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**Emergency Preparedness**

**Quick Reference Guide**

**Distress & Disruptive Behavior**

**Types**

|  |  |
| --- | --- |
| * Decline in academic performance | * Unusual appearance |
| * Decline in social involvement | * Difficulty of managing thoughts or feelings |

**Examples of Disruptive Behavior in the Classroom**

* Make loud and distracting noises
* Monopolize classroom discussions
* Talk when the instructor or others are speaking
* Exhibit erratic or irrational behavior
* Behavior that distracts the class
* Refuse to comply with faculty direction
* Make physical or verbal threats to the faculty member or fellow classmates

**How to Approach Student in Distress & Disruptive Behavior** Listen 🡪 Acknowledge 🡪 Express Concern 🡪 Offer Hope

**Consulting Service for Students**

[CMHC](https://cmhc.utexas.edu/) (UT Counseling and Mental Health Center)

|  |  |
| --- | --- |
| **Consulting Service** | **Details** |
| Individual | Walk-in service |
| Counseling | Individual Counseling |
| Group Counseling |
| Medical Professional | Medication evaluations |
| 24/7/365 Call at 512-471 |

**Respond to Disruption**

|  |  |
| --- | --- |
| * Address early to prevent escalation | * Remember distress can present as disruption |
| * Set expectations | * Consult |

**Sexual Misconduct and Sexual Harassment Prevention**

**Types**

|  |  |
| --- | --- |
| * Sexual Misconduct | * Sexual Harassment |
|  |  |

**Examples of Sexual Misconduct and Sexual Harassment**

* Offering employment or educational benefits in exchange for sexual favors.
* Leering or staring intently
* Displaying sexually suggestive objects, pictures, cartoons, or posters at work
* Making or using derogatory comments, slurs, or jokes
* Making sexual comments including graphic comments about someone’s body
* Using sexually degrading words to describe an individual
* Sending suggestive or obscene letters, notes, invitations, texts, or emails
* Inappropriate touching or impeding or blocking someone’s movements
* Following, monitoring, or threatening someone so much that they fear for their safety
* Committing abuse or violence against a current or former spouse or intimate partner, including roommates
* Getting someone so drunk they can’t consent to having sex
* Asking a pregnant student to wait out the semester

**Ways to Report Sexual Misconduct and Sexual Harassment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Department | TEL | E-mail |
| **Internal** | [Office of Inclusion and Equity](http://equity.utexas.edu/)  (for faculty/staff) | 512-471-1849 | [equity@utexas.edu](mailto:equity@utexas.edu) |
| [Institutional Title IX](http://titleix.utexas.edu/)  Coordinator, LaToya Hill | 512-232-3992 | [titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu) |
| Any university official, administrator, or supervisor |  |  |
| [The Compliance and Ethics Hotline](https://www.reportlineweb.com/%20Welcome.aspx?Client=utaustin) (anonymous) | 877-507-7321 |  |
| [Student Emergency Services](http://deanofstudents.utexas.edu/emergency/)  (for students) |  | [studentemergency@austin.utexas.edu](mailto:studentemergency@austin.utexas.edu) |
| **External** | U.S. Department of Education’s [Office of Civil Rights](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html) | 800-421-3481 | [ocr.dallas@ed.gov](mailto:ocr.dallas@ed.gov) |
| Texas Workforce Commission’s [Civil Rights and Discrimination](http://www.twc.state.tx.us/partners/civil-rights-discrimination) division | 512-463-2642  888-452-4778 |  |
| U.S. [Equal Employment Opportunity Commission](https://www.eeoc.gov/employees/index.cfm) (EEOC) | 800-669-4000 | [info@eeoc.gov](mailto:info@eeoc.gov) |