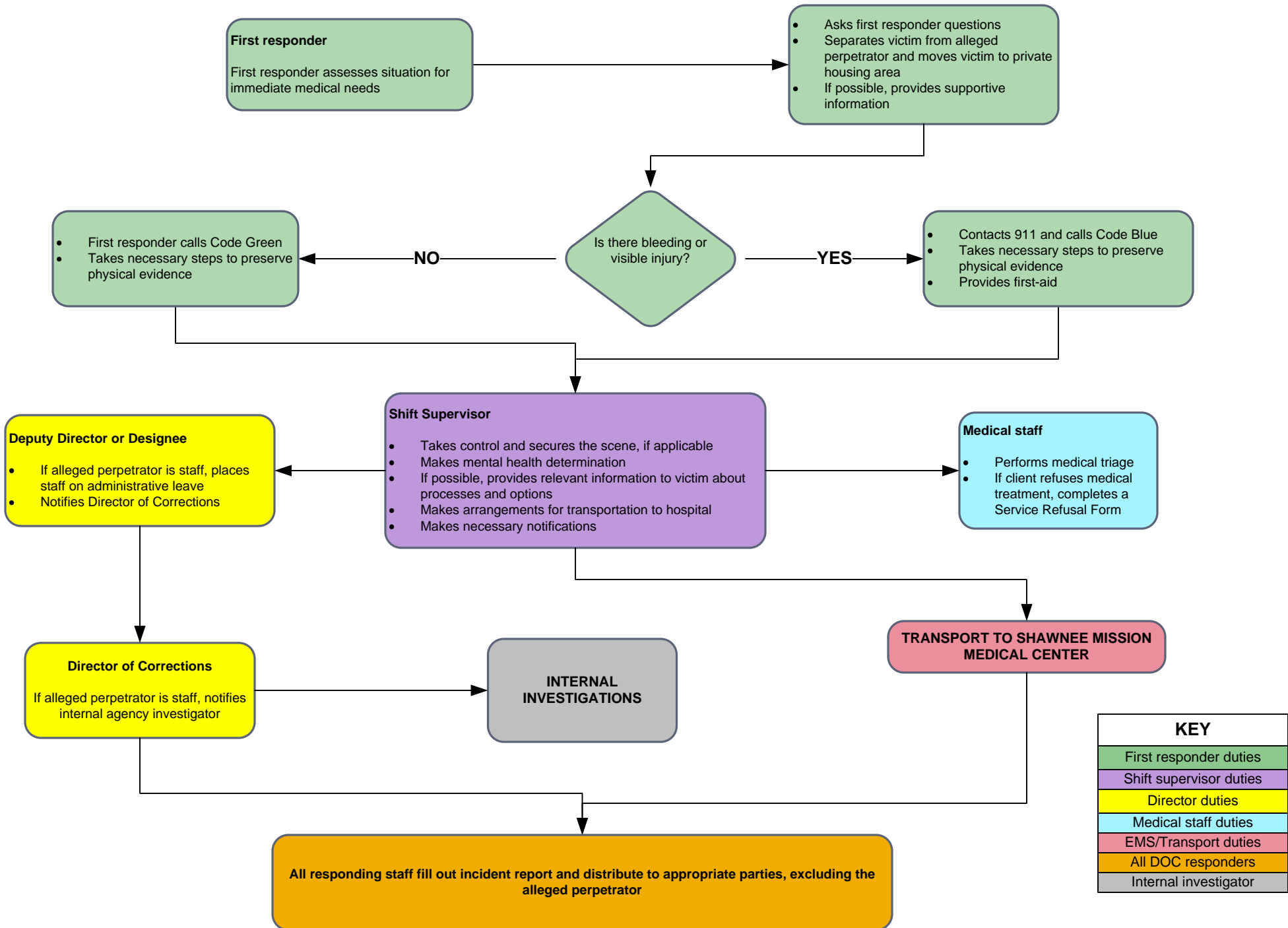


# ARC: First Response for Client Sexual Abuse Reported or Discovered within 7 Days of Occurance



**First responder**  
First responder assesses situation for immediate medical needs

- Asks first responder questions
- Separates victim from alleged perpetrator and moves victim to private housing area
- If possible, provides supportive information

Is there bleeding or visible injury?

- NO**
- First responder calls Code Green
  - Takes necessary steps to preserve physical evidence

- YES**
- Contacts 911 and calls Code Blue
  - Takes necessary steps to preserve physical evidence
  - Provides first-aid

- Deputy Director or Designee**
- If alleged perpetrator is staff, places staff on administrative leave
  - Notifies Director of Corrections

- Shift Supervisor**
- Takes control and secures the scene, if applicable
  - Makes mental health determination
  - If possible, provides relevant information to victim about processes and options
  - Makes arrangements for transportation to hospital
  - Makes necessary notifications

- Medical staff**
- Performs medical triage
  - If client refuses medical treatment, completes a Service Refusal Form

**Director of Corrections**  
If alleged perpetrator is staff, notifies internal agency investigator

**INTERNAL INVESTIGATIONS**

**TRANSPORT TO SHAWNEE MISSION MEDICAL CENTER**

All responding staff fill out incident report and distribute to appropriate parties, excluding the alleged perpetrator

KEY	
	First responder duties
	Shift supervisor duties
	Director duties
	Medical staff duties
	EMS/Transport duties
	All DOC responders
	Internal investigator