Be A Link!® Protocol Steps for Hoover High School Staff

If you suspect a student is at risk for suicide, please follow the steps below.

**Warning Signs**
- Student threatening to kill him/herself
- Student seeking lethal means
- Talking/writing/artwork about suicide/death
- Dramatic mood change (suddenly very calm)
- Withdrawal from friends/family/society
- Giving away possessions
- Acting recklessly
- Increasing alcohol/drug use
- Neglect of personal appearance
- Personality change
- Anxiety, agitation, anger

**Stay**
- Stay with the student unless there is a risk of harm to yourself. Do not leave him/her alone.
- Reassure the student that you care and that you will get him/her the help he/she needs.
- Make this student in crisis your priority. Nothing is more important than his/her safety.

**Listen**
- Be aware, supportive, and positive.
- Be non-judgmental and reassuring.
- Validate the student's fears and concerns.
- Don't try to solve the problem; just listen.
- Tell the student you are concerned about them and you will get them some help.

**Be a Link Get help**
- Call the colleagues listed below. Do not leave a message. If one colleague is unavailable, try the next on the list. If you are unable to reach anyone on the list, contact the main office who will radio an administrator to assist you.
- When someone arrives to assist, hand the student over to him/her.
- Remind the student once again that you care and that help is here.
- Cindy Alfaro ext. 2617
- Andrea Muñoz ext. 2109
- Laura Romo ext. 3056
- Francisco Zavala ext. 3057
- Patricia Hollman ext. 2114
- Tawnya Pringle ext. 2111
- Sabrina Cox ext. 3055
- Jessica Snyder ext. 3058
- School Nurse Candance Gyure ext. 2638
- School Police Officer Gruner ext. 4705

Updated 10/03/17