



EXECUTIVE ORDER ADM. 16-05

September 30, 2016

Deans
Administrative Directors
Academic Directors
Human Resources Director
Registrar

INSTITUTIONAL POLICY TO ADDRESS SUICIDE PREVENTION AT UNIVERSIDAD CENTRAL DE BAYAMÓN

Introduction

The World Health Organization (WHO) defines suicide as "any destructive, self-inflicted, fatal act carried out with the implicit or explicit intention of dying" (WHO, 1976). Suicide is impacting public health worldwide; consequently, there is great need to create awareness so as to be able to recognize signs in individuals who are at risk of committing suicide.

Legal Aspects

Current legislation on the prevention of suicide in Puerto Rico is based on the Mental Health of Puerto Rico Act (No. 408 of October 2, 2000, as amended), and in the Implementation of Public Policy in Prevention of Suicide Act, (No. 227 of August 12, 1999), which under its auspices created the Commission for Suicide Prevention (CPS) of the Puerto Rico Department of Health. This Act was amended in 2010 to add the requirement to "develop and implement a Uniform Protocol for Suicide Prevention in any agency or entity, public or private, receiving funds from the Commonwealth of Puerto Rico, and schools and centers that provide services to the elderly."

Universidad Central de Bayamón (UCB) established a policy and procedure to prevent suicide in the university community. In addition, it developed the document *Protocol for the Prevention of Suicide at Universidad Central de Bayamón* (March 2016) according to the guidelines of the CPS to comply with the law requirement. It was approved by said agency and forms part of UCB regulations

Policy and procedure for suicide prevention at Universidad Central de Bayamón

Universidad Central de Bayamón established that the Guidance and Counseling Center as the main unit designated to provide care and support for people with suicidal behavior. In case the Guidance and Counseling Center should be closed, the alternate option is the First Aid Office. Information on both units

Unit	Person in charge	Location	Days and hours of services	Phone number
FIRST OPTION Guidance and Counseling Office	Milagros M. Rivera Miranda, MEd, CPL Director of Counseling Licensed Professional	Student Center Building (Building 5,000) 3rd floor	Monday to Thursday: 8:00 a.m. to 6:00 p.m. Friday: 8:00 a.m. to 12:00 p.m. 1:00 pm to 5:00 pm	787-786-3030, EXT. 2541 and 2546
SECOND OPTION First Aid Office	Arlene Navarro Colón, BSN, RN Daytime Wanda Torres, ADN, RN Evenings	Student Center Building (Building 5,000) 2nd floor	Monday to Thursday: 8:00 a.m. to 6:00 p.m. Friday: 8:00 a.m. to 12:00 p.m. 1:00 pm to 5:00 pm	787-786-3030, EXT. 2541 and 2546

If the staff of the first and second option units are not available, the situation can be channeled through the Single Manager as Coordinator of Day and Night Services. Other resources available 24 hours, 7 days a week, to offer emergency services are:

- Línea PAS (Primera Ayuda Sicosocial) de ASSMCA -1-800-981-0023
- Emergency - 911
- Poison Control Center at 1-800-222-1222

The Commission for Suicide Prevention requires documenting all cases dealt with and submitting a semi-annual report of the activities carried out, with evidence of the results achieved by the Institution. The person responsible for sending the documents and semi-annual reports to the Commission for Suicide Prevention is the Director of the Guidance and Counseling Center.

Work Teams

Two work teams were established to develop and implement primary prevention strategies, to intervene in situations where suicidal behavior is identified (ideas, threats, attempts, or death by suicide) in employees, students and/or visitors. The work teams are as follows:

1. Rapid Response Team in Suicide Situations (ERRSS)

This team is responsible for implementing the suicide prevention protocol at a UCB and addressing suicidal risk situations. It is made up of the staff of the Orientation and Counseling Center (the director and licensed professional counselors) of the Institution. In addition, the students from the Doctoral Program in Clinical Psychology of Carlos Albizu University, UCA, will be conducting their external practice in the Guidance and Counseling Center. They are supervised by a doctor in clinical psychology. These resources change every academic semester, as well as their available schedule.

2. Support Committee

The Support Committee consists of 6 institutional employees. Positions were identified representing various Units or Offices, and persons with academic preparation in Counseling although they may be occupying other positions. The members are as follows:

- Dean of Student Affairs
- Day Nurse
- Night Nurse
- Director of the Office of Physical Facilities and Operations (General Services)
- Human Resources Director
- Single Manager and Coordinator of Day and Night Services
- Professor of the Graduate Counseling Program
- Director of the Center for Strengthening Student Learning and Success, CFAEE
- Director of the UCB Child and Preschool Care Center

The Directory of the Rapid Response Team in Suicide and the UCB Support Committee are included. (Annex 1)

Suicide Rapid Response Team members and the Support Committee are required to sign a confidentiality agreement whereby they commit to complying with all state, federal, present and future laws and regulations, and with the policies and procedures of Public Policy for Suicide Prevention related to the collection, storage, retrieval and dissemination of incident information with employee, visitor and / or participant, among others. In addition, they undertake to limit access to the information provided by the person served, to authorized employees and to the Executive Director of the Commission for the Implementation of Public Policy in Suicide Prevention.

Members of the Suicide Rapid Response Team and Support Committee will conduct a drill on the management of a suicide risk situation. It will take place during World Suicide Prevention Day Week (10 September). The person in charge of planning and coordinating the drill is the director of the Guidance and Counseling Center.

Primary Prevention

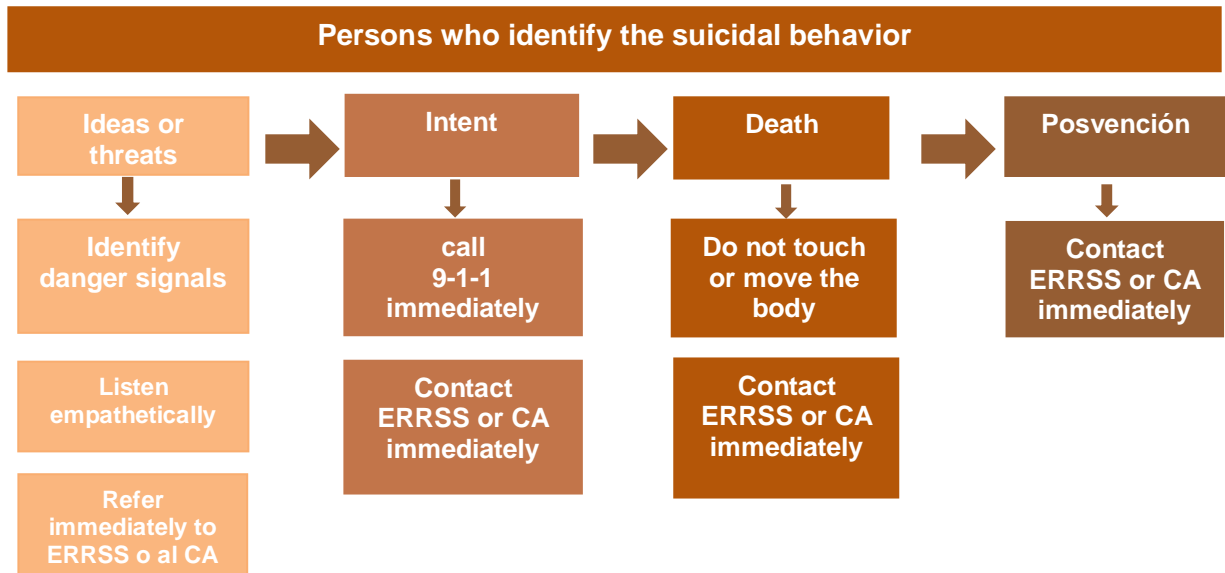
The Suicide Rapid Response Team will develop and implement primary prevention strategies aimed at preserving the mental health of the employees who are part of Universidad Central de Bayamón, as well as the students we serve, and the University community in general. These strategies can be workshops, conferences, forums, conversations, educational campaigns and others. These topics include: assertive communication, self-esteem, stress management, managing symptoms of depression, managing emotions, managing conflicts, mental disorders and suicidal behavior, among others. In addition, employees may benefit from the Employee Assistance Program, PAE, or other services available at the Institution. To this end, a plan for primary prevention activities will be developed each academic year, with no less than (4) activities. In addition, a mass awareness-raising and prevention campaign will be held at least once a year for employees, students and the university community in general. If necessary, the Commission for Suicide Prevention will be consulted on possible resources or strategies for the campaign.

The dates for the mass campaigns will be:

- August 8 to 12 - National Suicide Prevention Week (Commemoration of the day Act No. 227 was signed in 1999 in Puerto Rico, August 12).
- September 5 to 10 - World Suicide Prevention Day (WHO).
- First week of December - Suicide Prevention Week at Christmas time.

Secondary Prevention

When observing a person exhibiting signs of threat or suicide attempt, secondary prevention steps will be taken to safeguard their safety. The following is a flowchart summarizing the steps to follow in cases of suicidal behavior on the part of co-workers, students or any other person who shows signs of suicide risk in the workplace or academic environment of Universidad Central de Bayamón.



Tertiary prevention

The ERRSS will conduct activities and serve as tertiary prevention in suicidal death situations within the premises of the Universidad Central de Bayamón, with people who have suffered the loss of a family member, co-worker or friend because of a suicide and the People who have survived a suicide attempt.

Effective

This policy shall take effect immediately and supersedes any other guidelines, rules, policies, or procedures that are in contrast to the provisions herein.

Approved

Lillian Negrón Colón, Ph.D.
President

Some of the information was taken from the Suicide Prevention Commission of the Puerto Rico Department of Health and edited by Milagros M. Rivera Miranda, director and licensed professional counselor at the Guidance and Counseling Center of Universidad Central de Bayamón. (September 16 2016).

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UNIVERSIDAD CENTRAL DE BAYAMÓN

Equipo de Respuesta Rápida en Situaciones de Suicidio (ERRSS)

Equipo de Respuesta Rápida en Situaciones de Suicidio (ERRSS)

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Ibrahim Charón Hernández, MS, Psy D(c)
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Programa Doctoral de Psicología Clínica
Universidad Carlos Albizu

Línea de Emergencia: 9-1-1

Línea PAS - Primera Ayuda Sicosocial de ASSMCA:

1 - 787- 800-981-0023
1 - 787-672-7622 TDD

Centro de Envenenamiento: 1-800-222-1222

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