



**See Something? Say Something.
Do Something!**

Adopted from the University of California, San Francisco & the University of California Red Folder Initiative, & Merritt College Student Behavioral Procedures Manual.

SEE Something?

As faculty, staff, and administrators, you may be the first person to witness a student in distress. When faced with personal or academic challenges, students may feel alone, isolated, or hopeless. These feelings can disrupt academic performance which may lead to dysfunctional behaviors (ie: missing class, acting out with others, etc.)

SAY Something.

Trust your instincts and SAY something if a student leaves you feeling worried, alarmed, or threatened. (ie: "I feel really concerned about you and want to make sure you get the support you need at this time to be successful.")

DO Something?

As students may not be able to turn to family or friends, DOing something, like expressing concern and/or providing information/resources that are available to them is a critical step in getting them to seek help.

Worried about the student's privacy? The Family Education Right and Privacy Act (FERPA) permits communication about a student of concern in connection with a health and safety issue. If you do consult with a campus resource, it is always a good practice to ask the student's permission or tell them why you are seeking a consult.

Assisting Students in Distress

See Something? Say Something. Do Something!

Academic Indicators

- Sudden decline in quality of work and grades
- Repeated absences
- Bizarre content in writings or presentations
- Student seeking more personal rather than academic counseling during office hours

Physical Indicators

- Marked changes in physical appearance including deterioration in grooming, hygiene, or weight loss/gain
- Excessive fatigue/sleep disturbance
- Intoxication, hung over, or smelling of alcohol
- Disoriented or "out of it"

Psychological Indicators

- Self-disclosure of personal distress: family problems, financial difficulties, contemplating suicide, grief
- Excessive tearfulness, panic reactions, irritability, or unusual apathy
- Expressions of concern about the student by peers

Safety Risk Indicators

- Unprovoked hostility or anger
- Implying or making a direct threat to harm self or others
- Communicating threats via email, correspondence, texting, or phone calls
- Academic assignments dominated by themes of extreme hopelessness, rage, worthlessness...a "cry for help"



Merritt College Campus Resources

YES. The student is clearly and immediately reckless, disorderly, dangerous, or threatening including self-harm behavior.

If a student is armed, follow ACTIVE SHOOTER RESPONSE Protocol.

Is the student a danger to themselves or others or for any reason does the student need immediate assistance?

NO. I am not concerned for the student's immediate safety, but they are having significant academic/personal/behavioral issues and could use some support.

Help student identify and reach out to existing supports (ie: family, friends). **Ask** if they have considered counseling. If they are already seeing a therapist, **encourage** them to follow up with their provider.

Based on the student's presenting issue/s, **refer** the student to the appropriate campus resource (see right - "Campus Resources")

FOR BEHAVIORAL ISSUES: If student exhibits a behavior that is disruptive but manageable, complete a Behavioral Agreement Form per Student Behavioral Procedures Manual.

NOT SURE.

The student shows signs of distress, but I am unsure of how serious it is. My interaction has left me uneasy and I am concerned about the student.

During Business Hours:

- Call **Health Services** (M-Th) for consultation at 436-2533
- Contact someone on the **Student Response Team**

After Hours & Holidays:

- **24-hour Crisis Support Services** of Alameda County 1-800-309-2131

CALL PERALTA POLICE SERVICES 466-7236 (#7236 from campus phone).

Notify the both your **Division Dean/Supervisor** and the **VP of Student Services** at #2477. Complete a Behavioral Incident Documentation Form and submit to VP of Student Services.

PLEASE NOTE: Under VAWA's SaVE Act, faculty, staff, and administrators are required to report student incidents of forcible & non-forcible sex offenses & aggravated assault to the VP of Student Services & Peralta Police Services. This includes domestic violence, dating violence, and stalking. See Merritt's Sexual Assault, Dating & Domestic Violence, & Stalking Policy for more information.

Peralta Police Services	http://web.peralta.edu/police-services/	466-7236 (#7236)
Campus Safety Aides	http://www.merritt.edu/wp/adjus/campus-safety-aides/	436-2546 (#2546)
VP of Student Services	http://www.merritt.edu/wp/vicepresidentofstudentservices/	436-2478 (#2478)
Health Services	http://www.merritt.edu/wp/health/	436-2533 (#2533)
Disability Services Program (DSP)	http://www.merritt.edu/wp/dsp/	436-2519 (#2519) 434-3974 (#3974)
Student Support & Success Program (SSSP)	http://www.merritt.edu/wp/counseling/	436-2475 (#2475)
Associated Students	http://www.merritt.edu/wp/asmc/	434-3982 (#3982)
Learning Center/Tutoring	http://www.merritt.edu/wp/learningcenter/	436-2442 (#2442)
Equal Opportunity Programs & Services	http://www.merritt.edu/wp/eopscare/	436-2470 (#2470)
Financial Aid	http://www.merritt.edu/wp/financial-aid/	436-2465 (#2465)
CalWorks	http://www.merritt.edu/wp/merrittworks/	436-2449 (#2449)
Veteran Affairs	http://www.merritt.edu/wp/veteran/	436-2445 (#2445)
Puente Program	http://www.merritt.edu/wp/puente/	436-2648 (#2648)
Sankofa Program	http://www.merritt.edu/wp/sankofa/	464-3958 (#3958)
First Year Experience	http://www.merritt.edu/wp/fye/	434-3972 (#3972)
LGBTQ Safe Zone Alliance		mer-lgbtq@peralta.edu
Centro Latino	http://www.merritt.edu/wp/centrolatino/	536-1830 (#1830)

Student Response Team (SRT)



SRT members, made up of Merritt faculty, staff, and administrators, are available to consult with Merritt community members when dealing with disruptive or stress related student behaviors. They are available to provide direct intervention and mediation, as well as crisis counseling and referrals.

NAME	POSITION	TELEPHONE/ LOCATION/ETC.
Deputy Assigned OR Officer of the Day	Peralta Police Services	466-7236
Dr. Arnulfo Cedillo	Vice President of Student Services	436-2477/Direct: 2478/R133E
Larry Lariosa	Mental Health Counselor, Health Services	436-2533 (#2533)/ R106 - Monday AM, Tuesday, Thursday
Jon Murphy	Nurse, Health Services	436-2533/R106/M-Th
Frances Moy	DSP Coordinator/Counselor	434-3974/R109B
Peggy DeCoursey	DSP Counselor	436-2517/R109H
Romeo Garcia	Dean of Special Programs and Grants	466-2585
Updated 12/15/15		

ADDITIONAL COMMUNITY RESOURCES

Online Training to Identify & Help High Risk Students: <http://ccc.kognito.com>

Crisis Support Services of Alameda County

- 24 hour Crisis Line: 1-800-309-2131
- Grief Counseling/Support: 1-800-260-0094
- 24 hour Stress Support Hotline: 1-888-866-7561

Suicide Hotline: 1-800-784-2433 (1-800-SUICIDE)

National Domestic Violence Hotline: 1-800-799-7233

24-hour Sexual Assault Crisis Hotline: 510-845-7273

Highland Hospital (Public Hospital)

- Healthcare Line: 510-437-4800
- Domestic Violence Line: 510-534-9290
- Psychiatric Outpatient 510-535-7476

Alameda County Victims of Crime Services

- Alameda County District Attorney's Office 510-272-6222
- Victim Witness Services 510-272-6180

Oakland Police Department: 510-777-3333 or 911 for emergency

Emergency Shelter Program: 510-786-1284

Eden Information & Referral (Housing & Homelessness): 510-537-2552

CalFresh Food Assistance/MediCal (Peralta Rep): 510-444-9655

Alameda County Community Food Bank

- Main Line: 510-635-3663 (FOOD)
- Emergency Food Hotline: 1-800-870-3663 (FOOD)

Access Mental Health Referral Line (MediCal/Low Fee): 1-800-491-9099

Sausal Creek Outpatient Stabilization Clinic (Mental Health): 510-437-2363

East Bay Community Recovery Project: 510-446-7100

Alcoholics Anonymous of the East Bay: 510-839-8900

Bay Area Legal Aid (Legal Advice Line): 510-250-5270 or 1-800-551-5554