**SOP 8 – Sexual Assault or Abuse** *Douglas Forest RV Resort LLC – 106 Douglas Road, Webster, MA*

1. Ensure the immediate safety of the victim. Move to a secure location if needed.
2. Call 911 immediately. Clearly state:  
   * That a sexual assault has occurred
   * Whether medical help is needed
   * The exact location within the park
3. Do not question the victim beyond asking if they are safe and need emergency help.
4. Do not allow the victim to:  
   * Bathe, shower, or change clothes
   * Clean the scene or dispose of any items
   * This preserves forensic evidence
5. Notify the General Manager or park owner immediately, even if police have already been called.
6. Secure the area:  
   * Prevent others from entering
   * Do not touch or move anything at the scene
7. If the accused is on property, do not approach or detain. Provide police with their name, description, and location if known.
8. Provide emotional support:  
   * Stay calm, listen, and reassure the victim they are safe and believed
   * Offer water, but do not force food, drink, or medical treatment unless requested
9. Complete an Incident Report:  
   * Use only facts, not opinions or assumptions
   * Include names of those involved, time, location, and initial actions taken
10. Cooperate fully with law enforcement. Do not discuss details of the incident with anyone except police or park management.
11. The park owner or General Manager will determine appropriate follow-up with legal counsel, insurance, and possible guest removal.