



# **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 and Public Safety	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

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

Center for Survivors 24-Hour Crisis Line	517-372-6666
Community Mental Health (24-Hour Emergency Service)	517-346-8460
Counseling and Psychiatric Services (CAPS)	517-355-8270
Counseling and Psychiatric Services 24/7 Crisis Line	517-355-8270; press 1
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	988
Sparrow Hospital (24-Hour line)	517-364-1000

### Student Support Resources

Associated Students of Michigan State University (ASMSU)	517-355-8266
Council of Graduate Students (COGS)	517-353-9189
Office of Student Support & Accountability	517-884-0789
Gender and Sexuality Campus Center	517-353-9520
Graduate Student Life & Wellness	517-884-1332
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 TTY: 517-355-1293
Student Health Services at Olin	517-884-6546
Student Life & Engagement	517-355-7535
Student Parent Resource Center	517-432-3745
Student Veterans Resource Center	517-884-5973

### Faculty & Staff Resources

Employee Assistance Program	517-355-4506
Office of Institutional Equity	517-353-3922
Resource Center for Persons with Disabilities	517-884-7273 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://civilrights.msu.edu/policies/index.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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