

Notification Protocol for Mental Health and Substance Use-Related Incidents Involving Campus Life Safety & Security

1. The Incident Report is forwarded to the Counselling Director by Security
2. The Counselling Director forwards the report to the Counselling Coordinator and Case Manager for any incident with a mental health & addictions component
3. A Lead is assigned (see *Designating a Lead for Mental Health and Substance Use-Related Incidents*)
4. The Lead notifies the student's counsellor (personal or disability), if applicable, of the incident
5. The Lead reviews the client's file and the incident report prior to the next Case Management Working Group Meeting
6. The Lead (or designate¹) contacts the student post-incident for assessment and follow up

Designating a Lead for Mental Health and Substance Use-Related Incidents

1. The Counselling Coordinator is designated as the Lead if **both** of the following conditions are met:
 - a. The student was actively involved with Counselling prior to the incident
 - b. The incident did NOT require intervention from the mobile crisis team/emergency services, or did NOT result in an ED visit or hospitalization
2. The Case Manager is designated as the Lead if **any** of the following conditions are met:
 - a. The student was not actively involved with Counselling prior to the incident
 - b. The incident required intervention from the mobile crisis team/emergency services
 - c. The incident led to an ED visit or hospitalization for a mental health or substance use-related concern

¹If the student has an assigned counsellor, the Lead may opt to have the counsellor conduct the post-incident assessment and follow up.