

Intervening with a Suicide Threat: General Staff Procedures Check List¹

If a student has threatened suicide directly or indirectly, the following procedures are to be followed. Take all suicide threats seriously! A suicide threat is to be handled as a crisis intervention and potential medical emergency.

1. Stay with the student or designate another staff member to supervise the youth constantly and without exception until help arrives.
2. Under no circumstances should you allow the student to leave the school.
3. Do not agree to keep a student's suicidal intentions a secret.
4. If the student has the means to carry out the threatened suicide on his or her person, determine if he or she will voluntarily relinquish it. **Do not force the student to do so. Do not place yourself in danger.**
5. Take the suicidal student to the prearranged room.
6. Notify the Student Care Coordinator (_____) immediately.
7. Notify the Incident Commander (_____) immediately.
8. Inform the suicidal youth that outside help has been called and describe what the next steps will be.

¹ Adapted from material found in *Suicide Prevention Program for California Public Schools*. A document published in 1987 by the California State Department of Education.