INCIDENT RESPONSE PROCESS

	INCIDENT	WHO TO CONTACT	FOLLOW-UP
1	**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	**Call X 911** X 911 must be contacted first. Mental Health Counselors are often assisting other students and not able to respond quickly. GROSSMONT COLLEGE	**GCCCD Sheriff's Deputy will respond** GCCCD Sheriff's Deputy will assess the situation and provide appropriate crisis intervention follow-up as needed. The issue may also be referred to the mental health counselors. **Report to the Dean, Student Affairs** If there is a mental health concern on campus, the Dean, Student Affairs may refer the incident to the Mental Health Counselors if needed.
1A	**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	**Forward to the Dean, Student Affairs** (2nd Floor, Student Center (60-204) or 619-644-7600) Provide the 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 & Division Dean.	**Dean, Student Affairs will address the situation** The Dean, Student Affairs will conduct a fact finding investigation and will resolve the matter informally or through a formal Student Conduct Hearing.
2	**Removal from Class by Instructor** 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.)	**Non-Emergency Line (GCCCD Sheriff's Non-Emergency Line)** If the student refuses to leave, the instructor may contact the non-emergency line at (858) 565-5200 or x7800.	**Departmental Follow-Up** Report the incident to the Dean, Student Affairs, Division Dean and Department Chair for follow-up. The Division Dean and/or Department Chair will meet with the student prior to returning to class.
3	**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	**Refer or walk the student to the Mental Health Counselors at Student Health Services** (1st Floor, Student Center (60-130) or 619-644-7192)	**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.
4	**Student misbehaves and doesn't follow your directions to stop** • Student fails to follow direction • Excessive tardiness • Disruptive behavior • Disorderly conduct	**Work with your Department Chair and Dean** 1st Contact your Department Chair 2nd Contact your Division Dean (You may always consult with the Dean, Student Affairs) Provide documentation of incident, be specific, provide e-mails, list any student witnesses.	**Forward to the Dean, Student Affairs** If the classroom management issue has not been resolved, please notify the Dean, Student Affairs to process the issue through the Student Conduct Procedures.

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