

PROCEDURE

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		P1.231-1
LEGAL AUTHORITY	P6Hx23-1.231	4/17/01 Revision #01-4

P6Hx23-1.231 PROCEDURE: EMERGENCY ACTION IN CASE OF DEATH, ILLNESS, INJURY OR THREAT OF SUICIDE

- I. Emergency Procedures for Death, Severe Illness or Injury
 - A. The person on the scene to first become aware of an emergency situation should call 9-911. Once that call has been made and there is an individual free to make other calls, the campus associate provost or designee should be notified using an emergency code. The individual calling 911 should be able to answer questions as to the location, the best way to enter the building, and the need for critical intervention. The associate provost or designee should:
 1. Respond quickly and quietly to avoid creating additional stress, but avoid rushing on to the scene.
 2. Assess his/her own safety and that of others in the immediate vicinity.
 3. Move onlookers or potential disruptive persons from the scene.
 4. Undertake the appropriate five basic steps of crisis intervention while awaiting 911 response including:
 - a. Establish a relationship with the person at risk.
 - b. Remain non-judgmental and supportive.
 - c. Maintain contact and obtain information.
 - d. Convey patience, interest, self-assurance, hope and knowledge, and, finally,
 - e. Listen.
 - B. Once the Emergency Medical Services (EMS) personnel are on the scene, the case is turned over to them.

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- C. The College will call the person designated by the student/employee to be notified in case of emergency, if the situation warrants or upon request.
- D. Once the emergency has been resolved, an incident report should be completed. Institutional Advancement will handle press releases. Inquiries from the press should be directed to the President's Office.

II. Emergency Procedures for Suicide Threat

A. Student - Threat of Suicide

1. If a suicide threat of a student appears imminent, a call to 911 should be promptly made requesting assistance. The matter should be reported using an emergency code to the campus associate provost or designee who should undertake the following in response to the threatened suicide:
 - a. Respond quickly and quietly to avoid creating additional stress for the suicidal person, but avoid rushing on to the scene.
 - b. Assess his or her own safety and that of others in the immediate vicinity.
 - c. Move onlookers or potential disruptive persons from the scene.
 - d. If possible and without risk to others or self, separate the suicidal person from any weapon(s) as a first priority.
 - e. Establish contact and begin intervention procedures if the police or other trained person(s) have not arrived at the scene to assist. (See " Five basic steps in suicidal intervention" as set forth in subparagraph 2. below.)

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- f. Attempt to lead the suicidal person from any immediate danger.
 - g. Avoid placing self in a position where life and safety depend upon the suicidal person.
 - h. Avoid situations where avenues of escape are blocked.
 - i. Remain alert for any sudden attack or another self-destruction attempt by the suicidal person.
2. Five basic steps in suicidal intervention which may be appropriate while awaiting 911 response include:
- a. Establish a relationship with the person at risk.
 - b. Remain non-judgmental and supportive.
 - c. Maintain contact and obtain information.
 - d. Convey patience, interest, self-assurance, hope and knowledge, and, finally
 - e. Listen.
3. The College will call the person designated by the student/employee to be notified in case of emergency, if the situation warrants or upon request.

B. Employee - Threat of Suicide

If an employee threat of suicide appears imminent a call to 911 should be promptly made. The employee's supervisor should be promptly notified and the supervisor should undertake the same steps outlined for students in II.A. above.

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- C. When the individual has been taken care of, the College will then call the person designated by the student/employee if the situation warrants or upon request. Once the emergency has been resolved, an anecdotal or incident report should be completed, depending on the nature of the incident.

Specific Authority: 240.319(2) & (3) F.S.

Law Implemented: 240.319(4)(l)1., 240.319(4)(o), 240.319(4)(v)

History: Adopted: 7/20/93. Effective - 8/1/93; 3/20/01. Filed – 4/17/01. Effective – 4/17/01.