

University of the District of Columbia

Division of Student Affairs

Faculty and Staff Guide to Management of Mental Health & Safety Issues on Campus

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<u>Incident:</u> • Verbal or Physical Threats • Weapon • Fighting • Active Threats of Suicide • Writing that reveals intention to harm self or others • Presence of Alcohol or illegal drugs	<u>Incident:</u> • Significant disruptive behavior that cannot be managed (<i>Refer to Dealing with Disruptive Behavior Guide.</i>) • Repeated loud or hostile outbursts • Violations of student code of conduct or refusal to follow rules (<i>Refer to Dealing with Disruptive Students Guide.</i>)	<u>Incident/Observation:</u> • Student appears to be in emotional distress or shows signs of a mental health disorder (<i>Refer to Distressed Students Guide.</i>) • Marked change or decline in student's performance, appearance, or demeanor • Writing (e.g. assignments, e-mails) that display particularly depressive, morbid, or bizarre content or reasoning
<u>Response Plan :</u> Immediately Contact Public Safety at (202) 274-5050. The Office of Public Safety & Emergency Management is located in Building 39, Room A-01. <i>After management of the immediate situation, Public Safety will notify the Judicial Hearing Officer. Judicial Affairs, via due process, may impose sanctions, suspension, and/or mandated counseling.</i>	<u>Response Plan :</u> Confer with your Dean/Department Chair. AND, IF APPLICABLE: As soon as possible after the incident, file an incident report with Public Safety, in Building 39, A-01. <i>In addition to providing documentation of the incident, this report is forwarded to Judicial Affairs for review and possible action. Depending on the situation, other university offices may also be notified of the issue(s).</i>	<u>Response Plan :</u> Contact the Counseling & Student Development Center for a telephone or in-person consultation. and/or Privately refer the student to the Counseling & Student Development Center. (<i>Refer to Distressed Students Guide.</i>) Counseling & Student Development Center: Building 39, Suite 120 Phone number: (202) 274-6000 <i>It often helps to tell the student that counseling is fully confidential.</i>

Note: Campus Safety should always be made aware of significantly disruptive behavior so that a record of student conduct is maintained at the university. Counseling Center staff are available for consultation regarding student issues.