



FACULTY & STAFF EMERGENCY GUIDE

Resources Available for Assisting Distressed Students

The Dean of Students Department, University Counseling Center, and University Health Services from the Division of Student Affairs, the Division of Academic Affairs, the University Police Department, Employee Assistance Services Staff, and members of the FSU Student Situation Resolution Team have developed this FSU faculty and staff information guide to use when assisting distressed students or when dealing with a person with a weapon. This information includes basic guidelines but cannot address every situation: therefore, in the event you believe you, the person(s) involved, or anyone else is at risk due to another person's behavior, you should call the Florida State University Police at 644-1234 or 911.

Signs of a Distressed Student

University students often encounter a great deal of stress during the course of their academic experience. While most students cope successfully with the challenges that these years bring, an increasing number of students find the various pressures of life unmanageable or unbearable. As individuals who work closely with students, you may encounter these distressed students in your offices or classrooms.

- Marked changes in academic performance (e.g. excessively anxious when called upon, dominating discussions)
- Infrequent attendance with little or no work completed, or overall decline in performance
- Dependency (e.g. the student lingers around you or schedules excessive appointments to see you during office hours)
- Chronic fatigue, lack of energy, or frequently falling asleep in class
- Abrupt/marked changes in behavior/emotion and/or appearance (e.g. hygiene, dress)
- Bizarre/inappropriate behavior and/or garbled, disjointed thoughts
- Exhibiting unusual thoughts or behaviors
- Behavior which interferes with the decorum or effective management of class
- Sending disturbing emails to an instructor or another student
- Noticeable or alleged alcohol/drug use
- Overtly suicidal thoughts (e.g. referring to suicide as a current option or indirect reference to suicide or death)
- Overt statements about harming someone else
- High levels of irritability, including unruly, aggressive, violent, abrasive, or otherwise disruptive behavior
- Normal emotions that are displayed to an extreme degree or for a prolonged period of time (e.g. anger, fearfulness, tearfulness, nervousness)
- Expressed uncertainty and anxiety about emotional stability, family situation, and/or relationship problems
- Coursework content that is disturbing
- Social isolation
- Drawing/Doodling disturbing scenes/caricatures

IF THE STUDENT'S BEHAVIOR REPRESENTS AN IMMEDIATE THREAT, CALL 644-1234 OR 911

If the threat is not immediate, but you are concerned that student may harm him or herself or others call:

MONDAY TO FRIDAY | 8 A.M. - 5 P.M.

Dean of Students Department | 850-644-2428
or University Counseling Center | 850-644-TALK (8255)

EVENINGS AND WEEKENDS

FSU Police Department | 850-644-1234

To report an incident or concern involving a student, please visit report.fsu.edu.

Crisis Response Quick Reference

If you find yourself interacting with a student in distress, we suggest you follow these guidelines:

Interaction with a Distressed Student

If the student exhibits behaviors which suggest **he or she might harm him or herself or anyone else, or you feel threatened**

Call 644-1234 or 911 immediately

If the student needs additional guidance and/or support but does not exhibit behaviors which suggest he or she might harm him or herself or anyone else, and you do not feel threatened

Depending on the situation, contact or refer the student to the following resources (see grid below)

WHEN IMMEDIATE ATTENTION IS REQUIRED

ISSUE	CONTACT	PHONE
Suicidal or homicidal threats	FSU Police Department	644-1234
Medical Emergency	911	911
Victim of violence and/or stalking	FSU Police Department	644-1234
Sexual assault or misconduct reported by student	FSU Police Department	644-1234
	Victim Advocate Program	644-7161

OTHER CIRCUMSTANCES

ISSUE	CONTACT	PHONE
Disability related (physical, learning, neurological, and/or psychiatric)	Student Disability Resource Center	644-9566
Bizarre behavior Depression and/or anxiety Signs of alcohol and/or drug use Relationship problems Test anxiety Learning skills Stress management	University Counseling Center	644-TALK (8255)
Medical issues and/or chronic illness Health/wellness issues	University Health Services	644-8869
Suspected eating disorder or distorted body image	Nutrition Services	644-8871
Difficulty because of illness or death in family Sexual harassment of student by another student Disruptive classroom behavior General and/or unidentified student concerns	Dean of Students Department	644-2428
Sexual harassment of student by faculty/staff	Office of Equal Opportunity and Compliance	654-6519
Civil rights discrimination reported by student	Office of Equal Opportunity and Compliance	654-6519
Student is suspected of cheating or other academic dishonesty	Office of Faculty Development and Advancement	644-6876

Questionable Behavior

If the student's (or any person's) behavior represents an IMMEDIATE threat CALL 644-1234 or 911. If the threat is not immediate, but you are concerned about the student or the student's behavior is disruptive, call:

MONDAY - FRIDAY, 8 AM - 5 PM

Dean of Students Department - 644-2428,
University Counseling Center - 644-TALK (8255),
or discuss with your Department Chair, Dean
or Director.

EVENINGS & WEEKENDS, CALL:

Contact the Florida State University
Police Department – 644-1234 and ask for the
Crisis Management Unit.

Class Absence Notices

When requested, notices are sent through the Dean of Students Department as a courtesy to make instructors aware of a student's absence due to extenuating circumstances. These memos are only notices and do not excuse the student from completing the missed work. Students are encouraged to contact their instructors prior to or immediately upon their return to campus in order to arrange for the completion of their work.

Confidentiality

Students' records, including medical treatment records, are generally confidential pursuant to one or another of several laws, including the federal Family Educational Rights and Privacy Act [FERPA] and similar Florida student privacy statutes, Florida statutes regarding the confidentiality of medical records, and the federal Health Insurance Portability and Accountability Act [HIPAA]. Faculty and staff are not to share student records with anyone who does not have legitimate educational interest in the information or is otherwise authorized by law to have the information. However, if a student's observed behavior is impeding the progress of a class, an event or putting the person involved or others at risk, faculty and staff are able to and should share this information with others. As a faculty or staff member, if you believe you should share information, contact your Department Chair or Dean, the Dean of Students Department -- 644-2428, or the Florida State University Police -- 644-1234

Deceased Student Notices

When a student dies while enrolled at the University, a notice is sent by the Dean of Students to the College Dean and faculty where the student was enrolled and appropriate departments.

Distressed Person with a Weapon

Responding to someone with a weapon or someone actively using a weapon varies based on each situation. If you find yourself involved with a person who has a weapon or who is actively using a weapon, it is important to try to remain calm and use the following guidelines to help you plan a strategy for survival.

(For more information, refer to the FSU Police Department Seminole Safety Guide: www.police.fsu.edu/Crime-Prevention)

RESOURCES FOR CONSULTATION AND REFERRAL

Dean of Students (DOS)	850-644-2428	University Counseling Center (UCC)	850-644-8255
Student Disability Resource Center (SDRC)	850-644-9566	University Housing	850-644-2860
Victim Advocate Program (VAP) M-F 8am-5pm	850-644-7161	University Emergency Hotline (weather & disaster)	850-644-4636
After Hours Victim Advocate Program	850-644-1234	Hazardous Materials Spills & Emergency Management	850-644-6895
Fire/Ambulance/Tallahassee Police Dept.	911	Big Bend 24 Hour Crisis Hotline	
FSU Police Department (FSUPD)	850-644-1234	From local landline	211
University Health Services	850-644-8869	Toll Free	1-877-211-7005

OTHER IMPORTANT (NON EMERGENCY) NUMBERS

FSU Directory Assistance	850-644-2525	Facilities/Operations/Maintenance 24-Hour Service Line	850-644-2424
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IF YOU ARE DEALING WITH A PERSON WHO HAS A WEAPON OR WHO IS ACTIVELY SHOOTING OUTSIDE OF YOUR BUILDING

- "Run. Hide. Fight.: Surviving an Active Shooter Event" is a 6-minute video providing recommended steps to take in the event of an active shooter situation. (www.youtube.com/watch?v=5VcSwejU2D0)
- Try to find a room that can be locked; upon entering close and lock all doors and windows and turn off the lights. If possible, have everyone get on the floor and make sure no one is visible from outside the room.
- Have one person call 911, inform the dispatcher of your location and remain in place until the police or a campus administrator known to you gives you an "all clear" message.
- Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- **Note:** Police officers will not typically allow people to leave a scene until the situation is completely under control and all witnesses have been identified and questioned.

IF YOU ARE DEALING WITH A PERSON WHO HAS A WEAPON OR WHO IS ACTIVELY SHOOTING INSIDE OF YOUR BUILDING

- Determine if the room you are in can be locked; if it can, upon entering close and lock all doors and windows and turn off the lights. If possible, get on the floor and make sure no one is visible from outside the room.
- If the room cannot be locked, determine if there is a nearby location that can be reached safely and secured or if you can safely exit the building.
- Have one person call 911, inform the dispatcher of your location and remain in place until the police or a campus administrator known to you gives you an "all clear" message.
- Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- If you decide to move from your current location, try to remain calm and call 911.
- If possible, alert the police to the person's location; if you cannot speak, leave the line open so the dispatcher can listen to what is taking place. Typically locations can be easily determined from a landline 911 call without speaking.
- If there is not an opportunity to escape or hide, it might be possible to negotiate with the shooter. Attempting to overpower with force would be considered a very last resort after all other options have been exhausted.
- If you decide to escape the situation where a weapon is being used, make sure you have an escape route and plan in mind. Move quickly and do not attempt to carry anything with you. Keep your hands visible and follow the instructions of the officers you may encounter.
- If anyone is injured, do not attempt to remove them while you are fleeing: Instead, tell the authorities of their locations as soon as possible.
- **Note:** Police officers will not typically allow people to leave a scene until the situation is completely under control and all witnesses have been identified and questioned.

Title IX Protocol: Sexual Misconduct

FLORIDA STATE UNIVERSITY does not tolerate sexual violence. We continue to actively and aggressively provide institution-wide programs and services to educate our students and university community on responsible conduct, the meaning of consent, how to properly report cases of sexual misconduct, and how to hold individuals accountable for their behavior. The kNOW MORE sexual violence prevention initiative is about action, education, and the continuum of care for our students, faculty, and staff. These are our guiding principles:

- We respect ourselves and each other;
- We do not tolerate sexual violence;
- We hold members of our community accountable;
- We define consent as asking the question of a capable person with adequate disclosure and without coercion;
- We strive for a community of care and justice.

Faculty and staff are in a unique position to assist students who may have experienced sexual misconduct. Faculty and staff can see warning signs, like absences from class or work, decreased productivity, lower grades, or social withdrawal. People often tell those they trust. In your role, you may be one of the first people a student confides in. Below is some information that may assist you in supporting and responding to students at Florida State University.

If a student discloses an incident of sexual misconduct to you:

What do I say? "I appreciate you coming to me for support. I want to make you aware of my role's limitations. As an employee, I have an obligation to report any incident of sexual violence to the Title IX Director or a Title IX Deputy Coordinator. I would like to make you aware of resources on campus where you can discuss your situation confidentially and seek support if needed."

STEP ONE: Care for the Student

- Ensure they are safe.
- Listen and avoid judgmental questions.
- Tell the student you believe them.



STEP TWO: Connect Students to Confidential Resources

- **Victim Advocate Program**
Provides 24-hour free support services (850) 644-7161 or (850) 644-2277.
Nights/weekends (850) 644-1234, ask for an advocate on call.
- **University Counseling Center**
Confidential, free mental health counseling and referrals. (850) 644-TALK (8255)
- **University Health Services (Medical Providers)**
Health services for students including emergency contraception through the Women's Clinic. (850) 644-6230
- **Employee Assistance Program (student employees)**
Confidential, free, mental health counseling, referrals, and other support services for employees.
- **Refuge House**
Confidential, 24-hour crisis hotline; information; referral; intervention; and support. (850) 681-2111

STEP THREE: Fulfill Employee Reporting Obligation

- Report Incident to Title IX Director or Deputy Coordinator **AND**
- Report incident to FSUPD for statistical purposes. Do not identify the student unless they have given you permission to reveal their identity.



On-Campus Reporting Options for Students

Victim Advocate Program (VAP)

Confidential Resource
University Center A, Suite 4100
Daytime Phone:
850-644-7161, 850-644-2277
or 850-645-0086
Nights, Weekends & Holidays:
850-644-1234 (FSUPD)
Ask to speak to the advocate on call.

Student Rights and Responsibilities

University Center A, Suite 4117
850-644-5136

Florida State University Police Department (FSUPD)

830 West Jefferson Street
24/7 Phone: 850-644-1234

Title IX Director (Students)

Jennifer Broomfield, LISW, JD
Westcott 408-H
(check-in at room 211)
jbroomfield@fsu.edu
850-644-6271

Office of Equal Opportunity and Compliance

A6200 University Center
850-645-6519

Title IX Deputy Coordinator (Faculty & Staff)

Amber Wagner,
Human Resources Administrator
A6200 University Center
amwagner@admin.fsu.edu
850-645-1458

VISIT [KNOWMORE.FSU.EDU](https://knowmore.fsu.edu) FOR MORE INFORMATION

Healthy Campus at FSU

Healthy Campus at FSU is a University sponsored initiative that ties academic success to healthy student behaviors within a sound, safe environment. We have implemented a number of initiatives and programs to help our students achieve optimal wellness which increases the opportunities for academic and personal success, as well as retention. High-risk drinking behavior is one of many areas we address as part of FSU's Healthy Campus initiative.

Is there a relationship between alcohol abuse and academic success?

YES! Students who drink excessively:

- Tend to miss more classes, get behind in school, work and drop out of courses or the university.
- Students' academic performance and GPA are inversely related to the number of drinks consumed per week.
- A "party school" image negatively influences the academic reputation of an institution.
- Campus and community customs, norms, and traditions may encourage at-risk use of alcohol.

How can I help reduce high-risk drinking among FSU students?

- Take attendance at each class.
- Give exams on Wednesday, Thursday, and Friday.
- If you are unable to hold class, invite a Center for Health Advocacy and Wellness staff member to speak to one of your classes.
- Avoid meeting with students at bars.
- Integrate information on alcohol/other drugs and related cultural issues into instructional presentations, meetings, and the classroom.
- Recognize and respond to students' problem behaviors.
- FSUPD is available 24-hours a day at 644-1234.
- University Counseling Center (644-TALK(8255)), the Center for Health Advocacy and Wellness (644-8871), and the Dean of Students (644-2428), can provide advice to faculty and professional intervention assistance for students in need.
- Encourage students to utilize alcohol.fsu.edu, a free online resource, to learn more about alcohol. You can also refer to alcohol.fsu.edu for additional resources.

Can I as a faculty member really make a difference?

YES! Research studies have shown a positive correlation between a high level of faculty/staff-student interaction and desirable outcomes, such as more time devoted to course work and avoidance of high risk social behaviors.

How can I recognize if a student is suffering from substance abuse?

- Excessive absenteeism and/or tardiness
- Declining or impaired productivity
- Poor concentration and confusion
- Avoidance of responsibility for one's actions
- Poor working relationships
- Persistent mood swings
- Poor personal appearance

RESOURCES FOR STUDENTS SUFFERING FROM SUBSTANCE ABUSE

University Counseling Center
250 Askew Student Life Building
942 Learning Way
850-644-TALK (8255)

The Human Services Center
Stone Building, Room 2207
1114 W. Call Street
850-644-3857

Helpline 2-1-1
850-671-6333 or 211

Alcoholics Anonymous
850-224-1818

Center for Health Advocacy and Wellness (educational)
Health & Wellness Building,
Suite 4100
960 Learning Way
850-644-8871

The Psychiatry Clinic
Health and Wellness Building
960 Learning Way
850-644-0579

The Psychology Clinic
1107 W. Call Street
850-644-3006

Narcotics Anonymous
850-224-2321

While we are making progress...

- Roughly 89% of FSU students who choose to drink always (or usually) use a designated driver.
- About 25% of students report not drinking in the past 30 days.
- Of students who drink, over 67% of students report drinking 4 or fewer drinks the last time they partied.

Much remains to be done...

- About 35% reported doing something they regretted after drinking.
- Nearly 28% of freshmen report consuming alcohol in a local bar or nightclub.
- Only 21% of FSU students always (or usually) avoid drinking games when they party.

**According to a 2015 National College Health Assessment American College Health Association. American College Health Association- National College Health Assessment II: Florida State University Executive Summary Spring 2016. Hanover, MD: American College Health Association; 2016. Florida State University AlcoholEDU for College, Impact Report 2015-2016.

VISIT KNOWMORE.FSU.EDU FOR MORE INFORMATION