

University of Illinois Springfield

# Student Emergency and Referral Procedures:

A Guide for Faculty and Staff



*Academic Excellence  
Enriching Individual Lives  
Making a Difference in the World*



## Responding to student situations...

This brochure advises faculty and staff about procedures for handling student situations of concern. Guidance and support are available from many campus resources.

### Emergencies (immediate assistance needed)

Call the Campus Police at 206-7777 to respond to immediate threats of violence or substantial disruptive behavior. The Campus Police will respond to any act or threat of violence, whether directed at self or others.

### Medical Emergencies

Medical emergencies should be referred to a local hospital. Call the Campus Police at 206-7777. They will call an ambulance and direct it to the appropriate location as it arrives on campus.

Non-emergency medical situations should be referred to the Campus Health Service.

### Transporting Students

In accordance with campus policy, employees are **not** to transport students to the hospital or other medical facilities.

### Intoxicated Students

Students who appear to be severely intoxicated may be at risk of alcohol poisoning or drug overdose. Immediately call the Campus Police at 206-7777 to arrange for an ambulance to transport the student to a local hospital for a medical evaluation.

### Immediate Threat of Harm

If there is an immediate threat of harm, call the Campus Police at 206-7777. Immediate threats include the presence of or threat to use a firearm or other weapon, suicide threats, active suicide plans or recent attempts, threats of lethal violence, assault, destruction of property, or similar behavior. If you are unsure whether a situation is an immediate threat, call the Campus Police at 206-7777 or the Counseling Center at 206-7122.

### Student Suicidal Thoughts/Behavior

If you become aware that a student has suicidal thoughts or behavior, call the Counseling Center immediately at 206-7122. In situations in which there is an immediate threat of harm, call the Campus Police at 206-7777.

The University of Illinois expects and encourages students to maintain reasonable care for their own well-being. Students who threaten or attempt suicide, engage in efforts to prepare to commit suicide, or express a preoccupation with suicide are required to attend four sessions of professional assessment at the UIS Counseling Center or with an external licensed mental health professional. Requests to meet the four session requirement through an external licensed mental health professional must be approved by the Counseling Center.

Professional assessment focuses on providing resources to support the ability to adhere to a standard of safety and appropriate self-care as well as on monitoring the student's willingness and ability to do so.

### Non-emergencies/Disruptive Behavior

Concerns regarding student behavior that are not an emergency should be reported to and discussed with your Dean's Office or your immediate supervisor.

Supervisors should consult with their Dean or Division Head regarding unresolved questions and concerns.

Deans and Division Heads may contact a member of the Campus Behavioral Intervention Team for consultation and assistance, as necessary. Phone numbers for key team members are located on the back of this brochure.

The Campus Behavioral Intervention Team evaluates concerns involving student behavior. The team consists of professionals from the following areas: Student Affairs, Academic Affairs, the Counseling Center, Campus Health Service, Housing and Residential Life, Campus Legal Counsel, and the Campus Police.

Housing has its own internal reporting protocols, including nightly on-call duty and rotations of student and professional staff that may be accessed by calling the Campus Police at 206-7777.

### Other Student Mental Health Concerns

Refer the student to the Counseling Center, HRB 64, 206-7122. Offer to walk the student to the Counseling Center. Please call in advance, to notify the Center of your anticipated arrival.

Discuss significant concerns with your Dean's Office or immediate supervisor.

For ongoing concerns of a non-emergency nature, supervisors, Deans and Division Heads should follow the procedures outlined under *Non-emergencies/ Disruptive Behavior* and consider consulting with the Campus Behavioral Intervention Team.

## Campus Resources

### **Provost's Office**

PAC 528, 206-6614

### **College of Business & Management**

UHB 4000, 206-6533

### **College of Education & Human Services**

BRK 363, 206-6784

### **College of Liberal Arts & Sciences**

UHB 3000, 206-6512

### **College of Public Affairs & Administration**

PAC 440, 206-6523

### **Library Instructional Services**

BRK 204, 206-6597

### **Campus Behavioral Intervention Team**

Deans/Division Heads:

Call a team member from your Division.

Academic Affairs: Karen Moranski, 206-7440

Lynn Pardie, 206-7230

Student Affairs: Jim Korte, 206-7714

Judy Shipp, 206-7122

### **Campus Health Service**

BSB 20, 206-6676

Provides comprehensive, non-emergency health care for students.

### **Center for First Year Students**

BRK 459, 206-7452

Provides support services and mentoring for first year students.

### **Center for Teaching and Learning**

BRK 462, 206-6503

Provides academic support services and tutoring for students.

### **Counseling Center**

HRB 64, 206-7122

Provides confidential counseling and crisis intervention. Conducts educational and prevention programming for the campus. 24-hour crisis intervention: call 206-7122 for the active pager number.

### **Dean of Students Office**

SAB 20, 206-7714

Provides advocacy and assistance for students, administers the *Student Code of Conduct*, and handles student judicial affairs.

### **Disability Services**

HRB 80, 206-6666

Provides academic accommodations and support services for individuals with documented disabilities.

### **Diversity Center**

SLB 22, 206-6333

Fosters a supportive environment for students to live, learn, and grow as individuals and as members of the academic community. Facilitates understanding of differences through educational, cultural, and social activities.

### **Housing and Residential Life**

Homer Butler Commons, 206-6190

Provides residential living experiences, community building, and educational and social activities for residents of University Housing. Resolves judicial matters regarding students residing in campus housing.

### **Office of Access and Equal Opportunity**

PAC 563, 206-6222

Fosters a campus environment in which each member of the community enjoys her or his rights as a human being. Administers the campus Sexual Harassment Policy and the Human Rights Policy.

### **Police Department (Campus)**

PDB 1, 206-6690

24-hour emergency number: 206-7777

Provides 24-hour campus law enforcement.

### **Vice Chancellor for Student Affairs**

SAB 23, 206-6581

Supports the UIS educational mission by inspiring, educating, and supporting students in their efforts to excel personally and academically. Supports the faculty in developing future leaders and preparing enlightened and engaged citizens.