sought. The university reserves the right in its discretion to modify these protocols and procedures as it determines may be appropriate in any particular instance. It is recognized that any modification would be in keeping with the spirit of these protocols and procedures and would require communication of such variation with the parties.

Additionally, the university acknowledges these are living documents that will be amended as we learn from experience to make them better for our university community. Feedback is always welcome and can be directed to the Vice-President Academic and Provost and/or the Vice President and Chief Financial Officer. In the best interest of supporting survivors and the university community as a whole, these amendments may be made at any time at the university's discretion.

This document begins with the next section on "What to do right away" that applies to all members of the university community in recognition that this is the most important information a survivor may seek immediately after an incident.

### **What to do right away**

If a university community member tells you that they have been involved in an incident of sexual violence, encourage them to consider the following actions as soon as possible after the incident. For ease of reference, these are written as if you are speaking to the survivor.

If they don't do any of these right away, it doesn't mean that they can't get help, but it may be

beneficial for them to get immediate medical attention for their overall wellbeing and/or should they decide to report the incident to the Police at any later date.

## **Guidance for survivors**

### 1) Go to a safe place and seek help.

- Call 911 - you will be asked, “Fire, Police or Ambulance?” right away. You can either answer Police or Ambulance or you can just start to tell the operator what happened and they will help you.
- Call the 24-hour confidential VictimLink BC service at 1 800 563 0808 (phone) or 604 836 6381 (text)
- Call the RRU RRU 24-hour Sexual Violence Support Line at 250 391 2600, Extension 8514.
- If you are on campus, use an Assistance Pole or any on campus phone to call Campus Security by just dialing 2525. You can reach this number on any other phone by dialing 250 391 2525.
- If you are a student on campus during regular business hours, and you need to go somewhere right away, go to the reception desk in the LIC or the Library and someone will find you a private place to wait while they find you the help you need. You do not have to tell the reception staff what happened - all you have to do is say that you want to speak to a staff member privately about something that happened to you and they will know to find you a quiet place and someone who can help. You are welcome to bring someone with you as well.
- If you are a university community member other than a student and you are on campus during regular business hours, and you need to go somewhere right away, go to Human Resource Department. You do not have to tell Human Resource staff member what happened - all you have to do is say that you want to speak to a staff member privately about something that happened to you and they will know to find you a quiet place and someone who can help. You are welcome to bring someone with you as well.

### 2) Get medical assistance.

- Call 911 - you will be asked, “Fire, Police or Ambulance?” right away. You can either answer “Police” or “Ambulance” or you can just start to tell the operator what happened and they will help you.
- If you are able, go to any hospital emergency department or medical clinic.
- If you are able and are in Victoria, contact the Victoria Sexual Assault Centre’s Crisis and Information Line at 250 383 3232 or go to the Centre at 3060 Cedar Hill Road, unit 300B. The Centre is open during regular business hours but can be accessed after hours by contacting the Crisis and Information Line which is open 24 hours a day.

### 3) Seek personal support.

- If you are a student, call the RRU 24-hour Sexual Violence Support Line at 250 391 2600, Extension 8514 or dial 8514 if calling from an on campus phone, and someone will arrange for you to see a counsellor. You can also make an appointment with a counsellor by calling 250 391 2600, Extension 4515, emailing [counselling@royalroads.ca](mailto:counselling@royalroads.ca) or booking online at <http://libcal.royalroads.ca/appointments/>
- If you are an employee, call 1 800 481 5511 to reach the university's Employee and Family Assistance Program offered through Walmsley. You can also visit their web site at [www.walmsley.ca](http://www.walmsley.ca) [4] please note that you will need to enter the access code available on the RRU Human Resources web site once you have logged in using your RRU username and password - or contact Human Resources at extension 4385 for assistance with access to these services.
- Contact the Victoria Sexual Assault Centre's Crisis and Information Line at 250 383 3232.
- Call the 24 hour Vancouver Island Crisis Line at 1 888 494 3888.

#### 4) Write it down.

- If you are able and when you are ready, it is helpful to write down the details of what happened. It doesn't have to be right away. As difficult as this may be, it may help to express your feelings and it may help you if you decide to report the incident at any time.

**Source URL (modified on 2019-05-27 10:06):** <https://policies.royalroads.ca/procedures/sexual-violence-and-misconduct-response-protocols-and-procedures>

#### Links

[1] <http://policies.royalroads.ca/policies/sexual-violence-misconduct-policy>

[2] <http://policies.royalroads.ca/procedures/sexual-violence-or-misconduct-protocol-and-procedures-student-survivors>

[3] <http://policies.royalroads.ca/procedures/sexual-violence-or-misconduct-protocol-and-procedures-university-community-member>

[4] <http://www.walmsley.ca/>