

## RED CARD

# RECOGNIZING AND REACHING OUT TO STUDENTS OF CONCERN

## STEP 1



## STEP 2



## STEP 3

**DETERMINE  
IF THERE  
IS DANGER**

### OBSERVE SIGNS

- ACADEMIC
- PHYSICAL
- INTERPERSONAL
- EMERGENCY

- PREPARE
- VOICE
- ACT
- WRAP-UP

#### IN AN EMERGENCY:

Call 9-1-1 and then Pace University's Office of Safety and Security in NYC at (212) 346-1800.

For additional assistance, call Pace's Counseling Center at (212) 346-1526.



## EMERGENCY CONTACT INFORMATION

**IN AN EMERGENCY:** Call 9-1-1 and then Pace University's Office of Safety and Security in NYC at (212) 346-1800.

### UNIVERSITY RESOURCES

Athletics (Student Success and Services) .....	(212) 346-1052
Center for Spiritual Development.....	(914) 773-3767
Center for Student Development and Campus Activities.....	(212) 346-1590
Community Standards and Compliance .....	(914) 773-3351
Counseling and Personal Development Center .....	(212) 346-1526
Dean for Students.....	(212) 346-1306
Equity and Title IX Compliance Office .....	(212) 346-1310
Human Resources .....	(914) 923-2730
International Students and Scholars Office.....	(212) 346-1368
Learning Center.....	(212) 346-1329
Multicultural Affairs and Diversity Programs .....	(212) 346-1546
Office of Residential Life and Housing .....	(212) 346-1295
Pace Women's Justice Center .....	(914) 287-0739
Sexual Assault Education and Prevention Specialist .....	(212) 346-1931
Student Accessibility Services .....	(212) 346-1526
University Health Care .....	(212) 346-1600

### IN THE COMMUNITY

The LGBT Community Center .....	(212) 620-7310
Safe Horizon (Victim Assistance).....	(212) 577-7700
Sanctuary for Families Domestic Violence Shelter .....	(212) 349-6009
Sexual Assault and Violence Intervention Program (SAVI).....	(212) 423-2140

NEW YORK CITY



## STEP 1 DETERMINE IF THERE IS DANGER

If there is immediate danger, call 9-1-1 and then Pace's Office of Safety and Security at (212) 346-1800.

If you are uncertain about immediate danger, call Pace Security and/or the Counseling Center (CC) at (212) 346-1526 for input.

**After hours:** Security can contact the CC counselor on call.

If there is no danger, but the student needs support for academic/personal issues, **TALK** to them and **REFER** them to appropriate resources.

More detailed information on how to help students can be found in the Counseling tab on the MyPaceMobile app, or on the **Just in Case** app, available for download at: <http://bit.ly/justincasepace>.

### Privacy Statement

The Family Educational Rights and Privacy Act (FERPA) permits communication about a student experiencing a health/safety emergency.

## STEP 2 OBSERVE SIGNS

### Academic

- Repeated absences
- Poor work
- Morbid/bizarre themes on assignments

### Physical

- Poor hygiene
- Disjointed thoughts or "out of it"
- High irritability or unruly behavior
- Listlessness or falling asleep in class

### Interpersonal

- Disclosure of personal distress
- Withdrawal from others
- Recent traumatic experiences/losses
- Paranoia

### Emergency

- Suicidal/homicidal thoughts
- Loss of emotional/physical control
- Loss of connection with reality
- Written/verbal threats

## STEP 3 PREPARE

- Consult with the CC and/or other resources
- Identify campus/community resources for the student
- Arrange to meet with the student
- Let others know about meeting, location, and time

## VOICE

- Share your specific observations/concerns
- Ask directly if the student wants to hurt themselves/others
- Highlight the importance of the student getting professional/other support

## ACT

- Share referrals/resources and help identify personal supports
- Assist the student in contacting resources
- If possible, offer to accompany the student to campus resources
- Normalize getting help

## WRAP-UP

- Remember self-care
- Consult your supervisor and the CC after an incident
- Schedule follow-up appointment with the student
- Complete a Care Report at [www.pace.edu/care-team](http://www.pace.edu/care-team) which goes to the Dean for Students and First Alert Team, who also intervene when necessary, to help students create an action plan and get back on track