



# Guide on how to handle sexual assault

*For organisers, safety-persons and others in positions of responsibility*

## I. Introduction

You have been informed that a person at your event are being or have been victim of a sexual assault. This is a situation no organiser wants to find themselves in, but must have a plan for how to handle. This document is an attempt to help organisers and safety-personnel be more confident about their ability to handle the crisis that arise when an assault happens at their event.

This guide is supposed to be read *before* the event begins. We also want to draw attention to the footnotes that occur throughout the text, containing further information and references that should be read.

Best regards, René Bokær, General Secretary of Bifrost  
Phone: 2796 6152

### **The guide is written in seven parts:**

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*The content of this document is made by the secretariat of Bifrost and is approved by the board of Bifrost.*

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## II. Step-by-step: What to do during the

This section is a suggestion on how you, as responsible for the safety at your event, can handle a sexual assault committed by a participant against another participant.

It is recommended to follow the steps in the order they are written in, unless the safety-person handling the situation decides that it is not the right for the specific situation. If you are in doubt about any of the words in this text you can go to section VI. *Glossary*.

The process in this section deals with situations where the victim of the assault is over 18 years old. According to Danish law, if the victim is under 15 it is mandatory by the law to report the incident to the police. It is in some cases also mandatory to report an incident if the victim is between 15 and 18 years old. According to Danish Criminal Code §218-223 it is specifically relevant in cases of relations of authority such as teacher/student and organizer/participant. See section III. For more information on this topic.

- A. When informed about a sexual assault, the safety-person(s) needs to create an overview of the situation.
  1. Is the assault still taking place?
  2. How many people are involved?
  3. Who is the assaulter and who is the victim? In some cases there can be more than one assaulter and/or victims, in that case the same procedures applies.
  
- B. If the assault is still taking place, the safety-person(s) must, if they can without endangering themselves, stop the it.
  1. The safety-person must insist that the assaulter steps away from the victim.
  2. If the assaulter refuses, call the police immediately.
  3. If the police is called, await their arrival and let them handle the situation.



C. If the assaulter agrees to step away, the safety-person needs to create an overview of the course of the events.

1. What has happened?
2. Who has been assaulted?
3. Has something criminal happened?
  - If yes, proceed to D.<sup>1</sup>
  - If no, proceed to E.

D. If you answered *yes* to C.3:

1. The safety-person should offer the victim to contact the police. It is preferable that the police is contacted as quickly as possible. However, you should not involve the police if the victim is over the age of 18 and do not want it. Proceed now to E., if the victim rejects to call the police.
2. If the victim wishes, call the police.
3. Follow any instructions from the police.
4. Wait for the police to take over the situation. (*Important: while you wait it is important that the victim doesn't shower or wash their hands<sup>2</sup>*)
5. While you wait for the police it is important to take care of the victim. See section IV. *How to care for a victim of sexual assault.*

E. If you answered *no* to C.3 or the victim does not wish to contact the police:

1. The safety-person has the responsibility to take care of the victim and find out what they need.<sup>3</sup>
2. Arrangørerne beslutter, hvilke konsekvenser overgrebet skal have for overgrebspersonen, evt. kan vedkommende sendes hjem indtil der er truffet en endelig beslutning.

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<sup>1</sup> Are you in doubt? See for example section III.: *When is it rape?* But remember that if the victim wishes to report the assault to the police, you have support this, even if you are in doubt about whether the incident fits the police' definition. It is *always* better to let the police assess the case if the victim wants it.

<sup>2</sup> If the victim showers it will be harder for the police to collect evidence from the victim and can thereby be bad for the victim in a possible legal case.

However, the victim should be informed that it is possible to go to the hospital and have the same evidence collected, *without* needing to contact the police immediately.

<sup>3</sup> See section IV. *How to care for a victim of sexual assault*, for a suggestion on how you, as a safety-person, can meet a person who has been victim of a sexual assault.

If you do not feel that you can handle this job, remember that it is also care to admit that you are not capable and need to ask others for help. See for example section V. *Who to contact?*

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## III. When is it rape? About the law.

An assault can be very traumatizing without being a criminal offense and it is only the victim who can decide if their boundaries have been crossed. This section exclusively deals with how Danish law defines rape.

Remember that it is not your job to judge whether the incident in question can legally be considered rape and to which degree. What you need to think about is whether the victim wishes to report the incident. This section is meant to give you an overview of the law and how the police, amongst other things, might handle the case.

The following text is copied directly from the Danish police webpage: *Report a rape*.<sup>4</sup> Bifrost has added footnotes where we believe explaining comments are necessary or where we would prefer the use of another word.

### Hvornår er det voldtægt?<sup>5</sup>

Voldtægt er, når en person bliver tvunget til samleje eller lignende form for sex. Voldtægt er strafbart efter straffelovens § 216. Tre betingelser skal være opfyldt, før det er muligt at straffe for voldtægt:

1. Samleje eller lignende form for sex<sup>6</sup>.
2. Vold eller anden form for tvang.
3. Gerningsmanden skal have forsæt til voldtægt.

### Vold eller tvang

Gerningsmanden skal have anvendt vold, trussel om vold eller anden form for tvang eller lignende. Vold kan fx være slag, spark, fastholdelse eller kvælertag. Tvang eller lignende kan navnlig være:

- Hvis gerningsmanden forhindrer dig i at forlade stedet.
- Hvis du sover eller er bevidstløs - på grund af fx alkohol eller stoffer.
- Hvis gerningsmanden truer dig med at lægge nøgenbilleder af dig på nettet eller lignende.
- Hvis gerningsmanden udøver vold mod eller truer en anden person end dig, fx din kæreste eller familie.

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<sup>4</sup> <https://www.politi.dk/da/borgerservice/anmeldelser/voldtaegt/>

<sup>5</sup> Vi gør opmærksom på, at vi hos Landsforeningen Bifrost foretrækker ordet *gerningsperson* fremfor *gerningsmand*.

<sup>6</sup> Lignende form for sex kan f.eks. være oral sex, berøring af kønsorganer mm.  
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## Forsæt

For at en gerningsmand kan straffes for voldtægt, skal han have haft "forsæt". Det betyder, at gerningsmanden - i en eller anden grad - skal have været klar over, at samlejet skete mod din vilje.

## Andre ulovlige forhold (Straffelovens §§ 218 – 223)

- Samleje eller forsøg herpå med et barn under 15 år.
- Samleje eller forsøg herpå med sit stedbarn eller plejebarn under 18 år.
- Samleje eller forsøg herpå med en person under 18 år, som er betroet den pågældende til undervisning eller opdragelse.<sup>7</sup>
- Groft misbrug af alder og erfaring til at forføre en person under 18 år til samleje eller forsøg herpå.
- Groft misbrug af en persons arbejdsmæssige, økonomiske eller behandlings- eller plejemæssige afhængighed til at opnå samleje eller forsøg herpå.
- Samleje eller forsøg herpå med en person, der forveksler gerningsmanden med en anden.
- Udnyttelse en persons sindssygdom eller mentale retardering til at få samleje eller forsøg herpå.
- For ansatte ved fx kriminalforsorgen, politiet, institutioner eller opholdssteder at have samleje med en person, der er i de pågældende personers varetægt eller forsøg herpå.

## Serviceoven<sup>8</sup>

**§ 154.** Den, der får kendskab til, at et barn eller en ung under 18 år fra forældres eller andre opdrageres side udsættes for vanrøgt eller nedværdigende behandling eller lever under forhold, der bringer dets sundhed eller udvikling i fare<sup>9</sup>, har pligt til at underrette kommunen.

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<sup>7</sup> Dette gælder ledere, undervisere, arrangører og andre ansvarspersoner i foreningen og klubber OG arrangører til enkeltstående arrangementer.

<sup>8</sup> Dette afsnit er hentet fra [www.retsinformation.dk](http://www.retsinformation.dk) og kan findes [her](#).

<sup>9</sup> Indbefatter bl.a. psykiske, fysiske eller seksuelle overgreb.

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## IV. How to care for a victim of sexual assault

This section is written in two parts: physical and psychological first aid. It should always be first priority to secure the physical safety of the victim and then immediately begin psychological first aid.

Typically, it will be a safety-person who has the responsibility to take care of a victim. Often a safety-person does not have professional medical training, but that does not mean that they cannot help a victim and make a positive difference for them.

Remember that psychological first aid cannot replace actual psychological therapy, just like physical first aid cannot replace going to a doctor or hospital. However, psychological first aid can prevent the damage from becoming worse. Doing something is better than doing nothing.

It is possible to perform basic physical and psychological first aid without having gone through official training, but it is still better to make sure that the safety-person(s) at your event has gone through a first aid-course.

### Physical first aid <sup>10</sup>

#### **The four main points**

The four main points of first aid is a check-list that even smaller kids can follow. It shows the order of the most important actions when an accident has happened.

#### **1. Create safety**

An accident has happened. Now you must make sure it does not get worse. The most important thing is to make sure that you do not endanger yourself. If other people are standing around the injured person, ask them to help if you need it or ask them to leave, it is OK to sound firm.

#### **2. Asses the injured**

When you have created safety, it is time to check if the person is conscious. Speak loudly to them and shake them. If the person does not react, they are unconscious – call for help. Then you need to find out if the person is breathing. Place the person on their back, bend their head back and lift the jaw to open up the air-ways. Put your ear close to the person's mouth with your head turned so

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<sup>10</sup> The following text is based on Danish Red Cross: [De fire hovedpunkter for førstehjælp](#). See also [this](#).

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that you can look down at their chest. You will then be able to hear, see and feel if the person is breathing.

If you cannot find any signs of breathing you need to call 1-1-2/9-1-1 (depending on the country you're in) and then start giving CPR.

If the person is breathing you have to see if there are signs of problems with the blood circulation. Look if the skin is pale, cold and sweaty or if there are bigger, bleeding wounds. If you find a wound, stop the bleeding by pressing fabric against it and hold it until an ambulance arrives.

### 3. Call help

If no one else have called 1-1-2/9-1-1, do it now.

Tell the operator:

- Where the accident has happened
- What has happened
- How many people have been injured

The operator might ask you additional questions and/or instruct you on what to do to help the injured.

### 4. Perform first aid

First aid is the help that is giving to the injured person. It is important to work together with the injured person by explaining what you are doing to help them, always speak calmly and listen to what they tell you.

## Psychological first aid<sup>11</sup>

This text deals with how to care for a victim of sexual assault. It touches upon before, during and after your time with the victim and on how to communicate best with them.

### Before you meet the victim

- Make sure that your own needs are covered. You do not want to be very tired, stressed or emotional when you go to take care of a person who have been victim of a traumatizing experience.
  - Ask yourself: "am I ready to help?". It is always better to admit to not feeling sufficient and ask for others to help you deal with the situation.
  - Prepare yourself to what you can expect from a victim, so that you hopefully will not be overwhelmed and can remain calm in the situation.
- A victim might experience one or more of the following psychological reactions:

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<sup>11</sup> The following text is based on Van Ommeren, Mark (2011): **A 1-day orientation in psychological first aid (PFA) for first responders** for WHO and Parding, Sara m.fl. (2014): **Efter overgreb**. See section VII. *Bibliography*.

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- A feeling of unreality
- A changed sense of time
- Mood-swings
- Reliving the incident
- Feelings of loss of control
- Anger
- Anxiety
- Shame and guilt
- Problems concentrating and remembering
- Insomnia
- Physical reactions

### **When you meet a victim**

- Secure the physical safety of the person
- Make sure the the basic needs of the person are covered (such as water and heat)
- Be aware of the person's breathing and try to get them to breath calm and deeply, if they are not already doing it.
- Help the person identify relatives or others who can provide support (check for example the victim's phone for ICE-numbers if they are not able to answer)<sup>12</sup>
- Contact relevant relatives or others

### **When you communicate with a victim – dos and don'ts + examples of coping methods**

#### Dos

- Ask about the person's needs
- Give room for them to tell you their story
  - It is OK to ask clarifying questions, but try not to sound critical or distrustful.
- Keep your voice calm and speak softly
- Try to keep eye-contact with the person
- Repeat often that they are safe with you
- Ask them what they usually do to cope with stressful situations (for instance certain music, taking a nap and having physical contact)
- Encourage them to use healthy coping methods (see: *Examples of healthy coping methods + Examples of unhealthy coping methods*)
- Give room for the victim to take care of themselves, to the extent they are capable of, as it will give them a better sense of self-assurance and thereby control
- Encourage them to contact professionals who can help them recover from the trauma<sup>13</sup>

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<sup>12</sup> ICE is short for *In Case of Emergency*. An ICE-number can be recognized by it saying "ICE" in front of the contact's name. It could be *ICE mom* or *ICE Sebastian*.

<sup>13</sup> See section V. *Who to contact?*

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### Don'ts

- Do not use the word "rape" unless they do it first
- Do not pressure the person to tell you about their experience
- Do not interrupt them when they are telling you about their experience
- Do not touch them unless you have their permission
- Do not judge them for what they have done or how they feel (for example: "why did you wear that?" or "don't you think you're overreacting?")
- Avoid technical terms
- Do not talk about your own problems
- Do not promise things you are unsure of or know that you cannot hold
- Do not talk and act as if your goal is to solve all the victim's problems, but focus instead on making the situation as comfortable as possible

### *Examples of healthy coping methods:*

- Taking a nap
- Spending time with family and friends
- Discussing problems with someone you trust
- Relaxing activities (such as singing, praying, drawing and playing with children and animals)
- Exercise or other physical activities
- Working through the experience with a professional (for example a psychologist)

### *Examples of unhealthy coping methods:*

- Alcohol and/or drugs
- Too much sleep
- Overworking
- Isolation from family and friends
- Violent behaviour
- Self-harm

### **When you leave a victim**

- Say goodbye in a positive way, for example by wishing the person a good recovery
- Inform them that you are leaving and find someone who can take over after you. This can be another safety-person or family or friends of the victim.
- Do not leave if the person is still in a state of crisis, before you are absolutely sure that they are in safe hands.



### **After you have left a victim**

- Give yourself time and space to relax and reflect on the experience
- Contact someone you can talk about the experience with if you feel like you need it<sup>14</sup>

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<sup>14</sup> See section V. *Who to contact?*  
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## V. Who to contact

This section contains different phone numbers you can call, depending on your needs. Our community is largely driven by volunteers and often people will manage functions they have no or little formal training in. Therefore, persons in positions of responsibility can sometimes find themselves in situations that they do not feel like they can handle. In those situations, it is perfectly OK and very advisable to seek help from elsewhere. Sometimes it is also care to admit that you are not capable and need to ask others for help.

### Emergency Phone Numbers

Emergency phone numbers are numbers you can call if you need help from public authorities.

#### **Help during an emergency**

112 is the Danish nation-wide emergency number<sup>15</sup> that you should call if:

- An accident, a serious crime or a fire is going on
- Life, property or environment is in danger
- There is an urgent need for police or ambulances

#### **Help from police outside an emergency**

114 is the Danish Police' service number that you can call if:

- You want to report a crime, but do not need the urgent emergency assistance from the police
- You need information or guiding in questions of permissions and the like.
- You have information or tips about a crime or the like

### Bifrost

Bifrost would like to know if an assault has taken place at your event. Bifrost can also answer questions about this Guide and recommend which hotlines to call. Bear in mind that Bifrost emergency hotline and that the employees at Bifrost do not have the training to provide psychological support.

Phone: 27 96 61 52

E-mail: [info@landsforeningenbifrost.dk](mailto:info@landsforeningenbifrost.dk)

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<sup>15</sup> In most countries, if you call 112, you will automatically get redirected to the local emergency central, even if 112 is not the official emergency number in the country. This is also the case if you call 911 in most places, so do not worry about finding out the local emergency number in the situation.

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## Hotlines

The following numbers can be called if you need help and counseling on how to handle traumatic experiences, if you are a victim of sexual assault or someone close to a victim.

Hotlines can also be used by a safety-person handling an assault case or others who have been in contact with the victim or the case. These persons can also need help and guidance from others.

Be aware that hotlines are not psychological treatment and that the advisors answering the phone often are volunteers who have been through a short training and cannot replace a psychologist. However, hotlines can be a good place to start and seek help.

### **Offerrådgivningen**

Rådgivning for ofre for kriminalitet.

Landstelefon: 116 006 (Åbent døgnet rundt)

### **Hjælp Voldsofre**

Anonym rådgivning for ofre og pårørende til ofre for vold, herunder seksuelle overgreb.

Tlf.: 8641 5900

E-mail: [voldsofre@voldsofre.dk](mailto:voldsofre@voldsofre.dk)

### **Børnetelefonen**

Anonym rådgivning for børn og unge, herunder børn og unge som har oplevet seksuelle overgreb. Man kan både ringe og skrive SMS'er.

BørneTelefonen: 116 111 (Åben alle dage fra 11-23)

Nattelinjen: 116 111 (Åben alle dage fra 23-02)

### **Livslinien**

Et seksuelt overgreb er en traumatisk oplevelse og kan efterlade et offer med mange voldsomme tanker. Hvis du oplever at have selvmordstanker efter at have været offer for et overgreb, kan du få rådgivning via Livslinien. Hvis du mistænker, at nogen er i akut fare for at forsøge selvmord, bør du dog ringe til politiet.

Livsliniens telefonrådgivning: 70 201 201 (Åben alle dage fra 11-04)

### **Centre for voldtægtsofre**

Der er 9 centre for voldtægtsofre i Danmark. På centrene finder du læger, sygeplejersker, socialrådgivere og sexologer. Mange af centrene har åbent hele døgnet, og kan give praktisk hjælp og råd til, hvordan du kommer videre.

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### **Aalborg**

Akut Traume Center  
Aalborg Universitetshospital Syd  
Hobrovej 18-22, 9000 Aalborg  
Tlf. 97 66 43 60  
Åbent hele døgnet

### **Aarhus**

Center for Voldtægtsofre  
Skadestuen  
Aarhus Universitetshospital  
Nørrebrogade 44, bygning 7  
8000 Aarhus C  
Tlf.: 7846 3543 (akutte henvendelser inden for 1 måned efter overgrebet)  
Tlf.: 7846 4835 (ikke-akutte henvendelser)  
e-mail: aarhus.cfv@rm.dk  
Åbent hele døgnet

### **Herning**

Regionshospitalet i Herning  
Skadestuen  
Gammel Landevej 61  
7400 Herning  
Tlf.: 7843 2250  
E-mail: he.vest.center.for.voldtaegt@rm.dk  
Åbent hele døgnet

### **Hillerød**

(Kun opfølgende behandling. Akutte henvendelser henvises til Center for Seksuelle Overgreb på Rigshospitalet.)  
Klinik for Voldtægtsofre  
Gynækologisk Ambulatorium, G 0211  
Dyrhavevej 29, Indgang 2C  
3400 Hillerød  
Tlf. 48 29 63 65

### **Holbæk**

Holbæk Sygehus  
Gynækologisk-obstetrisk afdeling  
Smedelundsgade 60  
4300 Holbæk  
Tlf. 58 55 30 60  
Åbent hele døgnet.

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### **Kolding**

Center for Voldtægtsofre  
Skovvangen 2-8  
6000 Kolding  
Tlf.: 7636 2439  
E-mail: anette.b.rasmussen@rsyd.dk  
Åbent hele døgnet

### **København**

Center for Seksuelle Overgreb  
Opgang 5 på 3. sal - Afsnit 5032  
Rigshospitalet  
Blegdamsvej 9 - også indgang fra Juliane Maries Vej  
2100 København Ø  
Tlf. 3545 5032 (akutte henvendelser inden for 5 døgn efter overgrebet)  
Tlf. 3545 4085 (ikke akutte henvendelser)  
E-mail: cso@rh.regionh.dk  
Åbent hele døgnet

### **Nykøbing Falster**

Nykøbing Falster Sygehus  
Gynækologisk afdeling, afsnit 220  
Fjordvej 15  
4800 Nykøbing F.  
Tlf. 5651 5408  
Åbent hele døgnet.

### **Odense**

Center for voldtægtsofre  
Odense Universitetshospital  
Klørvænget 23, indgang 55, 1. sal  
5000 Odense C  
Tlf.: 6541 2348 (akutte henvendelser inden for 1 uge efter overgrebet)  
Tlf.: 3057 0922 (ikke-akutte henvendelser)  
E-mail: cfv@rsyd.dk  
Åbent hele døgnet

## **Webpages with information for victims of sexual assault**

If you want to continue reading about this subject, you can go to the following links that all lead to pages for victims of sexual assault and their friends and families.

### **Centre for Voldtægtsofre – rådgivning og medicinsk hjælp**

<http://erduitvivi.dk/>  
<http://www.voldtaegt.dk/>

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**Politiet** – juridisk hjælp

<https://anmeldvoldtaegt.dk/>

**Sexlinien** - rådgivning

<http://www.sexlinien.dk/emneside-rettigheder-og-overgreb/seksuelle-overgreb-/-voldtaegt.aspx>

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## VI. Glossary

This section is a short overview of words used in this document and who's meanings are not necessarily self-evident-

### **Coping methods**

Ways to adapt to stressful situations, based on a conscious or unconscious choice, that increases the victim's sense of control and/or give them psychological comfort.

### **(Psychological and physical) First Aid**

First aid performed on an injured or very ill person is often performed without many supplies and by people without professional medical training. First Aid can be performed to save lives or to prevent the injury or illness from becoming worse.

### **Victim**

By victim we mean the person who have been exposed to a sexual assault.

### **Assault**

This document is based on how Danish law defines sexual assault. However, it's important to point out that an assault should be taken seriously and have consequences, even if it does not break the law. In cases where an assault does not break the law, it is up to the organizer/safety-person, not the police, to decide on an appropriate consequence.

### **Assaulter/perpetrator**

By assaulter/perpetrator we mean the person who has, or is suspected of, committed someone to an assault, this being deliberately or not.

### **Safety-person**

A safety-person is the person, appointed by the organizers, who has the responsibility for psychological (and sometimes physical) safety during an event. At smaller events one of the organizers can take on the role of safety-person. In cases where it is not possible to have a dedicated safety-person who only deals with safety, it is possible for the organizers to rotate the role of safety-person during the event.

It can be beneficial to have an external safety-person, who is not good friends with organizers and/or participants.



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