See Something, Hear Something, Say Something
A Guide for Faculty and Staff

Reference this guide and the Title IX Talking Points for Responsible Employees to respond to an incident of discrimination, sexual harassment, sexual misconduct, or retaliation. Your responsibility is to Say Something!

**Immediate safety or health concerns: Call 911**
Safety is the number one priority during or after an incident. Contact local law enforcement services if needed.

**Local Law Enforcement Agencies**

Bayfield Police Department  
125 South First Street, Bayfield, 715-779-5712

Marshfield Police Department  
10 W. 1st Street, Marshfield, 715-387-4394

Stevens Point Police Department  
1515 Strong Avenue, Stevens Point, 715-346-1500

Wausau Police Department  
515 Grand Avenue, Wausau, 715-261-7800

Tomahawk Police Department  
219 W. Somo Avenue, Tomahawk, 715-453-2121

University Police - Stevens Point (on campus)  
George Stein Hall, 715-346-3456

**UW-Stevens Point Title IX Team:**

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**Say Something!** Use any of the following reporting methods to notify the institution of an incident.

**Reporting Methods (see page 2 for specifics on which situations each applies):**
- Your direct supervisor
- Your supervisor’s supervisor
- Title IX Coordinator, 715-346-3915
- Human Resources, 715-346-2606 (situation involves a Faculty/Staff member)
- Dean of Students Office, 715-346-2611 (situation involves a student)
- Complete an online report* at: [https://www.uwsp.edu/titleIX/Pages/options.aspx](https://www.uwsp.edu/titleIX/Pages/options.aspx)

*Reports made through the online tool have the ability to allow the victim to remain anonymous. The institution’s review/response may be limited if the report does not contain specific information.

**Wellbeing and Support Resources**

- [Student Resources](#)
- [Employee Resources](#)

Print and provide the resources available if needed.
CONFIRM your safety

REPORT it to the institution using one of the reporting methods

GET emotional/physical support by contacting one or more of the resources available

RESPOND* Explain your obligation to report the information

Report it by contacting the Dean of Students or using the online reporting tool

*Staff who are therapists and clergy have exceptions to certain reporting requirements.

RESPOND* Inform the employee you will be involving others to respond to the incident appropriately

Inform the employee you will be involving others to respond to the incident appropriately

Respond it to the institution using one of the reporting options

Some employees are Responsible Employees*, meaning you are required to report a concern! 

*Use the Title IX Talking Points for specific guidance to support and be transparent to an individual who wants to speak with you.

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You are a victim or witness

Student is a victim or witness

Direct Report is a victim or witness

Colleague is a victim or witness

LISTEN
Confirm safety
If they are not safe, help them create a plan to get to a safe location and contact law enforcement if needed

Provide nonjudgmental support
Use open ended questions, such as: tell me about...; can you clarify...

React with compassion and sensitivity
See the Title IX Talking Points for more information

REFER
Provide reporting options with:
1. Local law enforcement or University police and security services
2. UW-Stevens Point Title IX response team

Share resources available

GET

emotional/physical support by contacting one or more of the resources available

RESPOND

Inform the employee you will be involving others to respond to the incident appropriately

Contact your direct supervisor to inform them of the situation (unless they are involved in the incident)

Contact Human Resources to debrief the situation and receive guidance on next steps

Human Resources
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