**Procedure for staff for students at risk off suicide (during school closing)**

If a student indicates to you that they are thinking about suicide, the following steps must be taken:

1. **Immediately** notify the parent by phone

Script:

*Hello Mr./Ms. I was just \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state what activity was taking place with the student) via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( state what form of communication you were using) and s/he indicated they were thinking of suicide. The district protocol is that I notify a parent/guardian and request that you immediately take your child to the nearest crisis center. You can take your child to Jersey Shore University Medical Center, 732-776-4555 in Neptune or Monmouth Medical Center in Long Branch, 732-923-6999.*

1a. If you are unable to reach a parent/guardian, contact 911 and advise the operator of your concern, that you were unsuccessful at reaching a parent and the student’s address

1. Email the administrator on call at that time

* 8 to 10:45 - Ms. Thomas
* 10:45 1:15 - Dr. Howard
* 1:15 to 4 p.m. - Ms. Gayle

1. Complete the “Student at Risk of Suicide Form” (attached) and email to Ms. Sanders ([sanderss1@asburypark.k12.nj.us](mailto:sanderss1@asburypark.k12.nj.us)) by 4 p.m. that day.
2. Document in Genesis