

ARE YOU READY? CHECKLIST

In anticipation of receiving a call to go to the hospital to assist a sexual assault victim:

- Is your car filled with gas?
- Take care of your own needs... are you physically and emotionally ready to assist a victim?
- Have a supply of business cards to give to police, hospital staff, hospital security, the victim, family members or friends. (Suggest business cards with advocate's first name only, no personal phone numbers, only agency phone contact information)
- Have a prepared "response kit" ready to take with you: area map, flashlight, cell phone, info sheet on area hospitals, extra brochures for family members/friends.
- Have a prepared "we care package" to take to the victim: clothing, socks/slippers, toiletries (shampoo, soap, toothpaste, toothbrush, deodorant), notepad, pen/pencil, TAASA Survivor's Guide, TAASA Legal Resource About Sexual Assault brochure, Crime Victims' Compensation information and forms, Crime Victims' Bill of Rights, a brochure about your agency's services.
- Take a small notepad/pen with you. Have a list of phone numbers you might need for any community referrals.
- Make sure you know where to park and check-in at all hospitals in your service area.
- Know where the "safe room or family room" is at each hospital in your service area.

When receiving a call to respond to a sexual assault victim at a hospital:

- Ask what hospital emergency room the victim is in.
- What is estimated time of arrival OR is the victim already there?
- If available, information about the victim: male, female, approximate age, any special needs including language spoken.
- Is the victim going to need medical treatment prior to having forensic evidence collected? (Use to gauge time of your arrival.)
- Have family and/or friends been contacted? (Use to gauge whether more than one advocate might be needed.)
- Does victim know a rape crisis center advocate has been called?

ADVOCATE'S EMERGENCY ROOM CHECKLIST

What you should remember to tell the victim:

- Introduce yourself. State what agency you are with. Talk about your agency's confidentiality policy and under what circumstances your agency might need to breach confidentiality.
- Ask victim by what name they would like to be called.
- Briefly explain what your role is as an advocate.
- Briefly explain that a SANE (Sexual Assault Nurse Examiner) is a registered nurse who has been specially trained to collect evidence and the reason for collecting evidence (if applicable).
- Give victim "we care package", survivor's guide, etc.
- Provide crisis intervention as necessary.
- Provide appropriate referrals for other community services.
- Address safety planning with victim.
- Clarify what it is like to give a statement to police, e.g. reason for asking the same question more than once.
- Be prepared to explain the legal process: how an investigation proceeds, what happens if the offender is arrested, when (if) the case will go to grand jury/court, etc.
- Tell victim about your agency's services.
- Mention emergency contraception. (Referral if needed.)
- Mention follow-up for medical, STD or HIV testing. (Referral if needed.)
- Ask permission to follow-up with victim within 48-72 hours.
- Does victim have transportation home or to a safe place?
- Offer to contact family members or friends.
- Is there anything else the victim needs from you or your agency?
- Respect victim's wishes, even if their choices differ from yours.
- Be respectful, show courtesy, act professionally.
- Make **NO** promises.

Before you leave the hospital, make sure victim has:

- Police case number.
- Police investigator's name and phone number.
- Crime Victim Bill of Rights, CVC information and forms.
- Brochures and agency services information.
- Information about where to get prescriptions filled, if applicable.
- Advocate's **first** name and agency phone number.