

# SUGGESTED SUICIDE PREVENTION & INTERVENTION PROTOCOLS FOR WORKPLACE SUPERVISORS

Even if you think you work in a field that is not related to suicide prevention at all, in the course of your duties as a **Workplace Supervisor**, you are in a position to be interacting with people affected by suicides in one of the places they spend most of their time – the work site. In addition, no agency is immune to the risk of suicide among employees or employee family members, and other civilians you serve.

## SPECIAL NOTE: INTOXICATION AND SUBSTANCES

When looking over these protocols, take into account that a person expressing suicidal intent or risk may be under the influence of substances, including alcohol, drugs, and/or prescription medications. If you believe a person in crisis is drunk, high, or otherwise

2. Always choose safety even if they say they changed their minds.
3. Ask if there is someone they trust, a family member, close friend, coworker you can contact for help.

### STEP FIVE: Call Them after the Crisis

1. Obtain permission.
2. Only if it is safe and appropriate.
3. Visit, call, email, text, or send a post card.

## RESPONDING TO A PERSON AT RISK OF SUICIDE

### STEP ONE: Act Immediately – Talk or Refer

1. There are times when it may be unsafe for YOU to be the person to help directly. You need to protect yourself.
2. It is OKAY to decide that you are not the right person to help directly, if your safety might be in question.
3. If you are not the right person, tell someone else about your concerns for the suicidal person as soon as possible.

### STEP TWO: Ask Direct Questions

1. “I’m worried about you – are you thinking about killing yourself?”
2. “You’ve been talking about death a lot lately – have you been thinking about suicide?”
3. “Are you planning to kill yourself now?”

### STEP THREE: Ask About Plans & Means

1. “Do you have a plan for how to carry out your suicide?”
2. “Do you have immediate access to the way you’ve decided to carry out your suicide?”
3. If not, “Is there anyone I can call you trust to help us?”

### STEP FOUR: Connect to Help

1. Call your Crisis Action Team/Threat Assessment Team.
2. Immediate Danger – Call 911
3. Contact family member, counselor, Physician, trusted friend or coworker if risk is not immediate.

For questions or assistance:



## FORT CARSON EMPLOYEE ASSISTANCE PROGRAM

Civilian Assistance Services

Office Locations:

ASAP Bldg. 6236, RM 210:	719-526-2196
EACH Bldg. 7500, RM 1011:	719-526-7051
Garrison HQ Bldg. 1118	
DHR Annex, RM 121:	719-526-3696

*Disclaimer: Nothing in this brochure is intended to replace Agency regulations, policies, and procedures.*

compromised, and they show suicidal intent or make suicidal statements, treat the situation as an immediate emergency, and call 911.

Proceed with the initial steps in Responding to a Threat of Suicide that directly follow, and treat intoxication and/or substance use as a potential danger to yourself and others present.

Refer to the CPAC L/MER Guidance Memorandum regarding alcohol and drugs in the workplace. *Always consult with CPAC, HR, Legal, and reach out to the Employee Assistance Program for guidance.*

## **RESPONDING TO A THREAT OF SUICIDE: IN PERSON**

### **STEP ONE: Take the Threat Seriously**

1. Always take a threat of suicide seriously.
2. Remain calm. Speak calmly, slowly, and in a normal tone of voice.
3. Speak to the person directly. Say “I believe you and would like to help you to get help.”

### **STEP TWO: Check Your Immediate Safety**

1. Immediate Danger? Call 911
2. Withdraw if possible.
3. Never attempt to disarm!

### **STEP THREE: Stay with Them**

1. If no risk to you or others.
2. Speak conversationally.
3. Reduce activity, interruptions, and clear the area.

### **STEP FOUR: Check Their Immediate Safety**

1. Size up the scene looking for means such as weapons, sharp objects, open windows, empty medication bottles, removed belts, shoe laces, etc.
2. Car keys – do not let the person leave/drive.
3. Limit their access to ways to hurt themselves, if possible.

### **STEP FIVE: Call for Professional Mental Health Help**

1. Contact Employee Assistance Program for guidance.
2. Consider your Crisis Action Team or Threat Assessment Team.
3. Immediate Danger? – Call 911

### **STEP SIX: Wait for Emergency Help or Transportation**

1. Colorado allows law enforcement, mental health professionals, and certain other specially trained helpers to place a person on an involuntary hold.
2. DO NOT leave the person alone unless your safety and that of others is at risk.
3. Follow the instructions of the responding professional personnel when they arrive.

### **STEP SEVEN: Call Them after the Crisis**

1. Obtain permission.

2. Only if it is safe and appropriate.
3. Visit, call, email, text, or send a post card.

## **RESPONDING TO A THREAT OF SUICIDE REMOTELY**

### **STEP ONE: Take the Threat Seriously**

1. Have a plan to respond to email, text, instant messaging.
2. Have a plan on how to speak over the phone.
3. Size up the risk immediately.

### **STEP TWO: Get Contact Information**

1. Ask and/or use their name.
2. Ask where they are right now.
3. Get as much information as is possible.

### **STEP THREE: Ask about Immediate Safety**

1. Ask if they have they been using any drugs or drinking alcohol.
2. Ask if they have taken any action yet – have they injured themselves or anyone else?
3. Ask for details – such as what type of injury, how long ago, what kind of medication, how many pills.

### **STEP FOUR: Get Help to the Person in Crisis**

1. Immediate Risk - Call the Crisis Action Team/Threat Assessment Team.