

## HOW TO MAKE A REFERRAL

Referrals to the Assessment & Care Team (ACT) can be made by contacting the following ACT members:

**Kathy Slattery**  
Dean of Student Services, Co-Chair

**Graciela Dufour**  
Associate Vice President for Human Resources, Co-Chair

**Mary DeGraw**  
Associate Vice President for Enrollment

**Sean Fagan**  
Student Conduct Officer

**Fred Gandy**  
Director of Residence Life

**Dr. Jordan Humphrey**  
Assistant Dean of Student Affairs

**Michele Manassah**  
Director of Counseling Services

**Randy Venzke**  
Assistant Dean, College of Arts & Sciences

**Mike Zegadlo**  
Deputy Chief of Police

Or online at  
[lewisu.edu/emergencyplanning](http://lewisu.edu/emergencyplanning)

The ACT understands that protecting privacy is essential to our effectiveness. Once a person is referred to the ACT, information is shared only as necessary.

## UNIVERSITY EMPLOYEE ASSISTANCE PROGRAM (EAP)

It is important to recognize that dealing with disruptive or distressing behavior can be difficult. Consequently, it can be very helpful to discuss these issues with a colleague or supervisor or seek professional stress debriefing assistance through the University's Employee Assistance Program (EAP). You may also contact the Lewis University Human Resource Department if you have questions or require additional information about the Employee Assistance Program.

## LU CARES

Lewis University does not tolerate sexual misconduct of any type. Our Catholic, Lasallian tradition sees each and every human as created in the image of God, full of dignity and worth. LU Cares is an online resource that informs and assists those affected by sexual misconduct and who seek the needed help. The following information can be found at the LU Cares webpage:

- Information about Title IX and how it impacts you
- Information about sexual assault, harassment, dating violence, and stalking
- What you can do to help
- The role of responsible employees
- Contact information for on and off campus resources

The following off-campus victim support services are available to assist the victim:

### Romeoville Police Department

1050 West Romeo Road, Romeoville, IL 60446  
Emergency: 911  
Non-Emergency: (815) 886-7219

### Silver Cross Hospital

1900 Silver Cross Blvd  
New Lenox, IL 60541  
(815) 300-1100

### Guardian Angel Community Services

168 N. Ottawa Street  
Joliet, IL 60432

### 24-Hour Sexual Assault Hotline

(815) 730-8984

For more information visit  
[lewisu.edu/student-services/lucare](http://lewisu.edu/student-services/lucare)



*Concerned  
About Someone?*

**ACT**

*A Guide for the  
Lewis University Community*

*Developed by the Center for  
Health & Counseling Services and the  
Assessment & Care Team (ACT)*

## WHAT IS YOUR ROLE?

Acute or prolonged distress may require the guidance of others to help with a serious problem. You may be perceived as someone who can lend a helping hand or be a good listener if someone is experiencing difficulty in his or her life. Members of the Lewis University community can play an invaluable role in helping persons who are disruptive or in distress. Your expressions of interest, concern, and compassion are important factors for a person seeking the assistance they need. The Office of Student Services, The Center for Health and Counseling Services, Residence Life, Leckrone Academic Resource Center (LARC), Lewis University Police Department, and the Department of Human Resources stand ready to offer assistance.

**It is important to note that the University does not expect you to assume the role of counselor or police officer. For those responsibilities, Lewis University has trained professionals who can assist you:**

**Center for Health & Counseling Services**  
(815) 836-5455  
Mother Teresa Hall  
(Lower Level)

**Office of Human Resources**  
(815) 836-5270  
Room 306, Learning  
Resource Center (LRC)

**Campus Police**  
(815) 836-5911  
Student Union (Lower Level)

**Dean of Student Services**  
(815) 836-5275  
Office of Student Services,  
Student Union

**ACT Online Referral**  
[lewisu.edu/emergencyplanning](http://lewisu.edu/emergencyplanning)

## EXAMPLES OF DISTRESSED, DISTURBING OR DISRUPTIVE BEHAVIOR

- Harmful to self or others
- Making suicidal threats or gestures
- Exhibiting alcohol or drug problems
- Exhibiting a pattern of bizarre behaviors
- Disrupting the living or learning community
- Withdrawing socially
- Showing a decline in the quality of work
- Preoccupation with violence
- History of aggressiveness
- Threats made as jokes

## SUICIDAL BEHAVIOR

*Warning signs might include:*

- Increased alcohol and other drug use
- Feelings of hopelessness, helplessness, or worthlessness
- Risky or self destructive behaviors
- Recent impulsiveness
- Dramatic mood changes
- Social withdrawal
- Unexpected rage or anger
- Talk of death and/or suicide

It is important to remember that asking a person if they are contemplating suicide DOES NOT give him/her the idea to do so. In fact, your openness and concern may allow the person to feel less lonely or isolated and ultimately more hopeful. Talking about suicide is NOT to be ignored.

## THREATENING BEHAVIOR

If you are concerned about someone being a danger to others, you must report it. This is in the best interest of the individual and the community.

*Threatening behavior might include:*

- Physically violent behavior
- Verbally threatening or overly aggressive behavior
- Threatening or violent material in e-mails, letters, academic papers, or online social network posts
- Harassing or stalking behaviors
- Possession of weapon, particularly a firearm



### IMPORTANT TO NOTE

*If you consider the student or any other person to be an immediate danger to self or others, contact Lewis University Police Department at extension 5911 or (815) 836-5911 or 911 immediately.*

## WHEN TO MAKE A REFERRAL

- If your efforts to manage a behavioral issue have not resolved the problem.
- If you are concerned about the welfare of another person or yourself.
- If the person asks for help in dealing with personal issues that is outside of your role.
- If you have referred the student for assistance in the past and there seems to be no improvement or things seem to be worsening.