

Instructions for Responding to Suicidal or Homicidal Ideations

Ideations mean thinking about, considering, or planning a suicide or homicide.

When suicidal or homicidal ideations/threats are present, Managers and/or the Human Resources department should contact the EAP immediately. If the issue is imminent, please adhere to the following steps:

1. If life threatening, 911 should be called. Follow instructions of 911 operator.
2. Contact the **Employee Assistance Program (EAP) at 832-393-6510** Monday-Friday between the hours of 8:00am-5:00pm for instructions and guidance.
 - EAP will assist in determining the employee's level of urgency and facilitate appropriate and timely admission to an appropriate facility.
 - Under no circumstances should the employee be allowed to transport themselves to the hospital.
 - With verbal consent of the employee, the employee's emergency contact should be contacted so that they may be given the opportunity to assist with the transport and decision-making process.
 - We strongly discourage employees and/or supervisors from using their personal vehicles.

In the event of a non-emergency situation, here are the recommended steps for referral:

1. Contact the **Employee Assistance Program (EAP) at 832-393-6510** for consultation. During EAP consultation, provide detailed information that speaks to the issue of concern.
2. The EAP will determine if an appointment needs to be made immediately or within 24 hours.
3. At the completion of the assessment, if the employee signs a Release of Information, feedback will be given to managers and supervisors.
4. Safety-sensitive positions will be evaluated on a case-by-case basis.

For after hours and weekend emergency situations, here are the recommended steps:

1. If life threatening, 911 should be called. Follow instructions of 911 operator.
2. Contact **EAP Manager, Annetta Vaughn, at 713-384-1249 or 832-677-9286** for instructions and guidance.