

**SUICIDE PREVENTION POLICY**  
*Approved by Administrative Council 3/02/16*  
*Effective date 3/02/16*

**Purpose**

The purpose of this protocol is to provide guidance to Roseman University students, employees and other members of the University community to help prevent student suicide.

All suicide behaviors and threats should be taken seriously. However, Roseman University students and employees who are not authorized by the University to conduct mental health risk assessments for students should not attempt to independently evaluate a student's suicide threat and/or behavior.

**Contact Phone Numbers & Email Address**

**Campus Security**

**Henderson Campus**

4 Sunset Way	(702) 208-8062
11 Sunset Way	(702) 208-8841

**South Jordan Campus**

Building 10	(801) 870-8698
Building 11	(801) 870-1589

**Student Services**

**Henderson Campus, Initial / First Contact:**

Angela Bigby, Registrar & Director of Student Services (702) 968-5672 **if no answer, call cell:**  
(702) 218-7748

Contact Michael DeYoung if Angela Bigby is not available:

Michael DeYoung, Vice President for Student Services (702) 968-2006, **if no answer, call cell:**  
(702) 277-2244.

**South Jordan Campus, Initial / First Contact *during business hours:***

Christine Daoust, Assistant Director of Student Services (801) 878-1040

- Contact Angela Bigby during business hours if Christine Daoust is not available
- After business hours, contact Michael DeYoung

**Student Services email address for both campuses:** studentsvs@roseman.edu

**Reporting Process**

(See Mental Health Flow Chart for one-sheet visual including contact information)

- 1) A member of the University community who observes a student **who is in need of immediate medical assistance** due to suicidal ideation or a suicide attempt should call 911 **and** Roseman University Campus Security immediately.
- 2) A member of the University community who witnesses a student:
  - **expressing**, verbally or nonverbally, an intent to harm herself or himself, **or**
  - **attempting** to harm herself or himself, **or**
  - **in the process** of harming herself or himself **or**
  - **engaging** in actions that a reasonable person would interpret as suicidal behavior

should immediately report this behavior by calling 911 **and** the designated campus phone numbers for Roseman University Campus Security and the Student Services Office

3) A member of the University community who is unsure if a student is at risk for suicidal behavior, but has concerns about a student's risk for suicidal behavior, should:

- Call or email the Student Services Office during business hours.
- Contact Angela Bigby or Michael DeYoung by cell phone after business hours.

4) A member of the University community who believes that a student is having significant academic or personal issues and would benefit from non-academic support, should:

- Refer the student to the Student Services Office at the respective campus, **and**
- Email the student's name, academic program, and details of any interactions with or observations of the student to the Student Services Office at the respective campus:

**Henderson:** studentwellnessnv@roseman.edu

**South Jordan:** studentwellnessut@roseman.edu

5) When reporting suicidal threats and/or behavior in person or by phone, please provide the following information:

- Student's name and current location
- Details of the suicidal threat and/or behavior
  - Be prepared to provide details such as if the student possesses a gun, knife or other means of harming self
- If possible, the student's cell phone number or other phone number to use to contact the student
  - Seek family information or contact of closest relative to attempt to gain their assistance in dealing with current situation
- Any information that will assist in identifying the student

Please follow-up on your oral report by completing the written '**Student Mental Health Incident Report**' and submit it to the Student Services Office within 24 hours from the date of the respective incident.

6) Once a report has been completed, refer the student to the Student Services Office on the respective campus.

- **If the student is on campus between 8:00 am and 5:00 pm Monday through Friday when the University is open, the student must be escorted by a University employee to the Student Services Office. Do not leave student unattended at any time.**
- If the student is on campus when the Student Services Office is closed or if the student is off-campus, if possible obtain the student's cell phone number or other phone number that could be used to contact the student and provide the phone number to the Student Services Office representative.
- *If the student states that he/she does not intend to go to the Student Services Office, contact the Student Services Office. The Student Services Office will advise you on the appropriate actions to take or will contact the student directly.*

### **Role of the Student Services Office**

The Student Services Office will:

- Contact the mental health clinician under contract with the University and/or other resources (e.g., local law enforcement, national, state and local agencies and support units) and follow their instructions.
- Refer the student to a mental health clinician and/or other resources
- Document that the student was referred to a mental health clinician and other resources
- Request that the student schedule a follow-up meeting with the Student Services Office within one week of the reported incident.

### Follow-Up

When advised to do so by a mental health clinician or a law enforcement agency, the Student Services Office will request that the student provide the Office with an assessment completed by a licensed mental health clinician. The clinician’s assessment should be provided to the Student Services Office within one week of the reported incident. If the student does not provide the assessment requested by the Student Services Office by an appropriate deadline, the matter will be referred to the Vice President for Student Services. The Student Services Office and designated administrator(s) from the student’s College/Program will review the clinician’s assessment to determine if there is a reasonable way to accommodate the student to decrease the risk that the student will harm her/his self and to ensure compliance with University and College policies.

Following the reported incident, University and College/Program accommodations will be based on: a) consultation(s) with qualified mental health clinician(s), and b) observations of the student’s conduct, actions and statements. The student’s College/Program will communicate, in writing, any terms the student must satisfy to remain enrolled.

### Appeal

A student may appeal decisions regarding required accommodations, suspension, or termination to the student’s Chancellor within two (2) business days of receiving written notice of the required accommodations, suspension, or termination from the student’s College/Program. The Chancellor’s decision will be final.

## **STUDENT MENTAL HEALTH RESPONSE POLICY/PROTOCOL** **OFFICE OF THE REGISTRAR/STUDENT SERVICES**

<b>Campus Security Contact Numbers</b>	<b>Student Services by Campus</b>
Henderson: 4 Sunset Way: <b>702-208-8062</b> ; 11 Sunset Way: <b>702-208-8841</b>	Henderson: <b>702-968-2029</b>
South Jordan: Bldg 10 (Pharm/Nurs): <b>801-664-2626</b> ; Bldg 11 (Dental): <b>801-664-1208</b> Roving Guard: <b>801-664-2242</b>	South Jordan: <b>801-878-1040</b>
Summerlin: Breakthrough Bldg: <b>702-802-2899</b> /Roving Guard <b>702-271-9554</b> ; Discovery Bldg: <b>702-802-2840</b> /Roving Guard <b>702-239-9708</b> 24-hour security cell phone number for both Summer Bldgs <b>702-249-1960</b>	<b>Student Services, Afterhours or voicemail</b> <b>(702) 968-7980</b>

**Follow the steps below to determine who to contact when faced with a distressed or distressing student. Roseman University students and employees who are not authorized by the University to conduct mental health risk assessments for students should not attempt to independently evaluate a student’s suicide threat and/or behavior.**

Is the student a danger to self or does the student need immediate medical assistance?

**“YES”**

The student is *expressing* (verbally or nonverbally) an intent to harm self, *or* is *attempting* or *in the process* of harming self, *or engaging* in actions a reasonable person would interpret as

suicidal behavior. **If yes, do not leave student alone.**

**“MAYBE”**

The student shows signs of distress. While I’m not sure if the student is at risk for suicidal behavior, I am concerned about the student.

**“NO”**

**During Business/After Hours**  
**FOLLOW THIS ORDER:**

**Call 911 (give student name,  
location, incident details,  
student cell #)**

Call Campus Security

Call Student Services Office or,  
voicemail, (702) 968-7980

I haven't heard the  
student express an intent  
to harm self or others,

**During Business/After Hours**

Call Student Services Office or,  
voicemail, (702) 968-7980

**Henderson**

National Suicide Prevention Line:  
1-800-273-8255

**South Jordan**

Mobile Crisis Line: 801-587-300

but he/she is having significant  
academic or personal issues and  
could use some support.

**During Business/After Hours**

Refer student to Student Services:

**Email:**

**Henderson:**

studentwellnessnv@roseman.edu

**South Jordan:**

studentwellnessut@roseman.edu

Please include:

- Student's Name
- Student's Program
- Detail of interaction with student

**Please complete a mandatory incident report (form available on intranet) and submit it to Student Services within 24 hours of incident. The report should include details regarding the student possessing a means of harming him/herself (weapon) and family or emergency contact information to whom we may gain assistance once FERPA guidelines have been met.** The role of the Registrar/Student Services Office is to follow instructions from appropriate authorities and resources, refer the student to a mental health clinician and/or other resources, document that the student was referred, and request that the student follow-up with the Office.

An academic program should consider if the **student's behavior** had and/or could have an adverse impact on other students, employees, the larger community, academic and extracurricular activities. An academic program can use violations of its student professional conduct policies as proper justification for intervention and removal decisions, and for imposing conditions on readmission or continued enrollment. However, an academic program must provide a student at risk for self-harm with the same due process rights it provides to any other student as outlined in its Student Handbook.