

**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

	<b>Situation/Circumstances</b>	<b>Immediate Action</b>
<b>1</b>	<b>Students who appear to be in medical distress</b>	<ul style="list-style-type: none"> <li>○ Public Safety Loew Hall [LO], Room 505 at 718.289.5911</li> </ul>
<b>2</b>	<b>Students that are disruptive, aggressive or present an immediate threat to self and/or others</b>	<ul style="list-style-type: none"> <li>○ Public Safety Loew Hall [LO], Room 505 at 718.289.5911</li> </ul> <p>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</p>
<b>3</b>	<b>Receipt of troubling communication from students that raises concern for student's or others' safety</b>	<ul style="list-style-type: none"> <li>○ Latisha Dubose, CUNY Office Assistant, Judicial Affairs Loew Hall [LO], Room 418 at 718.289.5100, ext. 3146</li> <li>○ Public Safety Loew Hall [LO], Room 505 at 718.289.5911</li> <li>○ Vasiliki Torres, Interim Coordinator Loew Hall [LO], Room 436 at 718.289.5100, ext. 3222</li> </ul>
<b>4</b>	<p><b>Students who are in distress but are not communicating any intent to harm themselves or others</b></p> <p>Escort the students to Personal Counseling for assistance.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Office Hours Monday – Friday; 9:00am – 5:00pm When classes are in session, the office remains open until 7:00pm, Monday - Thursday</p> </div>	<ul style="list-style-type: none"> <li>○ Janet Nelson, Intake Coordinator Loew Hall [LO], Room 430 at 718.289.5223</li> </ul> <p>To discuss students concerns directly, call or email:</p> <ul style="list-style-type: none"> <li>○ Vasiliki Torres, Interim Coordinator Loew Hall [LO], Room 436 at 718.289.5100, ext. 3222</li> <li>○ Donna Paroff-Sherman, Personal Counselor Loew Hall [LO], Room 432 at 718.289.5873</li> <li>○ Esther Levy, Personal Counselor Lowe Hall [LO], Room 415 at 718.289.5100, ext. 3354</li> </ul>
<b>5</b>	<p><b>When making a referral to Personal Counseling</b></p> <p>Faculty/Staff should encourage the student to contact the office for an appointment while still in their presence.</p> <p>Note: Escorting the student to the office makes it even more likely that the student will accept our assistance.</p>	<ul style="list-style-type: none"> <li>○ Personal Counseling Loew Hall [LO], Room 430 at 718.289.5223</li> </ul>
<b>6</b>	<b>Additional Campus Resources</b>	<ul style="list-style-type: none"> <li>○ Health Services Loew Hall [LO], Room 101 at 718.289.5859</li> <li>○ DisAbility Services Loew Hall [LO], Room 211 at 718.289.5874</li> <li>○ CUNY Office Assistant, Latisha Dubose Loew Hall [LO], Room 418 at 718.289.5100, ext. 3146</li> <li>○ Single Stop Loew Hall [LO], Room 118 at 718.289.5179</li> </ul>