### Support for Students in Distress: Employee Guide

#### When You See...

<table>
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<tr>
<th>WHEN YOU SEE...</th>
<th>PROVIDE INDIVIDUAL SUPPORT</th>
<th>CARE TEAM</th>
<th>MY SSP</th>
<th>SEEK HELP IMMEDIATELY</th>
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</table>
| Self-disclosure of personal distress such as family, financial issues, grief, or contemplation of suicide | 1. REACH OUT  
- Actively listen, be empathetic, and refer to appropriate resources for the student.  
- Use a non-confrontational approach and a calm voice. "I'm worried about you." | SUBMIT A CARE TEAM REFERRAL  
If you are concerned about a student and would like consultation and support. Care team reports are reviewed within 72 hours of receipt. | CONNECT STUDENT WITH MYSSP  
If a student is having intense emotions and needing crisis intervention support, connect the student to MySSP by calling 1.866.775.0608. | SEEK HELP IMMEDIATELY  
The welfare of the campus community is the top priority when a student displays threatening or potentially violent behavior. |
| Unusual/disproportional emotional response to events | 2. 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?" | | | |
| Expressions of concern from peers | 3. CONNECT  
After acknowledging, listening, and being direct with the student, offer forms of support including: UW Counseling Center or MySSP, or connect with SafeCampus for consultation. (Additional resources on how to support) | | | |
| Tearfulness, irritability, or unusual apathy | | | | |
| Disruptive behavior (e.g., taunting, badgering, intimidation) | | | | |
| Unprovoked anger | | | | |

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

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<tbody>
<tr>
<td>Sudden decline in quality of work/grades; inconsistent performance</td>
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<td>Repeated absences; Multiple requests for extensions</td>
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<td>Marked changes in physical appearance including deterioration in grooming, hygiene, or weight loss/gain</td>
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<td>Excessive fatigue/sleep disturbance</td>
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<td>Intoxication, hangovers, or smelling of alcohol</td>
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<td>Bizarre content in writings or presentations</td>
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<td>Written/verbal statements about feeling futureless, identifying as a failure, burden, not belonging - no timeline</td>
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<td>Disoriented, &quot;out of it,&quot; or outlandish behavior</td>
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<td>Academic assignments dominated by themes of extreme hopelessness, rage, worthlessness, isolation, suicidal ideations or violent behavior - a &quot;cry for help&quot;</td>
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<td>Implying a direct threat (written or verbal) to harm self or others with no timeline</td>
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<td>Delusions or paranoia</td>
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<td>Expressing feelings of hopelessness, or not belonging</td>
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<td>Panic reactions</td>
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<td>Extreme sadness</td>
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<td>Thoughts of suicide</td>
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### Specific Writing or Verbal Plan to Kill Self or Others, Giving Away Prized Possessions - with a Timeline

- Tangential, disconnected, garbled, or slurred speech
- Difficulty remaining conscious, vomiting, seizure, trouble breathing, slow heart rate, clammy skin
- Implying or making an active, imminent threat to self or others
- Physical violence (e.g., shoving, grabbing, assault, use of weapons)

### Unprovoked Anger

- Academic assignments dominated by themes of extreme hopelessness, rage, worthlessness, isolation, suicidal ideations or violent behavior - a "cry for help"
SUPPORTING STUDENTS IN DISTRESS: EMPLOYEE GUIDE

Consider the following Crisis Resources when students are in distress:

IN URGENT OR IMMEDIATE SITUATIONS, CALL 911

**MY SSP**
Supporting a student can feel overwhelming or isolating and we are here to tell you that you and the students have support around the clock.

**SUPPORTING STUDENTS:**
Crisis support from licensed professional counselors in many different languages.

**CONSULT FOR EMPLOYEES:**
Not sure what to do to help a student? Call for consultation and support.

**Call 1.866.775.0608**
AVAILABLE 24/7 FOR SAME DAY SUPPORT

**SAFECAMPUS**
uw.edu/safecampus

- If you have safety concerns, SafeCampus is a great resource to talk anonymously about concern for yourself or others.
- Trained violence prevention & response specialists will listen to your concerns and provide individualized consultation, support, and safety plans tailored to your situation. They’ll help you explore your options and connect you with additional resources Monday-Friday 8am-5pm.

**Call 206.685.7233**
AVAILABLE MONDAY-FRIDAY 8AM-5PM

**UW COUNSELING CENTER**
mentalhealth.uw.edu

Crisis Support - Counselors are available to support you for same-day student crisis consultation and student crisis support during the hours of 8am-4pm Monday, Wednesday, Thursday, Friday and 9am-4pm on Tuesday at Schmitz Hall. Please see website for summer hours.

Mental Health Counseling - UW students also have access to counseling at the Counseling Center. Have a student call or go to the website to schedule an intake with one of our licensed counselors.

**Call 206.543.1240**
AVAILABLE DURING BUSINESS HOURS

**CARE TEAM**
wellbeing.uw.edu/student-care-reports

There are times that you can be unsure about what to do when you are concerned for a student, and not sure of how to respond, who to contact, or you would benefit from consultation on how to support a student. A Student Care Team Referral can help direct you to the right resources on campus to address the situation. After you submit a Student Care Team Report, it will be reviewed within 72 hours of receipt.

Reasons to submit a Care Report (includes but not limited to):
- Concern for student's well-being
- Significant change in student's behavior
- Disruptive behaviors of learning, living, or work environment
- A noticeable change from socially-appropriate behavior
- Disclosing distressing life circumstances (e.g., finances, family or relationship)
- Withdrawal from usual social interactions
- Significant decline in personal hygiene
- Substance use/abuse
- Severe homesickness

**SUBMIT A CARE TEAM REFERRAL**
Call 206.543.1240
AVAILABLE DURING BUSINESS HOURS

**RESOURCES**

Employees
- CareLink - Employee resources available 24/7 | hr.uw.edu/benefits/uw-carelink | 1.866.598.3978
- Livewell Confidential Advocates - Employee support for sexual violence | wellbeing.uw.edu/confidential-advocacy

Students
- Campus Resources - wellbeing.uw.edu/mental-health/resources-for-students

**WHAT ABOUT PRIVACY?**

The Family Educational Rights and Privacy Act (FERPA) permits the following:
- UW faculty and staff can disclose personally identifiable information from an educational record to those in connection to support students with a health and safety emergencies. 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 FERPA protected educational records. Such information should be shared with University personnel when there is a specific need to know with appropriate consideration for student privacy.