

# OZARKS TECHNICAL COMMUNITY COLLEGE

## REPORTING CONCERNS TO THE BEHAVIORAL INTERVENTION TEAM (BIT)

<u>REPORTING CONCERNS TO THE BIT</u>	<u>IN CASES OF EMERGENCY</u>
<p style="text-align: center;"><a href="http://www.otc.edu/bit" style="color: blue; text-decoration: underline;">www.otc.edu/bit</a></p> <ul style="list-style-type: none"> <li>Report all incidents and concerns that you have regarding a student's behavior to the BIT, including as much detail as possible about the behavior/incident. Use your judgment as to what is reportable, erring on the side of over-reporting if in doubt.</li> <li>Reporting a student in crisis does not preclude taking additional action such as contacting your Dean, Counseling Services, Safety &amp; Security, etc. This action should then be followed by completing the BIT Student Concern/Incident Report form.</li> </ul>	<p><b><u>Reporters must contact OTC's Safety &amp; Security or 911 FIRST if the individual:</u></b></p> <ul style="list-style-type: none"> <li>Poses an <b>immediate threat</b> to self or others</li> <li>Experiences a <b>medical emergency</b> (e.g. seizure, loss of consciousness)</li> </ul> <p>The BIT plays a secondary role to all urgent circumstances and should be contacted only after initial emergency notifications are made.</p> <p style="text-align: center;"><b>Campus Safety Emergency Numbers</b></p> <p><b>6911</b> (if calling from on campus)  <b>417-447-6911</b> (if calling from off campus or cell)</p> <p>If emergency assistance is needed outside regular business hours, please contact 911 (9911 if calling from on campus). Follow-up during the next business day with Safety &amp; Security and the BIT by completing the BIT Student Concern/Incident Report form.</p>

### HOW YOU CAN HELP

Because you come in frequent contact with many students, you are in an excellent position to observe students, recognize those who are in distress, and offer assistance. Your care, concern and assistance will often be enough to help the student. At other times, you can play a critical role in referring a student for appropriate assistance and in motivating him/her to seek help. Remember the four R's:

#### RECOGNIZE

**Recognize:** Be familiar with and acknowledge symptoms of distress.

#### RESPOND

**Respond:** Privately initiate contact with a student displaying symptoms of distress. Express your concerns in behavioral, non-judgmental terms and listen to the student in a sensitive, non-threatening way.

#### REFER

**Refer:** Know your limits as a help-giver; only go as far as your expertise, training and resources allow. When a student needs more help than you are able or willing to give, it is time to make a referral.

#### REPORT

<b>Behavioral Intervention Team:</b>	<b>417-447-6697</b>
<b>Counseling Services:</b>	<b>417-447-6974</b>
<b>Disability Support Services:</b>	<b>417-447-8189</b>

**Report:** Report your concerns and actions taken with a student to the BIT through the Student Concern/Incident Report form: [www.otc.edu/bit](http://www.otc.edu/bit)

## TIPS FOR RECOGNIZING DISTRESSED STUDENTS

<p><b>Marked Changes in Academic Performance or Behavior</b></p> <ul style="list-style-type: none"> <li>-Excessive absences or tardiness</li> <li>-Repeated requests for special consideration, especially when this represents a change from previous functioning</li> <li>-Inability to concentrate</li> <li>-Significant decrease in academic performance</li> <li>-Unusual or changed pattern of behavior</li> <li>-Avoiding participation or sudden withdrawal from others</li> <li>-Dominating discussions</li> <li>-Excessively anxious when called upon</li> <li>-Disruptive, verbally aggressive or physically aggressive behavior</li> <li>-Exaggerated emotional responses</li> <li>-Easily agitated</li> </ul>	<p><b>References to Suicide, Homicide or Death</b></p> <ul style="list-style-type: none"> <li>-Talk of helplessness, hopelessness, or despair</li> <li>-References to suicidal thoughts and feelings, verbally or in written assignments</li> <li>-Jokes publicly about killing him/herself</li> <li>-Suddenly withdrawing from organizations or clubs</li> <li>-Giving away possessions</li> <li>-Preoccupation with death</li> <li>-Preoccupation with violent acts</li> <li>-Homicidal threats</li> </ul>
<p><b>Unusual Behavior or Appearance</b></p> <ul style="list-style-type: none"> <li>-Marked change in mood, motor activity, speech</li> <li>-Hyperactivity or very rapid speech</li> <li>-Swollen, red eyes or bloodshot eyes</li> <li>-Slurred speech</li> <li>-Change in personal hygiene or dress</li> <li>-Appears sad or exhausted</li> <li>-Dramatic weight loss or gain</li> <li>-Sleeping in class</li> <li>-Strange or bizarre behavior indicating loss of contact with reality</li> <li>-Speech that is disjointed, tangential, fragmented or not based in reality</li> </ul>	

When in doubt, report – [www.otc.edu/bit](http://www.otc.edu/bit) or call 417-447-6697

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