

Faculty After-Hours Procedures

Student Injuries and Mental Health Issues

The following is a guide for when there are no administrators or deans available in the evening hours, from 5 to 10 pm, Monday to Friday.

Medical Issues: *Call Campus Police at 949-451-5234*

Remain with the victim until Campus Police arrive, and assist as needed.

- Survey the scene to ensure safety for the victim and yourself.
- Reassure the victim that help is on the way. Keep the victim as comfortable as possible. If you have received Basic First Aid training and are certified, you may administer first aid at your level of training.
- All campus police officers are currently trained and certified in Adult CPR/Basic First Aid and in the use of our AED machines.
- Upon arriving at the scene, the officer will assess the need to call the Orange County Emergency Medical Services (EMS) system. If they determine a patient needs EMS assistance, they will initiate the call and begin Basic First Aid until the local EMS system arrives.
- If they determine the patient does not require local EMS/ambulance services, they will advise the patient regarding transportation to the following locations:
 - Private medical doctor/HMO such as Kaiser
 - Local emergency room or urgent care
 - Student Health and Wellness Center during regular operational hours: 9 am – 6 pm Monday and Tuesday; 9 am – 4:30 pm Wednesday and Thursday; and 9 am – 1 pm Friday
 - Home

Mental Health Issues: *Call Campus Police at 949-451-5234*

1. If a student is displaying behaviors that could be indicative of a mental health issue as listed in #3 below, please do the following:
 - Use a calm voice and let the student know you are there to help them.
 - Do not allow others or yourself close proximity to the student.
 - **Call Campus Police at 949-451-5234 ASAP.** If you cannot do this, ask another person in the room to call Campus Police and have them send an officer to the location immediately.
2. When the officer arrives, they will assess if this is a psychiatric emergency, then will make the decision whether to notify the county Crisis Assessment Team (CAT) or to notify Emergency Medical Services (EMS) via dispatch. The student will be further evaluated and transported, or will have family come to pick them up. The campus police officer will make that decision.
3. If a student is displaying the following verbal or non-verbal behaviors, call Campus Police ASAP:
 - Gravely Disabled – unable to provide for the personal needs of food, clothing, or shelter as a result of a mental health disorder
 - Psychotic/Unusual/Violent Behavior – hearing voices, feeling strange sensations, seeing people/things that aren't there or having delusions like having special powers
 - Homicidal
 - SuicidalThe officer will detain the individual and possible transport will occur.

Student Suicidal Ideation

Steps to Follow:

- Stay calm and speak to the student in a direct but calm voice.
- Ask the student two important questions:
 - Are you thinking of hurting or killing yourself?
 - Do you have a plan? (This could include asking, “When would you do this?”, “How would you do this?” and “What time?”)
- **If the student says yes to either question, you MUST call Campus Police at 949-451-5234.**
- If the student says no, ask them what is bothering them. Ask how can you help. Do not be judgmental. Tell them you can provide resources to them, but do not cross the line and become a person they want to depend on. Stay professional and caring.
- If the student is stable, refer them to the Health and Wellness Center the next day. Write up a CARE form and document the what, when, where, and why of the situation. The Health and Wellness Center mental health staff will follow up as soon as we receive the report.
- Send an email to Stacy Lavino, LMFT, the HWC mental health provider, at slavino@ivc.edu for follow-up.
- The Health and Wellness Center staff will let you know the student has been seen, whether they are stable, and/or request any follow-up needs.

Resources

If You Feel Unsafe, Call 911 From a Campus Phone.

SUICIDE HOTLINE	1-800-273-8255
DOMESTIC VIOLENCE HOTLINE	1-800-799-7233
Campus Police	949-451-5234 (24 hours per day)
Health and Wellness Center	949-451-5273 Monday - Thursday: 9 am - 6 pm Friday: 9 am - 1 pm
Advocate/CARE Forms	students.ivc.edu/discipline