












## FACULTY AND STAFF ACTION GUIDE

**IMMEDIATE DANGER – CALL SSC CAMPUS POLICE at (708) 596-2000, ext. 2235. If no response call 911.**

[www.ssc.edu](http://www.ssc.edu) → Quick links → Incident Report

<p style="text-align: center;"><b><u>Concern for Student</u></b></p> <p>Incidents observed that provoke thought or concern but require no emergency response.</p> <p style="text-align: center;"></p> <p><b>Action:</b> Report concerns to the Behavior Intervention Team using the online reporting form, which is located on <a href="http://www.ssc.edu">www.ssc.edu</a> under <a href="http://www.ssc.edu/en_US/Services/Campus_Police/Behavioral_Incident_Report/default.asp">http://www.ssc.edu/en_US/Services/Campus_Police/Behavioral_Incident_Report/default.asp</a> as Behavioral Incident Report.</p>	<p style="text-align: center;"><b><u>Aggression</u></b></p> <p>If you see or are dealing with bullying, aggressive or threatening behavior.</p> <p style="text-align: center;"></p> <p><b>Action:</b> Call SSC Campus Police at ext. 2235</p>	<p style="text-align: center;"><b><u>Danger to Others</u></b></p> <p>A student expresses (verbally or in writing) a willingness or desire to harm or kill others or a student demonstrates (in progress) or is attempting to harm or kill others.</p> <p style="text-align: center;"></p> <p><b>Action:</b> Call SSC Campus Police at ext. 2235</p>	<p style="text-align: center;"><b><u>Disability</u></b></p> <p>If you see or are dealing with a person with a disability who is experiencing difficulty, ask him/her if you may contact the disabilities counselor.</p> <p style="text-align: center;"></p> <p><b>Action:</b> Contact SSDO at ext. 2572</p>
<p style="text-align: center;"><b><u>Danger to Self</u></b></p> <p>A student expresses (verbally or in writing) a willingness or desire to harm or kill himself/herself with no specific plan. <b>In this situation, the danger is not imminent and only involves the person.</b></p> <p>Example: A student may write about or discuss a sense of desperation or hopelessness with death as a solution.</p> <p style="text-align: center;"></p> <p><b>Action:</b> Contact Dean of Student Development at ext. 5708 in the Counseling Center and/or Jazaer Farrar at ext. 2511. A counselor will be on duty to provide services as needed until 5:00 p.m. After 5:00 p.m. contact the Student Assistance Program (SAP) at 708-647-3522.</p>	<p style="text-align: center;"><b><u>Danger to Self</u></b></p> <p>A student demonstrates (in progress) an attempt to harm or kill himself/herself or has a specific plan to harm himself/herself. <b>Here the danger is imminent or in progress.</b></p> <p>Example: A student advises that he/she has taken pills, has a weapon, has cut self or advised that when they leave they are going to implement their suicide plan.</p> <p style="text-align: center;"></p> <p><b>Action:</b> Call SSC Campus Police at ext. 2235</p>	<p style="text-align: center;"><b><u>Substance Abuse</u></b></p> <p>A student appears to be under the influence of alcohol or drugs in class, or is seen in possession of the same.</p> <p style="text-align: center;"> ← <b>OR</b> → </p> <p><b>Action:</b> Call SSC Campus Police at ext. 2235</p>	<p style="text-align: center;"><b><u>Illness or Injury</u></b></p> <p>If you see or are dealing with a person who is injured, or ill, or whose behavior seems erratic.</p> <p style="text-align: center;"></p> <p><b>Action:</b> Call SSC Campus Police at ext. 2235.</p>
<p style="text-align: center;"><b><u>Disruptive Conduct in the Classroom</u></b></p> <p>Faculty members have broad authority to manage their classroom. If you believe a student's behavior is inappropriate, consider a general word of caution rather than singling a student out or embarrassing the student. Try to speak to the student after class and make sure that the student understands why his/her behavior is disruptive.</p>			
<p style="text-align: center;"><b><u>Emotional Behavior</u></b></p> <p>If you see, or are dealing with, a student who “needs to talk to someone” about a personal concern or is experiencing a psychological crisis.</p> <p style="text-align: center;"></p> <p><b>Action:</b> Contact Dean of Student Development at ext. 5708 in the Counseling Center and/or Jazaer Farrar at ext. 2511. A counselor will be on duty to provide services as needed until 5:00 p.m. After 5:00 p.m. contact the Student Assistance Program (SAP) at 708-647-3522.</p>	<p style="text-align: center;"><b><u>Sexual Assault</u></b></p> <p>A student reports they are a victim of ongoing or very recent physical or sexual abuse at the hands of a relative, guardian, caretaker, spouse, boyfriend, girlfriend, or unknown.</p> <p style="text-align: center;"></p> <p><b>Action:</b> Call SSC Campus Police at ext. 2235.</p>	<p>If the student's behavior reaches the point that it interferes with the classroom environment, the student should be asked to leave the class. The student should be provided with a reason for this action and given an opportunity to discuss the matter as soon as possible. When you dismiss a student from your class, you should report the incident to the Dean of Student Development.</p> <p><b>Behavioral Intervention Team:</b> Vice President of Student Development; Vice President of Administration; Dean of Student Development, Athletic Director, Counselor Representative.</p>	