



## 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.
  - Director of Public Safety will call Director of 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).
- 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.
- Incident is documented in Maxient:
  - Witnesses (student/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 CARE Team meeting to determine long-term response/follow up and monitoring.

### Questions?

Call Mike Toledo, Director of Public Safety – (714) 241-6360

Call Leighia Moore-Fleming, Dean of Students (714) 241-6130



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

## OUTSIDE OF BUSINESS HOURS

- Call 911.
  - 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 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 911.
- AFTER CONTACTING 911, Notify Public Safety at 714-241-6360. Leave a detailed message regarding the student incident. Include your name, the students name, student ID any actions taken and your call back number.
- 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 (student/faculty/staff) will be asked to submit report; Public Safety will submit report with witness statements.
- Incident will be discussed during a CARE TEAM meeting to determine long-term response/follow up and monitoring.

### Questions?

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