

## **Responding to Emotionally and Psychologically Distressed Students: Emergency Procedures: When and Whom to Contact**

### **SERIOUS EMERGENCIES**

- **If it's daytime**, contact the Counseling Center (610-519-4050) and Dean of Students (610-519-4200)
  - Or Public Safety **(610-519-4444)** for **immediate safety concern**
- **After hours**, contact Public Safety and leave messages for other offices to respond the next workday (Counseling Center, Dean of Students)

### **DAYTIME RESOURCES**

#### **Academic Dean's office** (in each college)

- When a student is in academic jeopardy
- When a student is considering (or should be considering) a medical leave of absence
- When a student informs you of the need to leave VU (for illness, family illness, funeral, etc)
  - The Dean can inform other faculty
- When a student asks for special consideration (makeup exam, incomplete) due to worrisome psychological problems
- When a student explains that (s)he has been in residential treatment, which is the reason for having missed class

#### **University Counseling Center** 610-519-4050 **Daytime only** (weekdays 9-5)

- To discuss a student's emotional wellbeing
- When a student reveals worrisome emotional /psychological concerns
- When a student articulates a suicide threat
- When a student reveals a suicide attempt
- To seek help with whether/how to refer a student for counseling
- To seek help with how to handle a student-of-concern in the classroom or during your office hours
- To discuss your own comfort in dealing with distressed students

#### **Dean of Students Office** (610-519-4200)

- When a student is exhibiting signs of self-injurious or suicidal behavior
- When a student's behavior is bizarre or their thoughts are confused and don't make sense

#### **Residence Life** (610-519-4154) daytime only

- If a student is not responding to emails from faculty, and causing you to worry, Residence Life can go to a student's room to check on their wellbeing

### **DAYTIME or AFTER HOURS EMERGENCIES** **Public Safety**

OFF campus emergencies: 911; On campus Emergency (610) 519-4444; Non-Emergency (610) 519-5800

- When you or anyone else feels unsafe
- Suicidal comments after hours or during work hours if student will not cooperate
- When the student cannot be calmed
- When a student requests/needs transport to a hospital or to Student Health
- When a crime has occurred
- When student needs transport to Student Health or Hospital