

RECOGNIZING AND REACHING OUT TO STUDENTS OF CONCERN

FOR FACULTY AND STAFF

STEP 1: DETERMINE IF THERE IS DANGER

If there is immediate danger, call 9-1-1 and then Pace Security:

- **Pleasantville Campus: (914) 773-3400**
- **Haub Law Campus: (914) 422-4111**

If you're uncertain about immediate danger, call Pace Security at the numbers above and/or the Counseling Center for input:

- **Pleasantville Campus: (914) 773-3710**

For after-hours emergencies, the Counseling Center is available by phone. Just dial (914) 773-3710 and follow the prompts to be directed to an after-hours counselor.

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 Center's website](#).

STEP 2: OBSERVE THE 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: TAKE ACTION

PREPARE

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

VOICE

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

ACT

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

WRAP UP

- Remember self-care
- Consult your supervisor and the Counseling Center after an incident
- Set up follow-up appointment with student
- Complete and file a Guardian report, which is shared with the Dean for Students and the First Alert Team, who can intervene when necessary to help students create an action plan to get back on track.
 - [File a Guardian report](#)

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

IMPORTANT RESOURCES AND TELEPHONE NUMBERS

FOR PLEASANTVILLE AND HAUB LAW CAMPUSES

EMERGENCY CONTACT INFORMATION

IN AN EMERGENCY: Call 9-1-1 and then Pace University's Office of Safety and Security:

Pleasantville Campus: (914) 773-3400 / Haub Law Campus: (914) 422-4111

UNIVERSITY RESOURCES

Academic Skills Services.....	(914) 773-3434	Learning Commons.....	(914) 773-3721
Academic Success (Haub Law).....	(914) 422-4108	LGBTQA+ Center.....	(914) 773-3628
Athletics (Student Success and Services).....	(914) 773-3684	Office of Institutional Equity and Title IX Compliance.....	(212) 346-1310
Center for Spiritual Development	(914) 773-3767	Office of Multicultural Affairs.....	(914) 773-3775
Center for Student Engagement	(914) 773-3767	Office of Residential Life (Pleasantville).....	(914) 597-8777
Community Standards.....	(914) 597-8784	Office of Residential Life (Haub Law)	(914) 422-4136
Counseling Center	(914) 773-3710	Pace Women's Justice Center	(914) 287-0739
Dean for Students (Westchester).....	(914) 773-3351	Office of Sexual and Interpersonal Wellness.....	(914) 597-8783
Dean for Students (Haub Law)	(914) 422-4146	Student Services and Campus Affairs (Haub Law)	(914) 422-4107
Division of Opportunity and Institutional Excellence	(212) 346-1961	Student Accessibility Services	(914) 773-3201
Human Resources.....	(914) 923-2730	University Health Care	(914) 773-3760
International Students and Scholars Office	(212) 346-1368		

IN THE COMMUNITY

Hope's Door Domestic Violence Shelter	(888) 438-8700	My Sister's Place	(800) 298-7233
The Loft: LGBT Community Services Center	(914) 948-2932	Victims Assistance Services	(914) 345-9111