

Safety and Welfare Guide

for MSU Faculty & Staff

Emergency or Crisis

When a person is the victim of an attack or poses imminent danger to self or others:

Call **University Police** Immediately
(406) 994-2121

PERSONAL OR COMMUNITY SAFETY RISK

- Overt or covert threats
- Behavior or language that causes others fear or concern

Safety and Welfare Team
(406) 994-2826

<http://www.montana.edu/deanofstudents/concern>

The Safety and Welfare Team meets regularly to discuss cases that pertain to personal and campus-wide safety and welfare. The team will assess risk and, at times, devise intervention plans.

Health and Well-Being

- Severe anxiety
- Depression
- Emotional or mental disturbance
- Erratic Behavior
- Suicidal Thoughts

University Health Partners
(406) 994-2311
Counseling & Psychological Services
(406) 994-4531

CPS is available to meet on a regular and emergency basis to help treat issues of emotional and mental health.

DISRUPTIVE BEHAVIOR

- Inappropriate Behavior
- Disruption in class or on campus

Office of the Dean of Students
(406) 994-2826

The Office of the Dean of Students will consult with faculty and staff regarding how to manage the situation. If warranted, an incident report will be requested and formal follow-up will be conducted.

PERSONAL CRISIS

- Personal tragedy that impacts student's ability to stay in school
- Activities or events with negative impact on campus safety

Office of the Dean of Students
(406) 994-2826

The Office of the Dean of Students will consult with faculty and staff regarding how to manage the situation and provide follow-up if necessary.

SEXUAL ASSAULT OR SEXUAL VIOLENCE

- Sexual assault
- Harassment
- Stalking
- Relationship violence

Voice Center
(406) 994-7069

The Voice Center's staff serve as advocates to provide emotional support and help students navigate legal processes, police reporting, Title IX, and university conduct procedures.

ACADEMIC DIFFICULTIES

- Missing classes
- Poor performance early in the term
- Low/no engagement

Allen Yarnell Center for Student Success
(406) 994-7627

The Allen Yarnell Center for Student Success will assess individual academic needs and develop a plan to provide academic support and guidance.

Tips for dealing with a concerning student:

- Always keep safety in mind as you interact. If you feel there is any danger, call University Police.
- Do NOT promise confidentiality.
- Do NOT assume that the person is only trying to get attention or relief from responsibility.
- Document all interactions.
- Know your limitations.
- Know that you do not have to serve as a counselor.

When to make a referral:

- Times of emergency or significant distress.
- When your efforts to manage the situation are not effective.
- When/if past referral efforts have shown little to no improvement.
- If a student asks for help with a personal issue that is outside your role as faculty or staff.
- When you worry that a student might be a danger to self or others.
- If unsure about whether to make a referral or where to make a referral, call the Office of the Dean of Students.

What information is needed for an effective referral?

- Your name and relationship to student.
- A phone number at which you can be reached.
- Student's name or GID number.
- A brief, factual explanation of your concern or observation, including key dates, times, and location.
- What has been done so far to address the concern—conversations with student, consultations, or check-in with colleagues—and the student's response to those efforts.

What about confidentiality?

The Family Education Rights and Privacy Act (FERPA) does not prohibit the sharing of personal observations and knowledge about a student among campus officials when there is a legitimate concern related to campus safety.

If you are **CONCERNED** or **UNSURE** about a student's health or safety,
do not hesitate to contact the Office of the Dean of Students. **(406) 994-2826**