NAU NORTHERN ARIZONA UNIVERSITY

Red Folder for NAU faculty and staff

Does the individual in distress need immediate assistance?

NO

I'm not concerned for the individuals's or others' immediate safety, but individual is experiencing significant academic and/or personal distress.

Refer to Counseling Services, Dean of Students, Employee Assistance and Wellness, or Disability Resources.

NOT SURE

Indicators of distress are observed but severity is unclear. The interaction has left you feeling uneasy or concerned.

Call for consultation:
Counseling Services, Dean of Students, Disability Resources, or Employee Assistance and Wellness.

YES

The Individuals's behavior is suggestive of immediate harm to self or others in the community.

CALL 911

Report the concern to Counseling Services, Employee Assistance and Wellness, or Dean of Students once the danger is over.

911
CALL WHEN YOU CAN, TEXT WHEN YOU CAN'T

Recognize the warning signs

- poor concentration, loss of interest, withdrawal
- agitation, anxiety, inability to sit still
- disoriented, seems "out of it," may exhibit bizarre behavior
- talk or threats of suicide
- alcohol and/or drug abuse, coming to class/work intoxicated and/or high
- increased irritability, aggressive or abrasive behavior
- poor classwork and attendance
- marked change in personal hygiene
- dependency (the person hangs around or makes excessive appointments to see you)
- alarming or dangerous behavior

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The 3 Ds

DISTRESSED

Exhibits behavior that causes concern for the personal well-being of that individual rather than creating a worry for their impact on you, the classroom, or workplace.

- Speak with the individual privately.
- Document all conversations.
- Express concern for the individual.
- Acknowledge feelings and discuss resources.

If student:

- Refer to Counseling Services and/or Disability Resources.
- Contact your chair, associate dean or dean, or Dean of Students.

If employee:

- Refer to Employee Assistance and Wellness and/or Disability Resources.

DISRUPTIVE

Exhibits behavior that makes it difficult for routine work or teaching to take place due to the negative impact it has on others who are around the individual.

- Avoid escalating the situation. Speak calmly and with concern. Avoid physical contact.
- If individual continues to disrupt, ask them to leave the classroom or workplace.

If student:

- Contact the Dean of Students.
- Contact your chair and associate dean or dean.

If employee:

- Contact supervisor and/or Human Resources.
- Contact Employee Assistance and Wellness and/or Disability Resources.

DANGEROUS

Exhibits behavior that threatens the safety or well-being of others.

- Contact police immediately.
- Avoid escalating the situation. Speak calmly and with concern.
- Avoid physical contact.
- Document the incident, including witness information.

If in the classroom:

- If individual poses a danger to others, dismiss the class.
- Do not attempt to keep the dangerous individual from leaving the room.
- Make appropriate notifications to Dean of Students, chair, associate dean, dean, and/or Human Resources.

ISSUE		CONTACT	
suicidal or homicidal threats or acts of violence on campus		911	Police emergency
medical emergency		911	Police emergency
after-hours mental health crisis (student)		928-523-2131	Jacks Care 24/7 (24 hour crisis support)
after-hours mental health crisis (all community members)		988	National Suicide and Crisis Lifeline
medical issues and/or chronic illness		928-523-2131	NAU Medical Services
• depression/anxiety • concerning behavior • alcohol/drug abuse	• trauma-related stress • significant emotional/academic change	928-523-2131	NAU Counseling Services (student)
		928-523-1552	NAU Employee Assistance and Wellness (employee)
disruptive behavior in an instructional setting		928-523-2230	Vice Provost/Provost's Office
general and/or unidentified concerns		928-523-5181	Dean of Students

Victim resources

A variety of resources are available both on campus and in the community for students and employees who have been victims.

NAU ON-CAMPUS RESOURCES

Campus Health Services — medical	928-523-2131	nau.edu/campus-health-services
Campus Health Services — counseling	928-523-2131	nau.edu/counseling-services
Employee Assistance and Wellness	928-523-1552	nau.edu/eaw
Dean of Students	928-523-5181	nau.edu/dos
Office of Civil Rights Compliance	928-523-3312	in.nau.edu/ocrc
Student Legal Counsel — confidential	928-523-4971 x6943	nau.edu/Student-Orgs/ASNAU/Student-Legal-Counsel
Disability Resources	928-523-8773	nau.edu/Disability-Resources
Center for International Education	928-523-2409	nau.edu/center-international-education/ (vIsa and immigration issues)
Campus Living	928-523-3978	nau.edu/campus-living
Human Resources Department	928-523-2223	nau.edu/human-resources
Practicum Lab free counseling	928-523-7132	EPSPracticumClinic@nau.edu (Flagstaff); NVCounseling@nau.edu (N.Valley); TucsonPracticumLab@nau.edu
Student Rights and Responsibilities	928-523-5181	nau.edu/dean-of-students/srr
Title IX Compliance and Services	928-523-5434	https://in.nau.edu/title-ix/

FLAGSTAFF AREA RESOURCES

Northern Arizona Care and Services After Assault (NACASA)	928-856-7676	https://vwsnaz.org/nacasa/
Victim/Witness Services of Northern Arizona	928-856-7676	vwsnaz.org
Northern Arizona Healthcare Behavioral Health	928-213-6300	https://www.nahealth.com/behavioral-health-and-psychiatry/
The Guidance Center	928-527-1899	tgcaz.org
AZ Statewide Crisis Line /Terros	988 OR 844-534-4673	terroshealth.org

STATE AND FEDERAL

Native Americans for Community Action (NACA) *Website has links to statewide resources — click on links.*	nacainc.org
AZ Department of Health Services — Behavioral Health Services *Links to regional and Tribal behavioral health authorities in Arizona*	azdhs.gov/az-state-hospital/index.php#links
The Arizona Child & Family Advocacy Network	acfan.net
Rape, Abuse & Incest National Network 1-800-656-HOPE	rainn.org
US Department of Justice, Office on Violence Against Women	justice.gov/ovw

Now what?

NATURE OF EVENT	CONSULT WITH	POTENTIAL ACTIONS	APPLICABLE GUIDANCE
personal tragedy	• Counseling Services • Dean of Students • Campus Living	• if victim is a minor, a report may be required by law (see ARS 13-3620) • Contact Human Resources (for employees) • file CSA report (if applicable) • file police report with appropriate jurisdiction • contact EAW office (for employees) • file university conduct or anonymous report • Report Discrimination to OCRC	NAU Policy & Procedures
student is under age 18			Arizona/Federal Law

sex/gender discimination or harrassment, including sexual assault, dating/ domestic violence, or stalking	Report to Office of Title IX Compliance and Services (TIXCS) immediately		• NAU Policy & Procedures
			  ○ Clery Act
			  ○ Sexual Misconduct

hate crimes	• NAU Police • Dean of Students • Office of Civil Rights Compliance (OCRC)		• Clery Act • Federal regulations • Nondiscrimination and Anti-Haraassment

Relevant procedures for faculty and staff working with individuals impacted by sex/gender-based discrimination and/or sexual misconduct

For relevant policies and information visit nau.edu/TitleIX.

Criminal charges for sexual assault, domestic/dating violence, or stalking may be reported by contacting NAUPD at 928-523-3611 or with the law enforcement agency in the jurisdiction where the crime occurred.

Impacted Parties may pursue administrative complaints alone or in conjunction with a criminal complaint through the Office of Title IX Compliance and Services at nau.edu/TitleIX or 928-523-5434.

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This document was created in collaboration with NAU Dean of Students, Counseling Services, the Office of Civil Rights Compliance and Title IX, and Police Department.

Confidential reporting for instances of sexual assault, domestic and dating violence, stalking, and gender discrimination:

Impacted parties may report sex/gender-based discrimination confidentially through the Discrimination/Harassment Report, with Counseling Services, or with Victim Witness Services (vwsnaz.org).

Impacted parties may report a concern related to inclusion at nau.edu/campus-inclusion-team.

Faculty and staff's reporting/supporting role: If you are approached by a student or employee who believes that discrimination (including harassment) or sexual misconduct has occurred, **submit a report** and refer the person to the Office of Title IX Compliance and Services at in.nau.edu/title-IX or 928-523-5434. Offer them to NAU's Counseling Services at 928-523-2131 to discuss their options in a confidential manner.

Impacted parties within Coconino County who have been sexually assaulted may contact Northern Arizona Care and Services After Assault (NACASA) at 928-856-7676 or Victim Witness Services of Northern Arizona at 928-856-7676.

Visit the Title IX website for additional statewide resources.

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