



# **THE GREEN FOLDER**

*Developed by the Michigan State University Behavioral Threat Assessment Team*

# Green Folder Protocol

Does the individual's behavior present an imminent risk to the health and safety of the individual or others?

**YES**

**Call 911 immediately**

**Communicate**

Report the information to your supervisor and file a BTAT report at [btat.msu.edu](http://btat.msu.edu). If the person of concern is a student or employee, the supervisor may do the following: contact the individual; refer the individual to appropriate campus resources and coordinate support.

**NOT SURE**

The individual shows signs of distress and I'm not sure the individual has the ability to cope.

**NO**

The individual is struggling academically/personally and could use some support.

**Connect**

Connect the person of concern to an appropriate resource - see Contacts & Resources within the Green Folder.

# Contacts & Resources

## Emergency Response - Call 911

### Non-emergencies

|                                     |              |
|-------------------------------------|--------------|
| MSU Police Department               | 517-355-2221 |
| East Lansing Police Department      | 517-351-4220 |
| Lansing Police Department           | 517-483-4600 |
| Lansing Township Police Department  | 517-485-1700 |
| Meridian Township Police Department | 517-332-6526 |
| Bath Township Police Department     | 517-641-6271 |
| Ingham County Sheriff's Office      | 517-676-2431 |

### Principal Administrators

|   |              |
|---|--------------|
| Associate Provost for Graduate Education      | 517-353-3220 |
| Associate Provost for Undergraduate Education | 517-353-5380 |
| Dean of Students                              | 517-884-0789 |
| Vice President for Student Affairs & Services | 517-355-7535 |

### Consultation and Urgent Response (24-Hour Availability)

|   |                |
|---|----------------|
| Community Mental Health (24-Hour Emergency Service) | 517-346-8460   |
| Counseling and Psychiatric Services (CAPS)          | 517-355-8270   |
| End Violent Encounters (EVE) 24-Hour Hotline        | 517-372-5572   |
| McLaren Greater Lansing Hospital                    | 517-975-6000   |
| MSU Safe Place                                      | 517-355-1100   |
| National Suicide Prevention Lifeline                | 1-800-273-8255 |
| Sexual Assault Program (SAP) 24-Hour Crisis Line    | 517-372-6666   |
| Sparrow Hospital (24-Hour line)                     | 517-364-1000   |

### Student Support Resources

|  |                                   |
|--|-----------------------------------|
| Associated Students of Michigan State University (ASMSU) | 517-355-8266                      |
| Dean of Students Office                                  | 517-884-0789                      |
| LGBT Resource Center                                     | 517-353-9520                      |
| Migrant Student Services                                 | 517-432-9900                      |
| Office for Cultural and Academic Transitions             | 517-353-7745                      |
| Office for International Students and Scholars           | 517-353-1720                      |
| Office of Institutional Equity                           | 517-353-3922                      |
| Office of the University Ombudsperson                    | 517-353-8830                      |
| Residence Education and Housing Services                 | 517-884-5483                      |
| Resource Center for Persons with Disabilities            | 517-884-7273<br>TTY: 517-355-1293 |
| Student Affairs and Services                             | 517-355-7535                      |
| Student Health Services at Olin                          | 517-884-6546                      |
| Student Parent Resource Center                           | 517-432-3745                      |
| Student Veterans Resource Center                         | 517-884-5973                      |

### Faculty & Staff Resources

|   |                                   |
|---|-----------------------------------|
| Employee Assistance Program                   | 517-353-8933                      |
| Office of Institutional Equity                | 517-353-3922                      |
| Resource Center for Persons with Disabilities | 517-884-7273<br>TTY: 517-355-1293 |
| WorkLife Office                               | 517-353-1635                      |

*This is not a comprehensive list. For additional resources and assistance, contact the Behavioral Threat Assessment Team at [btat.msu.edu](http://btat.msu.edu).  
For emergencies, call 911.*

# The Green Folder

## What is the Green Folder?

This informational guide is designed to assist faculty and staff in recognizing and supporting students and employees of concern. Individuals may feel alone, isolated, and hopeless when faced with academic and life changes. These feelings can easily disrupt academic and work performance or overall functions, which may lead to serious consequences, including dysfunctional coping.

## Who do you contact regarding a person of concern?

Any concerns regarding an individual's health and safety, including mental health, should be shared with the Behavioral Threat Assessment Team via the online reporting form at [btat.msu.edu](https://btat.msu.edu).

**For emergencies: Call 911**

Non-emergencies: Call MSU Police Department at 517-355-2221

## What about privacy for students?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records.

FERPA permits disclosure of student information without the student's consent when there is an articulable and significant threat to the health or safety of the student or other individuals. This exception allows disclosure to appropriate individuals, including the student's parents and the police. Student information may also be disclosed without written consent to school officials who have a legitimate educational interest or a need to know. Information learned through observation is not a part of a student's education record and not protected by FERPA. Student information may be shared with careful consideration for student privacy and compliance with FERPA.

Additional information regarding complying with FERPA is available at <https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>.

## Who is a mandatory reporter?

All university employees, with some exceptions, have a reporting obligation when they become aware of conduct involving relationship violence, stalking, or sexual misconduct. For more information, visit <https://oie.msu.edu/resources/mandatory-reporters.html>.

## What is your role?

1

### Receive information about the person of concern.

Manage the situation: The welfare of the campus community is the top priority when an individual displays threatening or potentially violent behavior. Seek help immediately.

Listen sensitively and carefully: Use a non-confrontational approach, and a calm voice (e.g., "I'd like to help").

Be direct: Don't be afraid to ask the individual directly if they are under the influence of drugs or alcohol, feeling confused, or having thoughts of harming themselves or others (e.g., "Have you been feeling bad enough to consider hurting or killing yourself?")

2

### Follow the appropriate reporting process - see Green Folder Protocol section.

3

### Coordinate support and collaborate with services that support the individual's health and well-being.

Connect to resources: Offer alternatives and assist the individual in choosing the best resource.

4

### For students, refer and give contact information for Counseling and Psychiatric Services (CAPS). For employees, refer and give contact information for the Employee Assistance Program (EAP).

Consultation and documentation: Document your interactions with the distressed individual and consult with your supervisor after any incident.

# Indicators

Know the indicators of distress and risk factors for individuals of concern. Be vigilant of patterns, duration, and severity - not just symptoms. *For emergencies - call 911.*

| Academic  | Physical   | Psychological   | Behavioral   |
|---|--|---|--|
| Sudden decline in quality of work or grades   | Significant change in hygiene or appearance                              | Family/relationship violence and sexual misconduct  | Persistent disorderly or disruptive behavior   |
| Repeated absences from class, lab, or other meetings  | Noticeable weight loss or gain   | Self-disclosure of personal issues such as family problems, financial, difficulties, or grief             | Unusual, atypical, disturbing behavior, or isolation from others   |
| Disorganized performance  | Significant fatigue or change in energy level                            | Problems with concentration or changes in mood or anxiety, such as irritability, panic, or depressed mood | Reports of suicidal or self-injurious behavior (giving away prized possessions), or thoughts of harming self or others |
| Multiple requests for extensions  | Signs of drug or alcohol use (high or intoxicated)                       | Difficulty controlling emotions   | Threats of violence to others  |
| Overly demanding of faculty and staff   | Visible injuries (cuts, burns, bruises)                                  | Thoughts of suicide or harming others   | Acts of violence to others   |
| Atypical content in writings or presentations   | Garbled, tangential or slurred speech                                    | Delusions, paranoia, or hallucinations, such as hearing voices  | Harassing or controlling behavior  |
| Individual or group meetings tend to focus on personal concerns rather than academic issues | Pressured speech (loud, overly animated, agitated, or rapid)             | Reported concern by peers about the mental health of the individual                                       | Destruction of property, theft, or vandalism   |
|   | Increase in psychosomatic complaints that do not have a medical etiology | Loss of motivation, apathy or trouble looking towards the future  | Possession of a dangerous weapon or firearm on campus  |

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