

GPS Tool Kit...in the most difficult of times

Safety Person Form

Provide as much detail as possible to assist your memories as needed in the future.

Note: Place this form in your journal, notebook, purse or leave it in your desk where you always have it available to you should you ever need it. Give this form to your children, sisters, friends or family members as a resource for them to use as well. Use this form to track information a victim relays to you, or an incident you witnessed, regarding a sexual assault/rape or incident of sexual harassment. Your statement of events could be vital to helping the victim should s/he decide to report the incident. Even if the victim is not ready to report, write down the details. The sooner you write down the details the better should you the victim choose to report the incident. It is important to note that anyone can be sexually assaulted by anyone, including a lover, spouse, date, friend, classmate, colleague, boss, authority figure, parent, stranger or human being. Sexual assault is NEVER the victim's fault. Ever. It does not matter how much s/he had to drink, what they were wearing, if they flirted, if you were on a date or if you are married to the person who assaulted you. It is vital that you write down the information so you have it. Few victims report sexual crimes. Lack of reporting allows perpetrators to go on and harm other victims. Writing down what you witnessed and/or what you were told as soon as you can is vital to curbing this unfortunate reality. Although the victim may not be ready to report today, write down the information so you have it should s/he decide to report at a later date.

Note: When the victim comes to you, honor their request regarding how s/he would like you to handle the information given to you. Do not share the information with anyone without the victim's explicit permission unless the victim is a minor at risk of further abuse by an adult.

Safety Person and/or Witness Account: A safety person is the person whom the victim confided in following a sexual assault or harassment incident. A witness is someone who was present when the incident occurred and witnessed some or all of what took place. It is tremendously helpful to the victim for the safety person and any witnesses to write down the details they were told or witnessed as soon as possible. These details will be helpful should the victim ever decide to report the incident at a later date

Your Name and Age: _____

The Victim's Name: _____

Date of the incident: _____

Today's Date: _____

Location of the Incident: _____

GPS Tool Kit...in the most difficult of times

Safety Person Form

Victim Details

Name of Victim (if you know): _____

Your relationship to the victim (e.g. employee, girlfriend, stranger): _____

What was/is the victim's state upon telling you this information? (e.g.: any bruises, change in behavior)

Your Response (I.e. What did you tell or advise the victim?): _____

Extraneous Witnesses (those at the location who you saw or know was at the location when the incident allegedly occurred):

GPS Tool Kit...in the most difficult of times
Safety Person Form

Additional Witnesses' Names: (those you saw or know were at the location when the incident occurred):

Additional Witnesses' Actions: (What actions or behaviors did they do; what comments did they make?)
