SafeZone Allies Checklist

**Practical Considerations/Techniques for Responding to
GLBTQ+ Concerns & Issues**

NOTICE CLIMATE

- What's the overall climate – Is it welcoming? Are you welcoming?
- Notice the tone of your office, of your voice, of the situation.
- Model GLBTQ-affirming, non-heterosexist behavior and attitudes.

LISTEN

(1)   To hear.
(2)   To respond:

- You should be able to identify key concerns.
- Pay attention to the level of immediacy of the situation.
- Maintain confidentiality within the confines of your job.
- Is the student/staff person requesting a follow-up response from you? From another office?

ACTION

- Refer to available resources on- and off-campus.
- Share resources with the student/staff person.
- Make referrals to appropriate office or staff person if necessary:
  - Counseling Center
    https://www.montgomerycollege.edu/counseling-and-advising/personal-counseling.html
  - Chief Equity and Inclusion Officer – Sharon Bland King
    https://www.montgomerycollege.edu/about-mc/equity-and-inclusion/index.html
  - Hate/Bias Incident Reporting, Send BIT report to the Behavioral Intervention Team
    https://www.montgomerycollege.edu/offices/student-affairs/submit-incident-report.html
  - Public Safety https://www.montgomerycollege.edu/life-at-mc/public-safety/index.html
  - Title IX https://www.montgomerycollege.edu/policies-and-procedures/title-ix/index.html
- Remember to follow-up with the student/staff person if follow-up is requested.