

Student Emergency and Referral Procedures:

A Guide for Faculty and Staff



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

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 Health Services in BSB 20, 206-6676.

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.

Athletics has a Mental Health and Behavior Policy that should be followed by coaches and trainers.

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 the Campus Behavioral Intervention Team for consultation and assistance, as necessary. Team phone numbers 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, Dean of Students Office, the Counseling Center, Disability Services, the Diversity Center, Residence Life, Athletics, Campus Legal Counsel, and the Campus Police.

Residence Life 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

Campus Behavioral Intervention Team

Dean of Students: SAB 30, 206-8211
Academic Affairs: PAC 529, 206-7230

Campus Violence Prevention Plan

(page 5) “What to Watch For”
www.uis.edu/about/overview/safety/

Capital Scholars Honors Program

LRH 101, 206-7246
Provides support for students in the Honors Program.

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 430, 206-6523

Counseling Center

HRB 64, 206-7122
Provides confidential counseling and crisis intervention for students. Conducts prevention programming for the campus. 24-hour crisis intervention: call 206-7122 for the number of the counselor on duty.

Dean of Students Office

SAB 30, 206-8211
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.

Health Services

BSB 20, 206-6676
Provides comprehensive, non-emergency health care for students.

Learning Hub

BRK 462, 206-6503
Provides academic support services and tutoring.

Library Instructional Services

BRK 204, 206-6597

Office of Access and Equal Opportunity

PAC 491, 206-6222
Administers the campus Sexual Harassment Policy and the Human Rights Policy.

Office of Advising Services, Information, and Support (OASIS)

BRK 461, 206-7471
Provides academic advising for new students with fewer than 30 credit hours.

Police Department (Campus)

PDB 1, 206-6690
24-hour emergency number: 206-7777
Non-emergency number: 206-6690
Provides 24-hour campus law enforcement.

Provost's Office

PAC 525, 206-6614

Residence Life (Housing)

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.

Title IX Coordinator

206-9999, titleix@uis.edu

Vice Chancellor for Student Affairs

UHB 1071, 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.