STUDENTS IN CRISIS:
A REFERENCE GUIDE FOR FACULTY AND STAFF

The purpose of this guide is to provide faculty/staff members with information if they encounter students who are experiencing significant changes in their lives during the semester. Students in crisis may threaten to harm themselves or others, appear emotionally unstable, or are disruptive in class or in public areas. Use the guideline below to assist students in crisis.

Please do not leave the student alone.
Public Safety is available 24/7 to be of assistance when other offices are closed:
Public Safety is located in Loew Hall [LO], Room 505 at 718.289.5911

<table>
<thead>
<tr>
<th>Situation/Circumstances</th>
<th>Immediate Action</th>
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| **1** Students who appear to be in medical distress | ○ Public Safety  
Loew Hall [LO], Room 505 at 718.289.5911 |
| **2** Students that are disruptive, aggressive or present an immediate threat to self and/or others | ○ Public Safety  
Loew Hall [LO], Room 505 at 718.289.5911  
Note: If needed student will be escorted to the Associate Director of Judicial Affairs, Ana Molenaar, in Loew Hall [LO], Room 416 at 718.289.5630 |
| **3** Receipt of troubling communication from students that raises concern for student’s or others’ safety | ○ Latisha Dubose, CUNY Office Assistant, Judicial Affairs  
Loew Hall [LO], Room 418 at 718.289.5100, ext. 3146  
○ Public Safety  
Loew Hall [LO], Room 505 at 718.289.5911  
○ Vasiliki Torres, Interim Coordinator  
Loew Hall [LO], Room 436 at 718.289.5100, ext. 3222 |
| **4** Students who are in distress but are not communicating any intent to harm themselves or others | ○ Janet Nelson, Intake Coordinator  
Loew Hall [LO], Room 430 at 718.289.5223  
To discuss students concerns directly, call or email:  
○ Vasiliki Torres, Interim Coordinator  
Loew Hall [LO], Room 436 at 718.289.5100, ext. 3222  
○ Donna Paroff-Sherman, Personal Counselor  
Loew Hall [LO], Room 432 at 718.289.5873  
○ Esther Levy, Personal Counselor  
Loew Hall [LO], Room 415 at 718.289.5100, ext. 3354 |
| **5** When making a referral to Personal Counseling | ○ Personal Counseling  
Loew Hall [LO], Room 430 at 718.289.5223 |
| **6** Additional Campus Resources | ○ Health Services  
Loew Hall [LO], Room 101 at 718.289.5859  
○ DisAbility Services  
Loew Hall [LO], Room 211 at 718.289.5874  
○ CUNY Office Assistant, Latisha Dubose  
Loew Hall [LO], Room 418 at 718.289.5100, ext. 3146  
○ Single Stop  
Loew Hall [LO], Room 118 at 718.289.5179 |

Note: Office Hours  
Monday – Friday: 9:00am – 5:00pm  
When classes are in session, the office remains open until 7:00pm,  
Monday - Thursday