INCIDENT RESPONSE PROCESS

INCIDENT

Emergency in Progress

- Behavior that is threatening to self or others and has an urgent tone
- Student discloses potential for harm to themselves
- Damage to district property
 - Physical or verbal harassment/ intimidation/ altercations
 - Sexual assault/assault/abuse

WHO TO CONTACT

Call X 911

X 911 must be contacted first. Mental Health Counselors are often assisting other students and not able to respond quickly.



Forward to the Associate Dean, Student Affairs (619-660-4295)

Provide the Associate Dean, Student Affairs with a detailed summary of what happened, evidence, copies of e-mails and a list of witnesses as it applies to the situation.

Please copy your Department Chair & Dean.

Non-Emergency Line (GCCCD Sheriff's Non-Emergency Line)

If the student refuses to leave, the instructor can contact the non-emergency line at (858) 565-5200.

Refer or walk the student to the Mental Health Counselors at the Health Center. (Health and Wellness Center)

(1st Floor, Student Center or contact 619-660-4200.)

Work with your Department Chair and Dean

1st Contact your Department Chair

- 2nd Contact your Dean
- (You can always consult with the Associate Dean, Student Affairs)

Provide documentation of incident, be specific, provide e-mails, list any student witnesses.

FOLLOW-UP

GCCCD Sheriff's Deputy will respond

GCCCD Sheriff's Deputy will assess the situation and provide appropriate crisis intervention followup as needed. The issue may also be referred to the mental health counselors.

Report to the Associate Dean, Student Affairs

If there is a mental health concern on campus, the Associate Dean, Student Affairs may refer the incident to the Mental Health Counselors if needed.

Associate Dean, Student Affairs will handle the situation

The Associate Dean, Student Affairs will conduct a fact finding investigation and will resolve the matter informally or through a formal Disciplinary Hearing.

Student Affairs Follow-Up

Report the incident to the Associate Dean, Student Affairs for follow-up. The Associate Dean, Student Affairs will meet with the student prior to returning to class.

Mental Health Counselors Respond

The Mental Health Counselors will meet with student and offer confidential mental health counseling to the student. Counselor will also provide referrals to other mental health providers or community resources as needed.

Forward to the Associate Dean, Student Affairs

If the classroom management issue has not been resolved, please notify the Associate Dean, Student Affairs to process the issue through the Student Disciplinary Procedures.

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Non-Emergency (Post-Incident) -Student has a possible infraction against the Code of Conduct.

- Damage to property
- Obscene expression or activity
- Physical/verbal harassment
- Altercations
- Sexual assault (post-incident)
- Verbal or physical assault (post-incident)
- Dating violence and/or violence of any kind

Non-Emergency

Student continues to be disruptive during class and has already been warned by the instructor to stop the behavior. Instructor can issue a removal for that class period and the next class meeting (Education Code 76032.)

Student shows signs of distress

- Student writes or verbalizes that they are depressed and/or struggling in some way
- You notice what may appear to be an emotional undercurrent to the student's behavior
- Student has behaviors such as auditory or visual hallucination

Student misbehaves and doesn't follow your directions to stop

- Student fails to follow direction
- Excessive tardiness
- Disruptive behavior
- Disorderly conduct

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