

FACULTY AND STAFF RESOURCE GUIDE FOR ASSISTING DISTRESSED STUDENTS

College students often encounter a great deal of stress during the course of their academic experience. While most students cope successfully with the challenges that these years bring, an increasing number of students find the various pressures of life unmanageable or unbearable. As individuals who work closely with our students, you may encounter these distressed students in your offices or classrooms.

EMERGENCY

In an emergency, call Berry College Campus Police at 706.236.2262 or extension 2262 and state your location.

EXAMPLES

- ◆ Possession of a weapon on campus
- ◆ Suicidal action plan (how, when, where, etc.)
- ◆ Acts or threats of violence
- ◆ Fear for immediate harm to self, others, or property
- ◆ Health/first aid

NON-EMERGENCY

In a non-emergency situation, please contact the Care Team by completing a Student Alert Referral Form which can be found at berry.edu/studentalert.

EXAMPLES

- ◆ Evidence of self-injurious behavior
- ◆ Suicidal ideation (thoughts about suicide but no action plan)
- ◆ Erratic behaviors that disrupt the normal operation of the college, students, staff, or faculty
- ◆ Sudden and/or significant changes in academic performance and attendance
- ◆ Unresponsive to communication

RECOGNIZING DISTRESSING STUDENT BEHAVIOR

Physical Signs

- ◆ Significant changes in energy or disposition
- ◆ Frequent state of intoxication
- ◆ Significant weight gain or loss
- ◆ Worrisome changes in hygiene
- ◆ Noticeable cuts, bruises or burns
- ◆ Sleeping in class/other inappropriate times
- ◆ Repeated absences for class, work, or athletic participation

Emotional Signs

- ◆ Inappropriate emotional outbursts
- ◆ Direct statements indicating distress
- ◆ Written or verbal expressions of hopelessness or suicide
- ◆ Peer concerns for the student
- ◆ Exaggerated personality traits (more withdrawn or animated than usual)
- ◆ Changes in focus or attention/poor decision making

Academic Signs

- ◆ Deterioration of academic work
- ◆ Disorganized or erratic performance
- ◆ Repeated absences and missed assignments
- ◆ Ranting or threatening emails
- ◆ Continual seeking of special provisions
- ◆ Sudden or significant lack of engagement or refusal to engage

IF THE STUDENT'S BEHAVIOR REPRESENTS AN IMMEDIATE THREAT, CALL 706.236.2262 OR EXTENSION 2262.

If the threat is not immediate but you are concerned the student may harm themselves or others call:

Monday through Friday, 8 a.m. to 5 p.m.: Dean of Students Office 706.236.2207

Evenings and Weekends: Campus Police 706.236.2262

If the police approach and identify themselves, keep your hands up and follow their commands and directions.

- ◆ If the gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective. If left with no other option, when confronted by a person with a gun, fight back with whatever is available (scissors, hot beverages, fire extinguishers).
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- ACTIVE SHOOTER/VIOLENT ACTS**
If you hear gunfire, see a person with a gun or other weapon, or witness other hostile actions, take immediate action to protect your students and yourself.
- ◆ **STOP CLASS OR OTHER COLLEGE ACTIVITIES**
 - ◆ If possible, try to escape from the building and take others with you. If you cannot escape and you are in an office or classroom, immediately close and lock the door if possible. Use desks and chairs to block the doorway.
 - ◆ Stay away from windows and out of view. Turn off the lights and silence your cell phones. Hide behind heavy furniture or anything that will hide your location.
 - ◆ If a phone is available and it is safe to do so, call 706.236.2262 or extension 2262.
 - ◆ If you are in an open area, find a place in which to take shelter away from the incident.
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BUILDING EVACUATION

In the event of a fire or other emergency that requires evacuation, take immediate action to help everyone exit the building.

- ◆ **STOP CLASS OR OTHER COLLEGE ACTIVITIES**
 - ◆ Instruct students and staff to collect their personal belongings and follow you.
 - ◆ Immediately evacuate the building, following directional exit signage.
 - ◆ Do not use elevators.
 - ◆ If you are able to assist mobility-impaired individuals, do so. If not, contact Campus Police at 706.236.2262 or extension 2262.
 - ◆ If the cause of the evacuation is a fire, do not attempt to extinguish the fire yourself.
 - ◆ Once outside of the building, gather at the designated assembly area noted in the Building Emergency Action Plan.
 - ◆ Do not re-enter the building for any reason.
 - ◆ Upon arrival, Campus Police or the fire department will assess the situation and verify all personnel have evacuated.
- TORNADO**
Tornado warnings instruct you to stay inside a building to protect your students, staff and yourself. Going outside poses a risk of injury or death.
- ◆ **STOP CLASS OR OTHER COLLEGE ACTIVITIES**
 - ◆ Instruct your students and staff to stay inside the building due to the emergency.
 - ◆ Move to the lowest floor of the building. Select an interior room or hallway without windows and avoid mechanical equipment. These areas should be designated in the Building Emergency Action Plan.
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GENERAL INFORMATION

Be familiar with the Building Emergency Action Plan for the building.

- ◆ Provide your students with general information about emergency procedures. The beginning of each semester is an ideal time to discuss emergency procedures. Adding emergency information to your syllabus is also very effective.
- ◆ Know how to report an emergency from the classroom, laboratory or your office.
- ◆ Take charge of the students in your classroom, laboratory or office.
- ◆ Follow the appropriate procedures for all building alarms or incident alerts.
- ◆ Ensure that students with disabilities or special needs have the information and assistance they may require during an emergency.
- ◆ Sign up for the college's emergency text messaging at VikingWeb under the BerryALERT heading.

MEDICAL EMERGENCIES

Do not move the ill or injured person unless it is a life threatening situation.

- ◆ Render first aid or CPR only if you have been trained and are comfortable doing so.
- ◆ Designate someone to call Campus Police at 706.236.2262 or extension 2262.

Be prepared to provide the following information:

- Type of emergency
- Location of the victim(s)
- Condition of the victim(s)
- Any dangerous conditions
- ◆ Assign someone to stand outside the building to direct emergency personnel to the scene.
- ◆ Avoid contact with blood or other bodily fluids. If exposed to another person's body fluids, wash the exposed area and contact your supervisor or the Health Center at 706.236.2267.
- ◆ Only use Automated External Defibrillators (AEDs) if you have been properly trained to do so.

EMERGENCY RESPONSE GUIDE

For emergencies, call Campus Police at 706.236.2262 or extension 2262.

CARE TEAM

Berry College's Care Team, within the Dean of Students Office, is a multidisciplinary body of stakeholders which receives referrals regarding students of concern, collects additional information, and then identifies and enacts appropriate strategies for addressing the concern and providing/coordinating care for the student.

WHAT WE DO

Once an alert has been submitted, the Care Team will collect information regarding the student and the situation from multiple sources in order to determine the most appropriate course of action. The Care Team's role is to determine effective strategies for addressing the concern and caring for the student and identifying the most appropriate Berry College staff members to enact those strategies. The Care Team meets weekly to discuss new and existing referrals.

DOES CONSULTATION WITH THE CARE TEAM REQUIRE THE STUDENT'S KNOWLEDGE AND PARTICIPATION?

No, it does not. There may be times when a student has left your office or classroom, is not yet aware of your concerns, or is not receptive to support. It is still appropriate to consult or refer the student to the Care Team. We can work collaboratively to determine the best alternative for engaging the student through appropriate intervention.

WHAT ABOUT FERPA?

The Family Educational Rights and Privacy Act (FERPA) does not prohibit the sharing of personal observations and knowledge about a student among campus officials when there are legitimate health and safety concerns.

SEXUAL MISCONDUCT AND TITLE IX REPORTS

All Berry faculty and staff are considered responsible employees, and therefore, must report incidents of sexual misconduct to the Title IX Coordinator or a Title IX Officer.

HOW DO I REFER A NON-EMERGENCY?

1. If you feel there is an immediate risk of harm to self or others, call 911 or 706.236.2262 (BCCP).
2. You can make a referral to the Care Team by

completing the Student Alert Referral Form berry.edu/studentalert. Please include the following:

- The student's first and last name and, if available, their student ID number
 - Your name, the best phone number to reach you if clarification is needed, and relationship to the student of concern
 - An explanation of concerns/observations
 - What has been done so far to address the concern and the student's response to any effort?
3. If you are comfortable doing so, please tell the student that you are concerned and ask if they are okay.
 4. In many cases the student will be open to additional assistance. The Counseling Center now offers Same Day Solution Sessions for students who are in emotional distress and cannot wait to make an appointment for a later time. Please offer to walk the student to the Counseling Center, located in the Ladd Center, or encourage them to call the Counseling Center if they need a Same Day Solution Session or to schedule an intake at a later date. Please note that Same Day Solution Sessions are scheduled in the afternoon and students may not be able to be seen immediately when they arrive at the Counseling Center.
 5. You are the Care Team's best resource because you are familiar to the student.

WHAT HAPPENS AFTER I MAKE A REFERRAL?

Once the Care Team receives your referral, they will assess and coordinate the resources needed in order to mitigate the student's obstacles for success at Berry. However, in the event that a student is perceived to be at risk of harm to self or others, the Care Team, with assistance from appropriate college officials, will intervene with the student immediately.

- The Care Team will continue to check in with the student on the established action plan.
- The Care Team may determine that immediate action is not necessary but will continue to monitor the student and any concerns.
- The person making the referral might not be involved in the follow-up and/or outreach to the student.

CAMPUS COMPLAINT FORM

If a student expresses concern about a bias or sexual assault related incident, please encourage them to report to the Dean of Students office or to the Campus Complaint Form: berry.edu/campuscomplaintform

TIPS

- ♦ Always keep safety in mind as you interact with a troubled student. If you feel that you or the student is in danger, call Campus Police at 706.236.2262 or extension 2262.
- ♦ Actively listen to assess the student's concerns and understand how to offer the appropriate assistance.
- ♦ Don't promise **confidentiality** to a student. Information may need to be shared to maintain a student's safety, wellness, or the safety of others. State that you will, however, be discreet.
- ♦ Document your interactions with the student in case the situation escalates.
- ♦ Know your limitations. You are not expected to serve as a counselor. Instead, offer to call or walk a student to the Counseling Center in the Ladd Center.

REFERRAL PATHWAYS FOR BERRY COLLEGE STUDENT SUPPORT

ACADEMIC SERVICES

Academic Advising General Questions, Leave of Absence or Withdrawal Questions
♦ Office of the Provost 706.236.2229

ACADEMIC SUCCESS CENTER

Time Management Concerns and/or Studying Strategies, Academic Accommodations
♦ Academic Success Center 706.233.4080

CAMPUS POLICE

Campus Police, ID Cards, Car and/or Bike Decals, Report an Incident
♦ Emergency 706.236.2262
♦ Welcome Center 706.238.6999

DEAN OF STUDENTS

General Student Related Question and/or Student Specific Concerns
♦ Dean of Students Office 706.236.2207*
deanofstudents@berry.edu

FINANCIAL AID

Information on Tuition and Billing, Financial Planning, and Financial Aid
♦ Financial Aid 706.236.1714

FINANCIAL EMERGENCIES

♦ Chaplain's Office 706.236.2217
♦ Dean of Students 706.236.2207

RESIDENCE LIFE

Housing Questions, Roommate Concerns, Homesickness, or

Concern about Transition to College

- ♦ Residence Life 706.236.2209 or
residencelife@berry.edu

COUNSELING

Student Depression, Anxiety, Homesickness, or 1-on-1 Counseling Needs
♦ Counseling Center 706.236.2259*

HEALTH CENTER

Concerns of Illness, Treatment Plan, or other Health Related Need
♦ Health Center 706.236.2267

SEXUAL MISCONDUCT CONFIDENTIAL SUPPORT

Helpful for students who are not sure what they want to do but are not ready to make a report to Title IX or law enforcement.
♦ Counseling or Health Center (listed above)
♦ BRAVE Project Director and/or Coordinator can provide support and awareness information to students as well as referrals to Sexual Assault Center as needed.
Michael McElveen (BRAVE Project Director) 706.368.5633

Ashley Demonbreun-Chapman (BRAVE Project Coordinator) 706.238.7957

TITLE IX REPORT

- ♦ Dean of Students Office 706.236.2207*
- ♦ Lindsey Taylor, Vice President of Student Affairs, Dean of Students: ltaylor@berry.edu

*If you are concerned about the immediate need for your student to receive support and/or assistance please call and do not email. If it is after business hours, please call the Welcome Center emergency number: 706.236.2262.