You find yourself doing more personal rather than academic counseling during office hours

You may be the first person to SEE SOMETHING distressing in a student since you have frequent and prolonged contact with them. The purpose of this folder is to help you recognize symptoms of student distress and identify appropriate referrals to campus resources.

The Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) permits the University of California, in collaboration with the California Mental Health Services Authority (CalMHS), to request that you act with compassion in your dealings with such students.

You trust your instincts and SAY SOMETHING if a student leaves you feeling worried, alarmed, or threatened!

Do Something.

Sometimes students cannot, or will not turn to family or friends. DO SOMETHING! Your expression of concern may be a critical factor in saving a student’s academic career or even their life.

The purpose of this folder is to help you recognize symptoms of student distress and identify appropriate referrals to campus resources.

The Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern in connection with a health and safety emergency. Observations of a student’s conduct or statements made by a student are not FERPA protected. Such information should be shared with appropriate consideration for student privacy.

Use this information to determine. Say Something.

Students exhibiting troubling behaviors in your presence are likely having difficulties in various settings including the classroom, with roommates, with family, and in even in social settings.

Trust your instincts and SAY SOMETHING if a student leaves you feeling worried, alarmed, or threatened!

Say Something.

Students exhibiting troubling behaviors in your presence are likely having difficulties in various settings including the classroom, with roommates, with family, and in even in social settings.

Trust your instincts and SAY SOMETHING if a student leaves you feeling worried, alarmed, or threatened!
Disruptive or Distressed?: Use this information to determine.

**Disruptive Student**
A student whose conduct is clearly and immediately reckless, disorderly, dangerous, or threatening, including self-harmful behavior.

**Distressed Student**
A student with persistent behaviors such as:
- Unusually anxious
- Irritable
- Withdrawn
- Confused
- Lack of motivation and/or concentration
- Seeks constant attention
- Demonstrates bizarre or erratic behavior
- Expresses suicidal thoughts

**To get help**
If you are concerned for yourself or others’ safety due to a student’s disruptive and/or distressing behavior, call 911 or the UCI Police Department.

**Report incident to**
- The Office of Student Conduct
- UCI Police Department

**For Consultation or Emergency Counseling**
- Clinical Social Worker
- UCI Consultation Team

**For illness or injury:**
- Non-emergent: Student Health Center 824-5301
- Medical Emergency: 911

If a student is causing a disruption but does not pose a threat:
- Ensure your safety in the environment.
- Use a calm, non-confrontational approach to de-escalate the situation.
- Set limits by explaining how the behavior is inappropriate.
- If behavior continues, ask the student to stop and warn him or her that official action may be taken.
- Immediately report the incident to the appropriate resources

If you believe there is a safety risk, contact UCI Police Department.

---

**Campus Resources For Students**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVC Wellness, Health &amp; Counseling Services</td>
<td>949.824.4642</td>
</tr>
<tr>
<td>Campus Assault Resources &amp; Education</td>
<td>949.824.7273</td>
</tr>
<tr>
<td>Clinical Social Worker</td>
<td>949.824.1418</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>949.824.6547</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>949.824.5590</td>
</tr>
<tr>
<td>Office of Ombudsman</td>
<td>949.824.7256</td>
</tr>
<tr>
<td>LGBT Resource Center</td>
<td>949.824.1277</td>
</tr>
<tr>
<td>International Center</td>
<td>949.824.7249</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>949.824.1301</td>
</tr>
<tr>
<td>UCI Police Department</td>
<td>949.824.5223</td>
</tr>
</tbody>
</table>

---

**Campus Resources For Faculty/Staff**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cascade Centers/EAP</td>
<td>800.433.2320</td>
</tr>
<tr>
<td>Campus Counsel</td>
<td>949.824.2880</td>
</tr>
<tr>
<td>Workplace Violence Prevention Information</td>
<td>949.824.5223</td>
</tr>
</tbody>
</table>

---

**Resources in the Community**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irvine City Police Department</td>
<td>949.724.7000</td>
</tr>
<tr>
<td>National Suicide Prevention Hotline</td>
<td>800.273.8255</td>
</tr>
<tr>
<td>Hoag Memorial Hospital</td>
<td>949.764.4624</td>
</tr>
<tr>
<td>UCI Irvine Medical Center</td>
<td>714.456.7890</td>
</tr>
<tr>
<td>Western Medical Center Hospital</td>
<td>714.835.3555</td>
</tr>
<tr>
<td>Sexual Assault Victims Services</td>
<td>714.834.7991</td>
</tr>
</tbody>
</table>

---

**Symptoms of Distress**

- Expressions of concern about the student’s academic career or even their life.
- Sometimes students cannot, or will not turn to family or friends. DO SOMETHING! Your expression of concern may be a critical factor in saving a student’s life.

**Communication about a student of concern in connection with a health and safety risk:**

- Communicating threats via email, integrity, or making a direct threat to harm self or others
- Self-disclosure of personal distressing in a way that communicates a "cry for help"
- Themes of extreme hopelessness, rage, despair, acting out, suicidal ideations/violent behaviors

**Settings to look out for:**

- Classrooms
- Office spaces
- Labs/studios
- Housing
- Dining
- Recreation centers

---

**UCI Health Resources: Do Something**

If a student is causing a disruption but does not pose a threat:
- Ensure your safety in the environment.
- Use a calm, non-confrontational approach to de-escalate the situation.
- Set limits by explaining how the behavior is inappropriate.
- If behavior continues, ask the student to stop and warn him or her that official action may be taken.
- Immediately report the incident to the appropriate resources

If you believe there is a safety risk, contact UCI Police Department.
How To Refer:

Is the student a danger to self, or others, or does the student need immediate assistance for any reason?

**“YES”**
The student’s conduct is clearly and imminently reckless, disorderly, dangerous, or threatening and is suggestive of harm to self or others in the community.

Call 911 or Campus Police (949) 824-5223

After speaking with police report the concern to: Campus Consultation Team by contacting the Assistant Vice Chancellor (949) 824-4642

**“IM NOT SURE”**
The student shows signs of distress, but I am not sure how serious it is. My interaction has left me feeling uneasy and/or concerned about the student.

During business hours: Call the Counseling Center for consultation (949) 824-6457

After Hours & Holidays: Call the Counseling Center and select the after hours service option to be connected to a live mental health specialist (949) 824-6457

Refer student to an appropriate campus resource. See back panel for options.

For a complete list visit: http://www.chs.uci.edu/index.html

**“NO”**
I am not concerned for the student’s immediate safety, but he/she is having significant academic and/or personal issues and could use some support or additional resources.

Support for faculty and staff after working with a distressed or disruptive student: UC Irvine/EAP administered by, Cascade Centers (800) 433-2320

How To Refer: Use these tips to help you refer a student in need of assistance.

<table>
<thead>
<tr>
<th>Preparing to reach out to the student</th>
<th>Connecting with the student</th>
<th>Making the referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consult with the Consultation Team to explore the issues involved and course of intervention. Know the available campus resources and the referral process. Seek suggestions from experienced colleagues and the department chair. Allow sufficient time to thoroughly address the issues of concern. Review your physical environment and make provisions for your safety and that of others. If necessary, notify colleagues in close proximity of your intended intervention. Remain calm and know whom to call for help in case of need. When a student expresses a direct threat to self or others, or acts in a bizarre, highly irrational and disruptive way, contact UCPD. If you decide not to have direct contact with the student, refer incident to the proper resources.</td>
<td>Listen supportively. Repeat the student’s statement to clarify and to demonstrate an understanding of the student’s perspective. Do not challenge, shock, or become argumentative with the student. Do not try to minimize the student’s distress. If safe, meet and talk in private to minimize embarrassment and defensiveness. Clearly express your concerns focusing on the behavior in non-disparaging terms. Ask if the student wants to hurt himself. Asking does not plant ideas in the student’s mind. Offer supportive alternatives, resources and referrals. Respect the student’s privacy without making false promises of confidentiality. Explore the student’s support system(s). Emphasize the importance of professional help for the student. Document all incidents and attempts to resolve the situation. Be factual and objective.</td>
<td>Recommend services and provide student with realistic expectations. Note that some campus resources can offer confidential support while others are required to respond or report. Reassure the student that students often seek help over the course of their college career to effectively achieve their goals. Direct the student to a preferred assistance source. Be frank with the student about your limits (time, expertise, student’s reluctance to talk). Frame any decision to seek and accept help as an intelligent and wise choice. Make sure the student understands what actions are necessary. Encourage and assist the student to make and keep an appointment. If necessary, find someone to stay with the student while calls to the appropriate resources are made, and offer to escort the student. Set a follow-up appointment with the student.</td>
</tr>
</tbody>
</table>
**UCI CONSULTATION TEAM**

**PURPOSE**

The purpose of the Consultation Team is to bring the collective wisdom, professional perspectives, campus management and agency responsibilities to bear on a crisis that, because of its reach, complexity, or potential for risk, demands the involvement of multiple campus departments. The UCI Consultation Team meets to discuss crisis management issues, to review hypothetical and actual cases, and to update campus protocols for responding to these crises. Members adhere to legal, ethical, professional laws and guidelines while working together.

**STRUCTURE**

**CORE GROUP**

The Core Group collaborates to create a plan to address the situation.

**ACTIVATED MEMBERS**

Those departments not included in the Core are activated as needed or on a need-to-know basis. Activation of the Consultation Team typically begins by a Point of Contact where the critical incident or issue begins.

*The role of the University Ombudsman is to observe the discussion and bring up areas which should be considered. Due to impartiality, however, the Ombudsman does not participate in any decisions made during the meetings.*
UCI CONSULTATION TEAM ACTIVATION

When a student or personnel issue rises and poses the potential for risk or harm to others, and where University liability is a possibility, the Consultation Team coordinates multiple units and services in an effort to take a proactive stance in preventing and managing the issue.

TO ACTIVATE THE CONSULTATION TEAM

CRITICAL INCIDENT & CIRCUMSTANCE

1. A faculty or staff member – Point of Contact – believes that a critical incident or circumstance has reached a high level of concern.

2. Point of Contact consults a member of the UCI Consultation Team Core Group.

3. The Core Group may activate some (or all) members of the UCI Consultation Team, including those areas determined to have a need to know and/or are relevant for the planning of interventions.

4. Point of Contact personnel receive coordinated plans of action for various critical scenarios, with duties and responsibilities assigned to the appropriate unit.

UCI Consultation Team meets quarterly or semi-annually to review Crisis Management and Crisis Intervention Protocols.

Coordinated plan with various scenarios reviewed.

Point of Contact receives information on coordinated plan.