



STUDENT SUPPORT PROCEDURES — SECTION 600

NUMBER: 637B

SUBJECT: SUICIDE PREVENTION

LAST REVIEWED: 10/23/2015; 8/21/2017 (NO CHANGES); 10/30/2018, 4/27/2020

EXECUTIVE STAFF APPROVAL: 10/26/2015; 11/6/2018; 5/4/2020,6/5/2023

FACULTY REVIEW: 8/11/2017; 2/6/2020

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637B.1 PURPOSE

1.1 MTECH is committed to protect the health and well-being of students by having procedures in place to help prevent, assess the risk, intervene in, and respond to suicide. MTECH recognizes that

1. Physical, behavioral and mental health is vital to a student's educational success.
2. Suicide is a leading cause of death in the United States for all ages.
3. As an institution of higher learning, the College has an ethical responsibility to take a proactive approach to preventing death by suicide.

1.2 MTECH is committed to respond to reports by teachers, employees or fellow students regarding students who may be at risk of death by suicide. Responsible parties will respond as promptly and effectively as possible to reports of this nature and investigate.

637B.2 PROCEDURES

2.1 MTECH will respond as promptly and effectively as possible to reports of students who **appear to be in immediate danger** of death by suicide. When alerted, employees should take the following steps:

1. Ensure the safety of the student. Call 911 if a student is in immediate danger of hurting himself.
2. Contact the Academic & Career Counselor at the campus where the student is.

Lehi Main Campus
Tina Ostler
801-753-4209
tina.ostler@mtec.edu

Lehi Main Campus
Scott Taylor
801-753-4109
scott.taylor@mtec.edu

Orem Campus
Nicole Heslington
801-753-4215
nheslington@mtec.edu

Provo or Spanish Fork Campus
Susan Teemant
801-753-4116
susan.teemant@mtec.edu

3. If the counselor is not available, contact a counselor at one of the other MTECH campuses listed in 2.1, or contact the Campus Administrator listed below.

Lehi Main Campus

Spanish Fork Campus

Provo Campus

Becky Flinders
801-753-4129
bflinders@mtec.edu

Lisa Birch
801-753-4227
lbirch@mtec.edu

Joseph Demma
801-753-4127
Jdemma@mtec.edu

Lehi Main Campus
Kirt Michaelis
801-753-4128
kmichaelis@mtec.edu

Orem Campus
Gordon Reynolds
801-753-4219
greynolds@mtec.edu

4. Ask the student for the name and phone number of a family or friend and call that person immediately to make them aware of the situation. This is not a violation of FERPA laws.
5. The Counselor or Campus Administrator should report the incident on an incident management form. Fill out the form completely, including steps taken, follow up, signature, and date. A copy should be sent to the Director of HR, with a copy to the Counseling office. The Counselor will enter information on the student record under sensitive notes.
6. The Counselor at the campus where student is attending will complete the Suicide Screening Form. They will follow through until the issue appears to be resolved. The form is attached to this procedure.

2.2 MTECH employees will respond as promptly as possible to reports of students who are **not in immediate danger** of death by suicide, but have made comments or shown warning signs that are a concern to others, by taking the following steps:

1. Walk with the student to the counselor's office if student is displaying suicidal behaviors, has mentioned something to another student, or has told you they are considering death by suicide.
2. If the counselor is not available, contact a counselor at one of the other MTECH campuses listed in 2.1, or contact the Campus Administrator listed above in 2.1.
3. Ask the student for the name and phone number of a family or friend and call that person immediately (with the student present.) Ask them to come get the student. This is not a violation of FERPA laws.
4. Refer the student to Wasatch Mental Health: 24-hour Crisis Line: 801-373-7393, or another appropriate counseling/community resource.
5. Report the incident on an incident management form. Send the form to HR, with a copy to the Counselor.
6. The Counselor at the campus where student is attending will complete the Suicide Screening Form and enter all necessary information regarding the incident into the student's record under sensitive notes.

637B.3 SUICIDE SCREENING FORM

SUICIDE SCREENING FORM

1. IDENTIFYING INFORMATION

Name: _____ Student ID: _____

Campus: _____ Program: _____

Counselor: _____ Date Informed: _____

Name of person contacted: _____ Date & Time: _____

Relationship: _____ Was this person aware of the student's suicidal thoughts/plans? ____ Y ____ N

What action was taken to ensure the student's safety while at MTECH?

2. REFERRAL INFORMATION

Who reported concern/Contact info: _____

What information did this person share that raised concern about suicide risk?

3. INTERVIEW WITH STUDENT

Does student exhibit any of the following warning signs?

- ❖ Do you have thoughts about death?
- ❖ Do you feel hopeless?
- ❖ Do you struggle with mental health issues?
- ❖ Do you have substance abuse problems?
- ❖ Are you currently experiencing psychological and/or emotional pain?
- ❖ Are you in conflict with others (friends/family)?
- ❖ Have you noticed recent changes in your appetite?
- ❖ Have given away valuable or meaningful possessions recently?
- ❖ Are you thinking about killing yourself?
- ❖ Have you ever tried to hurt yourself before?
- ❖ Do you think you might try to hurt yourself today?
- ❖ If so, what is the plan (how, when, where)?
- ❖ Is the method available to carry out the plan?

❖ Is there a history of previous gesture(s) or attempt(s)?

Date student was referred to Wasatch Mental Health: _____