

Do Something

Manage the Situation: The welfare of the campus community is the top priority when a student displays threatening or potentially violent behavior. Seek help immediately.

Listen Sensitively and Carefully: Use a non-confrontational approach, and a calm voice. "I'm worried about you."

Be Direct: Don't be afraid to ask students directly if they are under the influence of drugs or alcohol, feeling confused, or having thoughts of harming themselves or others. "Have you been feeling bad enough to consider hurting or killing yourself?"

Connect to Resources: Offer alternatives and assist the student in choosing the best resource.

Follow Through: Direct the student to the physical location of the identified resource. Follow up with the student and involved parties.

Consultation and Documentation: Document your interactions with distressed students and consult with your Principle Administrator/department chair/supervisor after any incident.

For concerns about behavioral threat and/or disruptive students the UCSD campus community, please contact the Behavioral Threat Assessment and Management Team: emergency@ucsd.edu or visit
Blink: Behavioral Threat

What about Privacy?

The Family Educational Rights and Privacy Act (FERPA) permits the following:

UC faculty and staff may disclose personal identifiable information from an educational record to appropriate individuals in connection with a health and safety emergency.

Information may be released to parents, police, or others, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Observations of a student's conduct or statements made by a student are not educational records of FERPA protected. Such information should be shared with University personnel when there is a specific need to know with appropriate consideration for student privacy.



CAPS
 Counseling and Psychological Services
 UC SAN DIEGO

Standards of Conduct

The student must be given notice regarding standards of conduct and the disciplinary process.

UC San Diego is charged with "establishing reasonable rules to maintain a safe and orderly environment" while assuring fair treatment for students with a disability.

A student with a disability may be disciplined for engaging in misconduct if the university would impose the same discipline on a student without a disability, and if the student has been provided with the appropriate reasonable accommodations in the designated time.

Additional Resources

Black Resource Center	534-0471
Cross Cultural Center	534-9689
Office for Students with Disabilities	534-4382
International Center	534-3730
Lesbian, Gay, Bisexual, Transgender Resource Center (LGBTRC)	534-3493
Office of the Ombuds	534-0777
Raza Resource Centro	822-0072
Office of Student Conduct	534-6225
Veterans Resource Center	534-5080
Women's Center	822-0074
The Zone - Lounge for Student Well-being	534-5553

Faculty and Staff Resources

Faculty Staff Assistance Program (Blink: FSAP)	534-5523
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534-8298	Office for the Prevention of Harassment and Discrimination (OPHD)
534-3300	Student Health Services (SHS)
534-5793	Sexual Assault and Violence Prevention Resource Center (SARC)
534-3755	Counseling and Psychological Services (CAPS)

Consultation and Urgent Response (After Hours Availability)

822-5581	Skaggs School of Pharmacy and Pharmaceutical Sciences		
534-3700	School of Medicine		
534-3550	Office of Graduate Studies (OGS)		
822-5953	Sixth	534-2237	Roosevelt
534-1720	Warren	534-4390	Marshall
534-3587	Muir	534-3493	Revelle

Undergraduate Student Affairs Dean:

Principal Administrators

534-HELPER (4357)	For UCSD Police from any other phone
Dial 911	From a campus phone

Emergency Response

All numbers must use an (858) area code.

Red Folder Essential Contacts:



UC San Diego

See something? Do something!
 Say something!

1. Receive information about the continuum of students of concern.
2. Coordinate support and collaborate with services that support the student's health and well-being.

What is the role of the PA?

The Dean of Student Affairs at each of the six colleges, the graduate school, and the professional schools serve as the Principle Administrator (PA). PAs facilitate initiatives and deliver support for student's health and safety.

Who is the point of contact regarding a student of concern?

This informational guide is designed to assist faculty and staff in recognizing and assisting students of concern. Students may feel alone, isolated, and hopeless when faced with academic and life challenges. These feelings can easily disrupt academic performance and overall functioning and may lead to dysfunctional coping and other serious consequences.

What is the Red Folder?

Indicators of Distress

Be aware of the following indicators of distress. Look for groupings, duration, and severity - not just isolated symptoms.

What to look for:

Academic	Physical	Psychological	Safety Risk
<ul style="list-style-type: none"> Sudden decline in quality of work and grades Repeated absences Disorganized performance Multiple requests for extensions Overly demanding of faculty and staff time and attention Bizarre content in writings or presentations Focus of office hours/meetings is more personal concerns than academic 	<ul style="list-style-type: none"> Marked changes in physical appearance including deterioration in grooming, hygiene, or weight loss/gain Excessive fatigue/sleep disturbance Intoxication, hangovers, or smelling of alcohol Disoriented or "out of it" Garbled, tangential, disconnected, or slurred speech Behavior is out of context or bizarre 	<ul style="list-style-type: none"> Self-disclosure of personal distress such as family problems, financial difficulties, contemplating suicide, grief Unusual/disproportional emotion response to events Excessive tearfulness, panic reactions Delusions and paranoia Irritability or unusual apathy Verbal abuse (e.g. taunting, badgering, intimidation) Expressions of concern about the student by his/her peers 	<ul style="list-style-type: none"> Implying or making a direct threat to harm self or others Unprovoked anger or hostility Physical violence (shoving, grabbing, assault, use of weapons) Academic assignments dominated by themes of extreme hopelessness, rage, worthlessness, isolation, suicidal ideations/violent behavior - a "cry for help" Stalking or harassing behaviors Communicating threats via email, correspondence, texting, or phone calls

Seek help immediately

Red Folder Protocol See something. Say something. Do something.

Follow the chart to determine whom to contact when faced with a distressed or disruptive student.

