



## SUICIDE PROTOCOL

If a student/person is in imminent danger (i.e. they state that they're going to hurt themselves)

***NOTE: If the student is violent call Public Safety or 911. Do not engage the student.***

### DURING BUSINESS HOURS

- Call Public Safety and/or 911
  - Public Safety Number by Location:
    - Fountain Valley (714) 837-6026
    - Garden Grove (714) 837-6071
    - Westminster Le-Jao (714) 837-6477
    - Newport Beach (714) 837-6502
  - Make note of any substances (prescription and non-prescription) nearby or potential self-harm instruments (i.e. razors, scissors, etc.) and include that information when you contact Public Safety/911.
  - Note if the student appears to be intoxicated (i.e. slurring, stuttering, talking to self, etc.) from alcohol and/or drugs and include that information when you contact Public Safety/911.
- Public Safety will stabilize, assess the situation, and solicit/determine appropriate resources.
  - The Officer will call the Director of Public Safety and the Campus Dean.
    - Campus deans by Location:
      - Garden Grove- Josh Levenshus
      - Westminster Le-Jao- Dana Emerson
      - Newport Beach- Tom Neal
  - Director of Public Safety will call Mental Health and Dean of Students.
- If needed and if available, Mental Health will respond
  - Dean of Students will notify VPSS (Vice President of Student Services) and Campus Dean.
- Mental Health then follows up with Director of Public Safety and Dean of Students
  - Director of Public Safety and Dean of Students will notify respective Vice Presidents (VPs), and coordinate communication and follow-up with Campus Dean and witnesses.
- Incident is documented in Maxient-witnesses (faculty/staff) will be asked to submit report; Public Safety will submit report with witness statements; Mental Health will submit written notification of having met with student and provide assessment and/or recommendations for next steps.
- Director of Public Safety and Dean of Students will follow up with responsible parties to provide short-term guidance.
- Incident will be discussed during Behavioral Assessment Team (BAT) meeting to determine long-term response/follow up and monitoring.

### Questions?

Call Mike Toledo, Director of Public Safety – (714) 241-6360 (M-F-8-5pm)

Call Natalie Schonfeld, Dean of Students – (714) 241-6142 (M-F-8-5pm)



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### OUTSIDE OF BUSINESS HOURS

- Call Public Safety and/or 911.
  - If the college is closed (& there is no on-site security) and there is concern, call the Director of Public Safety at (714)981-1958-he is available 24/7.
    - Public Safety Number by Location:
      - Fountain Valley (714) 837-6026
      - Garden Grove (714) 837-6071
      - Westminster Le-Jao (714) 837-6477
      - Newport Beach (714) 837-6502
  - Make note of any substances (prescription and non-prescription) nearby or potential self-harm instruments (i.e. razors, scissors, etc.) and include that information when you contact Public Safety/911.
  - Note if the student appears to be intoxicated (i.e. slurring, stuttering, talking to self, etc.) from alcohol and/or drugs and include that information when you contact Public Safety/911.
- Public Safety will stabilize, assess the situation, and solicit/determine appropriate resources
  - The Officer will call the Director of Public Safety
  - The Director of Public Safety will call the Dean of Students
- Guidance about short term response or intervention will be provided by Director of Public Safety. Director of Public Safety will call the Dean of Students who will communicate with the involved student/s (which could include talking directly with the student-in person or via telephone) through the officer on duty or the witness (the person who brought this issue to the officer other than the person in imminent danger).
- The Director of Public Safety and the Dean of Students will coordinate communication and next steps; notify both respective VPs and campus dean and follow-up with witnesses.
- Incident is documented in Maxient-witnesses (faculty/staff) will be asked to submit report; Public Safety will submit report with witness statements.
- Incident will be discussed during Behavioral Assessment Team (BAT) meeting to determine long-term response/follow up and monitoring.

### Questions?

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