Response Protocol Quick Reference: Follow the chart to determine who to contact when faced with a distressed or distressing student.

Is the student a danger to self, others, or does the student need immediate assistance for any reason?

“YES”
Student(s) conduct is clearly and imminently reckless, disorderly, dangerous, or threatening including self-harm behavior.

Call 911 and BSU Public Safety 218-755-3888
After speaking with police report and write an incident report & report to appropriate party (emergency contact, coaches, etc.).

“I’M NOT SURE”
Student(s) shows signs of distress but I am unsure how serious it is. My interaction has left me feeling uneasy and/or really concerned about the student.

Call the Student Center for Health and Counseling Services
(218) 755-2053 During Business Hours:
M-F 9:00am-4:00pm
Summer Hours:
T & TH 9:00am-Noon
Clinic is closed when classes aren’t in session
After Hours & Holiday options:
(1) Call Mobile Crisis Services:
1-800-422-0045
(2) Call National Suicide Prevention Lifeline:
1-800-273-8255
(3) Call BSU Public Safety (218-755-3888)
Walk the student to Student Center for Health and Counseling to schedule an appointment or use other resources below.

“No”
I am not concerned for the student’s immediate safety, but he/she is having significant academic and/or personal issues and could use some support.

Call Local Services

<table>
<thead>
<tr>
<th>Local services</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSU Student Center for Health and Counseling</td>
<td>218-755-2053</td>
</tr>
<tr>
<td>Sanford Behavioral Health, Bemidji</td>
<td>218-751-3280</td>
</tr>
<tr>
<td>Bemidji Area Program for Recovery</td>
<td>218-444-5155</td>
</tr>
<tr>
<td>Domestic Violence Hotline</td>
<td>218-444-1395</td>
</tr>
<tr>
<td>Northwoods Women’s Shelter (domestic violence and relationship violence)</td>
<td>218-444-1395</td>
</tr>
<tr>
<td>Support Within Reach (sexual assualt program)</td>
<td>218-444-9524</td>
</tr>
</tbody>
</table>

National Services

<table>
<thead>
<tr>
<th>National Services</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Suicide Prevention Lifeline</td>
<td>1-800-273-TALK (8255)</td>
</tr>
<tr>
<td>Crisis Text Line</td>
<td>Text “START” to 741741.</td>
</tr>
<tr>
<td>Local Counseling Crisis Hotline</td>
<td>1-800-422-0045</td>
</tr>
<tr>
<td>Poison Control</td>
<td>800-333-4673</td>
</tr>
<tr>
<td>Eating Disorders Hotline</td>
<td>800-511-9225</td>
</tr>
<tr>
<td>Alcohol &amp; Drug Hotline</td>
<td>800-771-5009</td>
</tr>
<tr>
<td>Hospital – Sanford Health</td>
<td>218-751-5430</td>
</tr>
<tr>
<td>National Sexual Assault Hotline – Confidential 24/7</td>
<td>800-656-HOPE (4673)</td>
</tr>
<tr>
<td>National Domestic Violence Hotline – Confidential 24/7</td>
<td>1-800-799-SAFE (7233)</td>
</tr>
<tr>
<td>Substance Abuse &amp; Mental Health Services Administration (SAMSHA) National Hotline</td>
<td>1-800-662-HELP (4357)</td>
</tr>
</tbody>
</table>
**Purpose:**

Bemidji State University and the athletics department is committed to providing a safe environment for student-athletes and staff. The Bemidji State University Athletics Mental Health Emergency Action Plan (BSU MHEAP) has been developed to provide a carefully prepared guidelines for general response actions for mental health emergency response scenarios on campus, off campus, and while traveling. The purpose of the plan is to provide general guidance, actions, resources, and warning signs that supplement the campus Emergency Action Plans to save lives, reduce the incidence of personal injury, and prevent further injury or harm.

**When to contact parents/emergency contact or authorities:**

You can contact parents/guardians/emergency contact in the event of an emergency situation. The student-athlete should be encouraged but are not required to notify the coach and parents about non-emergency situations. When the student-athlete is referred to community-based mental health care professionals and may use medical insurance, they should be informed that parents or guardians may receive notification from the insurance carrier that they had a visit with a mental health provider or agency. No personal of specific information would be shared. Only the fact that they were seen.

**Adults**

In emergency situations a person may disclose relevant, protected health information and personal information to an outside party, including family members or law enforcement. These special circumstances include times when a provider (person) believes there is an imminent threat of harm to self or others, or where an individual is deemed “incapacitated,” lacking the ability to make one’s health decisions, and sharing information is in the best interest of the client’s care.

**Minors**

You are considered an adult at 18 and are then able to make healthcare decisions for yourself. If you feel a student is a serious and imminent threat to the health and safety of him or herself or to others, you have to report to individuals who you believe could help address the threat, including family members, their emergency contact, and/or law enforcement. You are required to share an individual’s health information if a serious and imminent threat of physical violence has been communicated as per the “Duty to Protect/Warn” laws in Minnesota.

**Confidentiality:**

If you are the victim of a crime, and do not wish to pursue action within the college or criminal justice systems, you should still consider making a confidential report. With your permission, the Director of Public Safety, or their designee, may file a report that documents the details of your incident without revealing your identity. With this information, the University can keep accurate records of incidents and better identify crime trends. Reports filed in this matter are counted and disclosed in the annual crime statistics for the institution, but again are entirely confidential.
## Emergency Situations

*Emergencies require an immediate activation of the EMS system (CALL 911)*

### What are emergency Situations?
- Suicidal/Homicidal acts
- Active Sexual Assault
- Highly agitated or threatening behavior
- Acute delirium/Acute state of confusion
- Acute Intoxication or drug overdose

### How to Recognize an Emergency Situation:

*Any ‘yes’ answer should be considered an emergency – Call 9-1-1:*
- Am I concerned the student-athlete may harm himself/herself?
- Am I concerned the student-athlete may harm others?
- Am I concerned the student-athlete is being harmed by someone else?
- Did the student-athlete make verbal or physical threats?
- Is the student-athlete exhibiting unusual ideation or thought disturbance that may or may not be due to substance use?
- Does the student-athlete have access to a weapon?
- Is there potential for danger or harm in the future?

### If you call 911, provide the following information:

1. Student-athlete’s name and contact information.
2. Physical description of the student-athlete (i.e. height, weight, hair and eye color, clothing, etc.).
3. Description of the situation and assistance needed.
4. Exact location of the student-athlete.
5. If student-athlete leaves the area or refuses assistance, note direction in which he/she leaves.
6. The location you are calling from.

### If immediate risk to safety:

- Remain calm
  - Maintain calm body language and tone of voice.
- Listen to the student-athlete.
  - Allow him/her to express his/her thoughts. Provide him/her the opportunity to be heard. It’s OK to have a moment of silence between you and the student-athlete.
- Avoid judging the student-athlete; provide positive support.
- Keep yourself safe
  - Do not attempt to intervene if there is eminent threat of harm or violence.
- Keep others safe
  - Try to keep a safe distance between the student-athlete in distress and others in the area.
- Alert designated school officials and/or colleagues available at that time of day (i.e. school counselor/nurse, school administrator, etc.).
  - Have the school contact the student-athlete’s parents or emergency contact.
- If the student-athlete seems volatile or disruptive, get help from a co-worker or other adult. Do not leave the student-athlete alone, but do not put yourself in harm’s way if he/she tries to leave.
**Giving Support:**
The conversation should focus on the student-athlete as a person, not as an athlete. Empathetic listening and encouraging the student-athlete to talk about what is happening are essential.

- Find a good time to talk
  - Offer a quiet and secure place to talk with a calming environment
  - Minimize interruptions (Do not disturb sign, put phone on silent, etc.)
- Speak in a calm voice
- Show your genuine concern and express understanding
- Don’t make assumptions or label
- Avoid judging the student-athlete; provide positive support.
- Provide support and a positive tone. Do not try to solve his or her problem; it is not within your scope of practice as an AT, coach, teacher, or administrator.
- Help the student-athlete understand that he or she is not alone - others have been through this too.
- Listen to the student-athlete. Allow him/her to express his/her thoughts. Provide him/her the opportunity to be heard. It’s OK to have a moment of silence between you and the student-athlete.
- Ask open ended questions that encourage conversation.
- If someone reports concerns, tell the student(s) you are checking in
- DON’T try to minimize the problems or shame a person into changing their mind
- Do not promise confidentiality in case they report something that has to be shared to protect the group.

### What to Do

#### During Office Hours: 9am-4pm
- Emergency - Call 911
- Call the student Center for Health and Counseling to help de-escalate the situation 218-755-2053
- Call Public Safety 218-755-3888 (If on-campus)
- If needed, perform any first aid needed if it is safe to do so

#### After Hours:
- Call 911
- Call Public Safety 218-755-3888 (If on-campus)
- Crisis Text Line text “MN” to 741741
- Community Crisis Line 1-800-422-0045
- If needed perform any first aid needed if it is safe to do so
Non-Emergency Situations

What are non-emergency situations?
- Report of sexual assault, harassment, relationship violence
- Talk of Suicide or wanting to escape
- Talk of harm to others

If the person is not an immediate threat:
- Contact the Student Center for Health & Counseling at: 218-755-2053
- Ask to speak with a member of the Counseling staff.
- You may be asked to walk the person to SCHC. The SCHC is open 9 am - 4 pm on days classes are in session.
- The Student Center for Health and Counseling is located first floor of Cedar Hall.

After hours or if classes are not in session:
- Call the The Mobile Crisis Response Team, a regional community resource at: 1-800-422-0045
  - Services are available 24 hours a day
- Listen and encourage athlete to make a counseling appointment. Tell them they can come back and you can make the appointment together.
- Encourage student-athlete to reach out to trusted friends, family, and coaches.

Resources and Referrals:
- For more resources go to pages 14 & 15
- Referral to Student Center for health and counseling, if during hours walk person to the counseling center to help them make an appointment.

Warning signs of Mental Illness/Depression
- Changes in eating and sleeping habits
- Unexplained weight loss or gain
- Drug or alcohol abuse
- Decreased interest in activities that have been enjoyable or taking up risky behavior
- Loss of emotion or sudden changes of emotion within a short period of time
- Unexplained wounds or deliberate self-harm
- Becoming more irritable or having problems managing anger
- Negative self-talk Feeling out of control
- Mood swings
- Overuse injuries, unresolved injuries, or continually being injured
- Marked personality change
- Excessive anxieties
- Extreme highs and lows
- Inability to cope with problems and daily activities
- Feeling sad, empty, or numb.
- Feeling hopeless, helpless, worthless, or guilty.
- Avoiding friends; feeling alone even when with friends.
- Talking or Thinking about, planning, or attempting suicide.
- Prolonged depression and apathy
- Excessive anger, hostility, or violent behavior
# Mental Health Crisis/Mood Disorder

A crisis may be defined as when a person:

- is unable to sleep or can’t stop crying because of a traumatic situation in their lives
- is feeling frightened or is having an anxiety attack
- is dealing with the death or illness of a loved one
- has been physically or sexually assaulted
- is having suicidal thoughts or feelings

## Emergency

1. Initiate contact the BSU Student Center for Health and Counseling (SCHC) about the situation and the location. If after hours, contact police 911) and if on-campus public safety (218-755-3888)
2. The SCHC may send a trained counselor to attempt to de-escalate the situation. The trained personnel from the SCHC will contact the police if needed.
3. While waiting for first responders to arrive on the scene, position yourself to ensure your personal safety:
   a. Do not turn your back to the person.
   b. Keep a calm steady voice.
   c. Do not make any elaborate gestures or quick movements and try to remain calm

## Traveling Emergency

1. Do not leave student-athlete alone
2. Call 911
3. Call coaches and athletic trainer for assistance
4. Contact emergency contact
5. Contact host athletic trainer if necessary
6. Document incident

## Traveling Non-Emergency

1. Help student-athlete make initial appointment or encourage participation in counseling
2. Encourage student-athlete to communicate with family and friends
3. Refer and give student-athlete Suicide Help and Prevention Resources pages 14-15.
4. Communicate with coaches
5. Contact host athletic trainer for local resources/help
6. Be sure to check in with student-athlete regularly

## Resources

- For more resources go to pages 14 & 15
### SUICIDE

If they answer “yes” to any of the following, it puts them at high-risk – Call 911

**DO NOT LEAVE THEM ALONE**

- Are you having Thoughts of harming yourself?
- Do you intend to harm yourself?
- What is your Plan to harm yourself?
- Do you have Access to things to harm yourself?
  - If the student-athlete is expressing suicidal ideation:
    1. Emphasize ensuring the athlete’s safety, while being aware of your own.
    2. Do NOT leave the person alone.
    3. Do not promise confidentiality

### Emergency Referral:

**During Hours**

1. Do not leave student-athlete alone
2. Call 911
3. If possible, accompany the student-athlete to the Student Center for Health & Counseling (SCHC) or Initiate contact the BSU Counseling Center about the situation and the location immediately

**During Business Hours:**

- M-F 9:00am-4:00pm
- **Summer Hours:**
  - T & TH 9:00am-Noon

Clinic is closed when classes aren’t in session

   or

Dial the National Suicide Prevention Hotline: 1-800-273-8255
  or

If on-campus call Campus Security (218-755-3888)

4. Communicate with the student athlete’s Emergency contact
   a. Contact Athletic Trainer for information if not available
5. Document when situation has been resolved or taken over by proper authorities (page 17)

### Traveling Emergency

1. Do not leave student-athlete alone
2. Call 9-1-1
   a. Have coach or athletic trainer accompany student-athlete
3. Call coaches and athletic trainer for assistance
4. Contact the student athlete’s emergency contact
5. Contact host athletic trainer if necessary
6. Document incident
## Non-Emergency Referral

### On-Campus
1. Help student-athlete make initial appointment or encourage participation in counseling
   a. Walk them there or make appointment with them immediately
2. Encourage student-athlete to communicate with family and friends
3. Refer and give student-athlete Suicide Help and Prevention Resources pages 14-15.
4. Communicate with coaches
5. Be sure to check back in with person

### Traveling Non-Emergency
1. Help student-athlete make initial appointment or encourage participation in counseling
2. Encourage student-athlete to communicate with family and friends
3. Refer and give student-athlete Suicide Help and Prevention Resources pages 14-15.
4. Communicate with coaches
5. Contact host athletic trainer for local resources/help
6. Be sure to check in with student-athlete regularly

## Warning signs of Suicide
- Talking about wanting to die or kill themselves.
- Talking, reading, or writing about suicide or death.
- Saying things like: “I’m going to kill myself,” “I wish I were dead,” or “I shouldn’t have been born”.
- Talking about feeling hopeless or having no reason to live.
- Talking about feeling trapped or in unbearable pain.
- Talking about feeling a burden to others.
- Increasing use of alcohol or drugs.
- Acting anxious or agitated; behaving recklessly.
- Sleeping too little or too much.
- Withdrawing or isolating themselves.
- Showing rage or talking about seeking revenge.
- Displaying extreme mood swings.
- Visiting or calling people to say goodbye.
- Giving things away: returning borrowed items.
- Organizing or cleaning bedroom “for the last time.”
- Self-destructive behavior like self-cutting.
- Being obsessed with guns or knives.
- Previous suicidal thoughts or attempts.

*Not everyone that attempts suicide shows signs*

## Talking Tips – Questions okay to ask
- Do you ever feel so badly that you think about suicide?
- Do you have a plan to commit suicide or take your life?
- Can you tell me what is troubling you?
- Are you thinking of hurting yourself?
- Is someone hurting you?
- Are you thinking about suicide?

* Asking these important questions will NOT plant the idea in his/her head
Sexual Assault

Reporting:
- If you are a victim of a sexual assault your first priority should be to get to a safe place.
- If immediate threat or emergency call 911
- Call Support Within Reach at 218-444-9524. You’ll be connected to a trained staff member from a local sexual assault service provider. They will direct you to the appropriate local health facility that can care for survivors of sexual assault. They may be able to send a trained advocate to accompany you.
- If there is no immediate threat and you are on campus, contact BSU Public Safety (218-755-3888) Bemidji Police Department (218-333-9111)
  1. You are also required to call the Affirmative Action Officer/Title IX Coordinator (218-755-4121) as soon as possible after the offense.
- If the victim is apprehensive about calling or reporting to above authorities contact the counseling and medical services on-campus for assaults on or off campus
  Student Center for Health and Counseling: 218-755-2053
- If you have been the victim of a sexual assault, you should seek medical attention immediately from the Sanford Bemidji Hospital (218-751-5430) or Bemidji State University Health Services (218-755-2053) immediately regardless of whether you plan to report the matter to the police.
- Document

*Timely and prompt reporting of a sexual assault within 72 hours is critical in collecting and preserving evidence important in proving a criminal case against the assailant.
- Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators or police.

Considering Reporting
- Victims of assault are encouraged to also preserve evidence by saving messages, social networking pages, other communications, and keeping pictures or copies of documents.
- Victims are strongly encouraged to report any assault cases, although it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. The Department of Public Safety will assist any victim with notifying local police if they so desire or you would like assistance in filing a police report, the Department of Public Safety and Bemidji Police Department may also be reached directly by 218-333-9111 or in person at 613 Minnesota Ave NW, Bemidji, MN 56601.
- If you have been the victim of a sexual assault, you should seek medical attention from the Sanford Bemidji Hospital (218-751-5430) or Bemidji State University Health Services (218-755-2053) immediately regardless of whether you report the matter to the police.
- Call the National Sexual Assault Hotline at 800.656.HOPE (4673). When you call the National Sexual Assault Hotline, a staff member will walk you through the process of getting help at your own pace. You can also visit online.rainn.org to chat anonymously. Support specialists can also provide information on topics you might have questions about. You’ll also be connected to a trained staff member from a local sexual assault service provider in your area. They will direct you to the appropriate local health facility that can care for survivors of sexual assault. Some service providers may be able to send a trained advocate to accompany you.
What it means to file a report

Filing a report with the Department of Public Safety will not obligate you to pursue prosecution, nor will it subject the victim to scrutiny or judgment.

Filing a report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence that is helpful for prosecution, and cannot be obtained later (ideally a victim of sexual assault should not wash, use the toilet, or change prior to a medical exam).
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual crisis intervention.

Filing & Confidentiality

- Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media, unless requested by the sexual assault survivor.
- Names and addresses of survivors are shared with the Bemidji Police Department.
- The Department of Public Safety will attempt to provide support and advice for sexual assault survivors.
- Each report of sexual assault will be investigated in order to provide better Campus Crime and Fire Safety Report protection for the survivor of a sexual assault and all members of the campus community.
- Sexual assault survivors should be aware of the University’s responsibility to release information regarding the fact that an assault occurred for the protection and safety of others.

Talking Tips - Support & What to say

- “I believe you. / It took a lot of courage to tell me about this.” It can be extremely difficult for survivors to come forward and share their story. They may feel ashamed, concerned that they won’t be believed, or worried they’ll be blamed.
- Leave any “why” questions or investigations to the experts—your job is to support this person.
- Be careful not to interpret calmness as a sign that the event did not occur—everyone responds to traumatic events differently. The best thing you can do is to believe them.
- “It’s not your fault. / You didn’t do anything to deserve this.” Survivors may blame themselves, remind the survivor, maybe even more than once, that they are not to blame.
- “You are not alone. / I care about you and am here to listen or help in any way I can.” Let the survivor know that you are there for them and willing to listen to their story if they are comfortable sharing it. Assess if there are people in their life they feel comfortable going to, and remind them that there are service providers who will be able to support them as they heal from the experience.
- “I’m sorry this happened. / This shouldn’t have happened to you.” Acknowledge that the experience has affected their life.
- Phrases like “This must be really tough for you,” and, “I’m so glad you are sharing this with me,”
- Avoid judgment. It can be difficult to watch a survivor struggle with the effects of sexual assault for an extended period of time.
- Avoid phrases that suggest they’re taking too long to recover such as, “You’ve been acting like this for a while now,” or “How much longer will you feel this way?”
- Check in periodically. The event may have happened a long time ago, but that doesn’t mean the pain is gone.
- Know your resources. You’re a strong supporter, but that doesn’t mean you’re equipped to manage someone else’s health. Become familiar with resources you can recommend to a survivor.
- It’s better to ask and be wrong than to let the person you care about struggle with the effects of sexual assault. You can ask questions that point to a specific person or time like, “Did something happen with the person you met at the party the other night?” You can also simply reaffirm that you will believe them when they are ready to come forward, and that it’s not their fault.
If you notice these *Warning Signs* of relationship violence or sexual assault it’s worth reaching out to them:

- Signs of depression”
- Self-harming behaviors, thoughts of suicide, or suicidal behaviors
- Low self-esteem
- Sexually transmitted infections (STIs)
- Anxiety or worry about situations that did not seem to cause anxiety in the past
- Avoiding specific situations or places
- Falling grades or withdrawing from classes
- Increase in drug or alcohol use
- The majority of sexual assaults are committed by *someone the victim knows*, such as a friend, family member, acquaintance, or partner. Often, abusive partners will try to cut the victim off from their support system. As someone outside of the relationship, you have the potential to notice warning signs that someone may be in an *abusive relationship* or at risk for sexual assault.
- Withdrawing from other relationships or activities
- Saying that their partner doesn’t want them to engage in social activities or is limiting their contact with others
- Disclosing that sexual assault has happened before
- Any mention of a partner trying to limit their contraceptive options or refusing to use safer sexual practices, such as refusing to use condoms or not wanting them to use birth control
- Mentioning that their partner is pressuring them to do things that make them uncomfortable
- Signs that a partner controlling their means of communication, such as answering their phone or text messages or intruding into private conversations
- Visible signs of physical abuse, such as bruises or black eyes

Need Help?
- Call 800.656.HOPE (4673) to be connected with a trained staff member from a sexual assault service provider in your area.
- For more resources go to pages 14 & 15
Relationship Violence

If there is an emergency and an immediate threat, Call 911 and make sure victim & yourself are safe.

If non-emergency, be there for person and encourage them to go to counseling, make them appointment with them if possible.

If someone you know is being abused, it is difficult to know what to do. Your instinct may be to “save” them, but it’s not that easy. There are many reasons why people stay in abusive relationships, and leaving can be very dangerous. Abuse is about power and control. One of the most important ways you can help a person in an abusive relationship is to consider how you might empower them to make their own decisions.

ACKNOWLEDGE THAT THEY ARE IN A VERY DIFFICULT AND SCARY SITUATION, BE SUPPORTIVE & LISTEN.

Warning signs:
- Their partner puts them down in front of other people
- They are constantly worried about making their partner angry
- They make excuses for their partner’s behavior
- Their partner is extremely jealous or possessive
- They have unexplained marks or injuries
- They've stopped spending time with friends and family
- They are depressed or anxious, or you notice changes in their personality

For more warning signs and types of abuse please visit http://www.thehotline.org/is-this-abuse/abuse-defined/

Support:
Let them know that the abuse is not their fault. Reassure them that they are not alone and that there is help and support. Let them know that you are available to help whenever they may need it. They need someone who will believe them and listen. Do not send resources to their house or email if they have not confirmed they want them or have asked. Their abuser could be living with them and this could lead to an escalated situation.

- Be Non-Judgmental
- If they end the relationship, continue to be supportive of them, the victim may still feel sad and lonely once it is over.
- Encourage them to participate in activities outside of the relationship with friends and family.
  - It will be easier for them to take necessary steps to get away & stay safe from their abusive partner.
- Help them develop a safety plan.
  - check out our information on creating a safety plan for wherever they are in their relationship — whether they’re choosing to stay, preparing to leave, or have already left.
- Encourage them to talk to people who can provide help and guidance.

Need Help?
- For more resources go to pages 14 & 15

Call North Woods Women’s Shelter/Advocacy as 218-444-1395. Offer to go with them for support if they have to go to the police, court or lawyer’s office.

REMEMBER THAT YOU CANNOT “RESCUE” THEM. Although it is difficult to see someone you care about get hurt, ultimately they are the one who has to make the decisions about what they want to do. It’s important for you to support them no matter what they decide, and help them find a way to safety and peace.
**Drug Abuse/Intoxication**

Be vigilant to the fact that the level of intoxication may continue to rise after cessation of use (for a specific time-frame based on the substance[s] taken and when last taken). Therefore monitoring will be required over a period of time.

### Emergency Drug Intoxication/Overdose
- If it is deemed a medical emergency e.g. cardiac arrest, then local emergency procedures must be initiated immediately – If in doubt initiate!
- Call 911
- Monitor person
- If unconscious:
  - Perform full CPR (If not certified, the 911 operator can likely assist you in doing so)
  - If vomiting, turn them on their side in the “recovery position”
- Contact necessary persons (coaches, emergency contact)
- Document

### Non-Emergency
- The primary goal of management of confirmed or suspected drug/alcohol intoxication is to ensure the patient’s safety whilst the effect of the substance taken remains in the body.
- Monitor if drug is in system
- Refer them to the counseling center (218-755-2053)
  - Make an appointment with them, if possible
- Encourage them to confide to family, friends, and coaches

### Confirmed Intoxication
If intoxication is confirmed or suspected, the clinician should collect the following information:
- Type and amount of substance(s) used and by which route
- Time frame e.g. all at once, over a specific time period, last ingestion/injection
- If not known, the patient’s relevant medical history including alcohol and/or substance misuse. Information may need to be gathered from other services/agencies
- Prescribed and non-prescribed medication used by the patient including amounts taken.

### Warning Signs of Intoxication
- The eyes can provide a great deal of information about drug abuse.
- Someone using any drug intravenously will have bruising and needle marks on their arms or other locations on their body.
- Most notably, stimulants can reduce the appetite to a point where people stop eating completely.
- They might report feeling paranoid that someone is trying to hurt them or listen to their conversations.
- Secretiveness. A shift in communication style can mean the person is trying to hide substance use.
- Drastic change in beliefs.
- Using measures to conceal. Abusers may try to hide signs of abuse, for example by wearing sunglasses inside or long-sleeves in the summer.

### Resources
* Substance Abuse & Mental Health Services Administration (SAMSHA) National Hotline - 1-800-662-HELP (4357)
<table>
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<tr>
<th><strong>Resources</strong></th>
<th><strong>Use</strong></th>
<th><strong>Hours</strong></th>
<th><strong>Confidential?</strong></th>
<th><strong>Number</strong></th>
<th><strong>Address (if local)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSU Health Services/Student Center for Health and Counseling</td>
<td>Medical appointments And Counseling</td>
<td>During Business Hours: M-F 9:00am-4:00pm Summer Hours: T &amp; TH 9:00am-Noon</td>
<td></td>
<td>218-755-2053</td>
<td>Cedar Hall – 1st Floor 1500 Birchmont Dr. NE #42</td>
</tr>
<tr>
<td>BSU Campus Security</td>
<td>Emergency help and help reporting</td>
<td>24/7</td>
<td></td>
<td>218-755-3888</td>
<td></td>
</tr>
<tr>
<td>Sanford Behavioral Health, Bemidji</td>
<td>Counseling and Substance abuse treatment</td>
<td>M&amp;TH 8-7:30 TW 8-6:30 F 8-5</td>
<td></td>
<td>218-751-3280</td>
<td>722 15th St NW</td>
</tr>
<tr>
<td>North Homes, Inc. Mental Health Services</td>
<td>diagnostic assessments, psychological evaluations, grief and loss treatments, therapy, anger mgmt &amp; trauma based therapy</td>
<td>M-F 8-4:30</td>
<td></td>
<td>218-751-0282</td>
<td>4225 Technology Dr. NW</td>
</tr>
<tr>
<td>Support within Reach</td>
<td>Sexual violence resource center</td>
<td>M-F 8am-5pm 24/7 by phone</td>
<td></td>
<td>218-444-9524 or toll free at 1-800-708-2727</td>
<td>403 4th Street NW Suite 140 Bemidji, MN 56601</td>
</tr>
<tr>
<td>Northwoods Women’s Shelter (and advocacy)</td>
<td>Relationship violence resource center</td>
<td></td>
<td></td>
<td>Crisis: (800) 588-6229 Local: (218) 444-1395</td>
<td>PO Box 563, Bemidji, MN 56619</td>
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<tr>
<td>Bemidji Area Program for Recovery</td>
<td>Chemical Dependency</td>
<td></td>
<td></td>
<td>218-444-5155</td>
<td>403 4th St NW #300</td>
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<tr>
<td>National Suicide Prevention Lifeline</td>
<td>Suicide Prevention</td>
<td>24/7</td>
<td>Yes</td>
<td>1-800-273-TALK (8255)</td>
<td></td>
</tr>
<tr>
<td>Crisis Text Line</td>
<td>Mental Health Crisis</td>
<td>24/7</td>
<td>Yes</td>
<td>Text “START” to 741741.</td>
<td></td>
</tr>
<tr>
<td>Local Counseling Crisis Hotline</td>
<td>Mood disorders, crisis situations, abuse</td>
<td>24/7</td>
<td>Yes</td>
<td>1-800-422-0045</td>
<td></td>
</tr>
<tr>
<td>Domestic Violence Hotline</td>
<td>Abuse</td>
<td>24/7</td>
<td>Yes</td>
<td>218-444-1395</td>
<td></td>
</tr>
<tr>
<td>Poison Control</td>
<td>Overdose</td>
<td>24/7</td>
<td>Yes</td>
<td>800-222-1222</td>
<td></td>
</tr>
<tr>
<td>Eating Disorders Hotline</td>
<td>Eating Disorder</td>
<td>24/7</td>
<td>Yes</td>
<td>800-511-9225</td>
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</tr>
<tr>
<td>Alcohol &amp; Drug Hotline</td>
<td>Drug Abuse</td>
<td>24/7</td>
<td>Yes</td>
<td>800-771-5009</td>
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</tr>
<tr>
<td>Service</td>
<td>Type/Description</td>
<td>Availability</td>
<td>Contact Information</td>
<td>Address</td>
<td></td>
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</tr>
<tr>
<td>Hospital – Sanford Health</td>
<td>Medical/Mental health Emergency</td>
<td>24/7</td>
<td>218-751-5430</td>
<td>1300 Anne St NW</td>
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<tr>
<td>National Sexual Assault Hotline</td>
<td>Sexual Assault</td>
<td>24/7</td>
<td>Yes</td>
<td>800-656-HOPE (4673)</td>
<td></td>
</tr>
<tr>
<td>National Domestic Violence Hotline</td>
<td>Domestic Violence</td>
<td>24/7</td>
<td>Yes</td>
<td>1-800-799-SAFE (7233)</td>
<td></td>
</tr>
<tr>
<td>Substance Abuse &amp; Mental Health Services Administration (SAMSHA) National Hotline</td>
<td>Mental health and substance abuse</td>
<td>24/7</td>
<td>Yes</td>
<td>1-800-662-HELP (4357)</td>
<td></td>
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<tr>
<td>Minnesota Coalition for Battered Women</td>
<td>Domestic Abuse</td>
<td>Hotline is 24/7</td>
<td>Yes</td>
<td>Hotline: 1 (866) 223-1111</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td>Office: (651) 646-6177</td>
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<td>60 Plato Blvd. E, Suite 130 St. Paul, MN 55107</td>
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<tr>
<td>Websites</td>
<td></td>
<td></td>
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<tr>
<td>Suicide</td>
<td><a href="https://suicidepreventionlifeline.org/">https://suicidepreventionlifeline.org/</a></td>
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<td></td>
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<tr>
<td>Sexual Assault</td>
<td><a href="https://www.rainn.org/articles/tips-talking-survivors-sexual-assault">https://www.rainn.org/articles/tips-talking-survivors-sexual-assault</a></td>
<td></td>
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<tr>
<td>Domestic Violence</td>
<td><a href="http://www.thehotline.org/">http://www.thehotline.org/</a></td>
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<tr>
<td>Substance Abuse &amp; Mental Health</td>
<td><a href="https://www.samhsa.gov/find-help/national-helpline">https://www.samhsa.gov/find-help/national-helpline</a></td>
<td></td>
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<tr>
<td>Mental Health</td>
<td><a href="https://www.nami.org/About-NAMI/Publications-Reports/Guides/Navigating-a-Mental-Health-Crisis">https://www.nami.org/About-NAMI/Publications-Reports/Guides/Navigating-a-Mental-Health-Crisis</a></td>
<td></td>
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<tr>
<td>BSU Counseling</td>
<td><a href="https://www.bemidjistate.edu/services/health-counseling/counseling/">https://www.bemidjistate.edu/services/health-counseling/counseling/</a></td>
<td></td>
<td></td>
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<tr>
<td>MN Coalition for Battered Women</td>
<td><a href="http://www.mcbw.org">www.mcbw.org</a></td>
<td></td>
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</tbody>
</table>
E-911 ADDRESSES FOR BSU/NTC CAMPUS BUILDINGS

When calling 911 for an emergency response to a campus building, give the E-911 address from the list below.
Example: For an emergency at Pine Hall, request them to respond to Pine Hall, 2005 Birchmont Dr NE.

*Blue dots indicate emergency phones
## Incident Reporting Form

<table>
<thead>
<tr>
<th>Date of Report:</th>
<th>Date of Incident:</th>
<th>Time of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ am □ pm</td>
</tr>
</tbody>
</table>

**Type of Incident:**

**Description of incident (what happened, people involved, witnesses, contributing factors, signs and symptoms, etc.):**

**Referred to:**

Name___________________________________________Position___________________________________________
Sources

- https://www.rainn.org/articles/tips-talking-survivors-sexual-assault
- https://www.bemidjistate.edu/services/health-education/resources/suicide-prevention-resources/
- http://www.thehotline.org/
- https://www.samhsa.gov/find-help/national-helpline
- http://grfx.cstv.com/photos/schools/pepp/sports/sports-med/auto_pdf/2016-17/misc_non_event/Psychological.pdf
- http://www.mentalhealthamerica.net/issues/privacy-rights
- https://www.bemidjistate.edu/services/health-education/resources/suicide-prevention-resources/
- http://www.thehotline.org/-
- https://www.rainn.org/articles/tips-talking-survivors-sexual-assault
- http://www.thehotline.org/
- https://www.samhsa.gov/find-help/national-helpline
- https://suicidepreventionlifeline.org/
- https://www.nami.org/About-NAMI/Publications-Reports/Guides/Navigating-a-Mental-Health-Crisis
- https://www.bemidjistate.edu/services/health-counseling/counseling/
- www.mcbw.org