

# RESPONDING TO STUDENT CONCERNS AND EMERGENCIES

## FACULTY AND STAFF GUIDANCE

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### **SUPPORT**

Academic &  
Student Life



### **WELLNESS & HEALTH**

Campus &  
Local Resources



### **EMERGENCY INFORMATION**

Procedures

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*Making Sewanee a stronger, safer community.*

# Emergency? Call 911.

## CARE TEAM

### Campus Assessment Response and Evaluation Team

The Campus Assessment Response and Evaluation (CARE) Team is set up to address students of concern on campus. The CARE Team is run through the Dean of Students Office and is composed of members from across the University, including staff from the Dean of Students Office, Dean of the College Office, Office of the University Registrar, Residential Life, and the Wellness Center. This guide is designed to help educate the Sewanee campus about the CARE Team as well as show how and when to make a report.

### Scope

- Enrolled undergraduate students in the College of Arts & Sciences.
- At-risk students who experience impact across multiple dimensions of well-being.
- Short-term referral agents who empower a student's sense of agency and autonomy.
- Manage crisis situations by engaging emergency professionals.

### Responsibilities

1. Receive reports and information regarding students of concern.
2. Evaluate reports to:
  - a. Determine the level of action required (urgent and non-urgent).
  - b. Dean of Students administrator or CARE Team assignment.
3. Identify and assess multiple dimensions of well-being to determine appropriate referral and/or action by a CARE Team member.
4. Monitor, reach out, or connect the student to resources.
5. Review steps are taken to complete the cycle of referral.
6. Engage in ongoing team protocol and procedures to ensure optimal team functioning.



### Assessing Students of Concern

The University of the South is committed to supporting and fostering a healthy and productive learning environment. Identifying and activating resources for students of concern or distress can minimize disruption to students' academic programs and reduce potential risk to the student and overall Sewanee community.

## TITLE IX

What to do after a sexual assault:

- Believe the involved party. The greatest fear of some involved in a sexual assault is that they will not be believed. Accept what you are hearing. Avoid judgment.
- Validate the significance of the event. Do not minimize the trauma they experienced. Recognizing the impact of the assault on their life may be helpful in the healing process.
- Listen and be patient. Let them tell their story at their own pace. Demonstrate care.
- Reinforce that the sexual assault was not the student's fault.
- Refer students to confidential resources and submit a Title IX report at [ReportSexualMisconduct.Sewanee.edu](https://www.sewanee.edu/report-sexual-misconduct).

The University has a Title IX coordinator to monitor compliance with laws and regulations regarding sex discrimination, sexual misconduct, and sexual violence. Dr. Sylvia Gray is the Title IX coordinator here at the University of the South.

Dr. Gray can be contacted at [931.598.1420](tel:931.598.1420) or by email at [smgray@sewanee.edu](mailto:smgray@sewanee.edu) or [titleix@sewanee.edu](mailto:titleix@sewanee.edu).

**RESPONSIBLE EMPLOYEE** (also called a mandatory reporter) is a University employee who is obligated to ensure a report is made of alleged sexual misconduct to the University. Responsible employees/mandatory reporters include faculty, student life staff, residential life proctors, orientation leaders, FYP mentors, Sewanee police department personnel, coaching staff, supervisors of student employees, domestic and international program leaders, any visiting faculty involved in staffing a summer program, Title IX and deputy Title IX coordinators, the vice-chancellor, and the University cabinet.

## ENGAGING STUDENTS OF CONCERN

If a student approaches you to talk about a personal problem or you want to try to help a distressed student, here are some tips:

- Request to talk with the student in private.
- Use a genuine, caring tone and words to help students speak about issues that may be confusing or embarrassing.
- Do not assure confidentiality (although you can assure the student that you will share information only with those who need to know).
- Take time to explore the ways in which the student may get the support necessary for change. Be aware that support comes from a variety of areas for students, and each student differs in terms of what she or he needs when facing distress. Students may identify a need for increased support from family and friends or from a therapist or clergy member.
- Never exceed your training. Refer the student to additional resources if necessary.
- Consult with the Dean of Students Office, your supervisor, or your department chair about your concerns.

For more tips on how to engage a student of concern, please check out the Dean of Students Office webpage under Faculty and Staff Resources.



## EMERGENCY RESPONSE

### In advance, download LiveSafe.

It's the tool to help everyone—students and employees—send reports and tips, get emergency guidance ready just in case, and receive emergency notifications. It's one app that has everything you need.

**Call 911 for emergencies.**

Threat Level	Behavior Examples	Contact/Resource
High Risk	<ul style="list-style-type: none"> <li>• Expressing thoughts of harming self or others</li> <li>• Fighting or assaultive behavior</li> <li>• Intense or uncontrollable anger</li> <li>• Overt threats to kill</li> <li>• Brandishing a weapon</li> <li>• Suicide attempt or threat</li> <li>• Drug or alcohol overdose</li> <li>• Bizarre delusions or hallucinations</li> </ul>	<p>Sewanee Police Department  <b>Call 911</b></p>
Moderate Risk	<ul style="list-style-type: none"> <li>• Withdrawal from friends or daily activities</li> <li>• Indirect threats to self or others</li> <li>• Irritability with others or acting out in anger</li> <li>• Increased isolation from friends</li> <li>• Serious emotional distress</li> <li>• Erratic behavior</li> <li>• Expressing hopelessness or helplessness</li> <li>• Disruptive classroom behavior</li> <li>• Disturbing content in academic work</li> <li>• Indications of alcohol or drug use interfering with academic or social performance</li> </ul>	<p>Dean of Students Office/CARE Team:  Fill out a report form.  <a href="http://www.sewanee.edu/student-life/dean-of-students-office/report-an-incident">www.sewanee.edu/student-life/dean-of-students-office/report-an-incident</a>  or Google, “Sewanee Report”</p> <p>Call x1111, option 2</p>
	<ul style="list-style-type: none"> <li>• Reports an incident of sexual misconduct, domestic/dating violence, stalking, or sexual harassment</li> </ul>	<p>Title IX Coordinator Sylvia Gray  <a href="http://ReportSexualMisconduct.sewanee.edu">ReportSexualMisconduct.sewanee.edu</a></p>
Low Risk	<ul style="list-style-type: none"> <li>• Frequent class absences</li> <li>• Falling asleep in class</li> <li>• Difficulty adjusting to college life</li> <li>• Changes in appearance or personal hygiene</li> <li>• Significant time management/procrastination issues</li> <li>• Uncooperative</li> </ul>	<p>Dean of Students Office/CARE Team:  Fill out a report form.  <a href="http://www.sewanee.edu/student-life/dean-of-students-office/report-an-incident">www.sewanee.edu/student-life/dean-of-students-office/report-an-incident</a>  or Google, “Sewanee Report”</p> <p>Call x1111, option 2</p>
	<ul style="list-style-type: none"> <li>• Voices an impact from a disability (including temporary health)</li> </ul>	<p>Student Accessibility Services  <a href="mailto:sas@sewanee.edu">sas@sewanee.edu</a> or <b>x1229</b></p>
	<ul style="list-style-type: none"> <li>• Voices feelings of stress, sadness, or emotional hardship</li> </ul>	<p>Counseling and Psychological Services  Wellness Center <b>x1270</b></p>
	<ul style="list-style-type: none"> <li>• Reports illness or non-emergency medical concern</li> </ul>	<p>University Health Services  Wellness Center <b>x1270</b></p>
	<ul style="list-style-type: none"> <li>• Reports academic misconduct</li> </ul>	<p>Honor Council  <a href="mailto:honorcouncil@sewanee.edu">honorcouncil@sewanee.edu</a></p>