



HUNTER COLLEGE ▪ OFFICE OF STUDENT SERVICES

PERSONAL COUNSELING SERVICES

1123 East ▪ <http://studentservices.hunter.cuny.edu/pcs.htm> ▪ 212.772.4931/4857

STUDENTS IN CRISIS: A QUICK REFERENCE FOR FACULTY AND STAFF

The following is a quick reference for faculty/staff encountering at-risk students. At-risk students are students who threaten to harm themselves or others, are emotionally unstable, are disruptive in class or in public areas. Should you encounter any troubled student(s), please follow the guidelines below. ***Please do not leave the student alone.***

* Public Safety is available 24/7 to be of assistance when other offices are closed:

- Public Safety: (212) 772-4444/4521, Room 121 W (basement)

① Students who appear to be in medical distress:

- Contact Public Safety: (212) 772-4444/4521, Room 121 W (basement)
- Contact Hunter EMT: (212) 772-4403, Room 307 N, Monday – Thursday, 10 am – 6 pm, Friday, 10 am – 3 pm

② Students that are disruptive, aggressive, or presents a threat to self and/or others:

- Between the hours of 9 am – 5 pm, always contact Public Safety: (212) 772-4444/4521, Room 121 W (basement) or locate a Public Safety officer to bring the student to the Office of Personal Counseling Services, Room 1123 E / 1124 E; if not available, contact:
- Office of the Dean of Students: (212) 772-4847, Room 1103 E
- During the hours of 5 pm – 7 pm, Monday – Thursday, please contact: (212) 772-4882 for assistance, or go to Room 1119 E. On Friday, please contact Public Safety.

③ Students who are not an immediate threat:

- Call the Office of Personal Counseling Services: (212) 772-4931/4857 (Monday – Friday, 9 am – 5 pm) or
- Walk the student to Room 1123 E / 1124 E for risk assessment (Monday – Friday, 9 am – 5 pm)
- Between the hours of 5 pm – 7 pm, Monday – Thursday, call: (212) 772-4882, Room 1119 E for assistance.
- To discuss concerns about a student, email: PersonalCounseling@hunter.cuny.edu or call: (212) 772-4931/4857

④ Receipt of troubling communications from students that raises concern of students' or others' safety:

- Contact the Office of Personal Counseling Services by email (preferred): PersonalCounseling@hunter.cuny.edu or call: (212) 772-4931/4857, Room 1123 E / 1124 E

⑤ When making a referral to Personal Counseling Services:

- It is suggested that the faculty/staff ask the student to call for an appointment while still in their presence at: (212) 772-4931/ 4857 (Monday – Friday, 9 am – 5 pm; Monday – Thursday, 5 pm – 7 pm , call: (212) 772-4882). You may also walk the student to the counseling area in Room 1123 E / 1124 E.
- For additional information, visit the PCS web site at: <http://studentservices.hunter.cuny.edu/pcs.htm>

⑥ Additional Campus Resources:

- Office of Health Services: 1214 E, (212) 650-3397, <http://studentservices.hunter.cuny.edu/wellness.htm>
- Office of AccessABILITY: 1124 E, (212) 772-4857, <http://studentservices.hunter.cuny.edu/access.htm>
- Office of Student Services: 1119 E, (212) 772-4882, <http://studentservices.hunter.cuny.edu>