

Suicidal Ideation or Non-suicidal Self-Injury Reporting Protocol

Purpose

This note is to help staff, students, and faculty to provide clear and compassionate steps for responding to disclosures or signs of suicidal ideation or non-suicidal self-injury by an IIMA community member. Kindly follow the suggested steps:

1. Recognize and Respond Immediately

If you become aware - through words, behaviour, writing, or third-party report - that a student, staff, faculty, or IIMA community member may be experiencing suicidal thoughts, please:

- Stay calm, listen non-judgmentally
- Ensure the person is not left alone
- Please do not promise confidentiality – compassionately explain that the person's safety comes first and that you need to involve appropriate support, including informing Emotional Wellness Services (EWS), Institute Authorities, and/ or family members or emergency contact(s)
- Please make an assessment on the risk level* (shared in Appendix 1) and follow steps 2 and 3 accordingly
- In case you are not sure of the risk level, please get in touch with the EWS office

2. Reporting and Notification Process

- Immediately inform Emotional Wellness Services (EWS office manager or available Counsellor)
- If the Counsellor or EWS office manager are not available, contact Institute Authority (e.g., Chair-BEWS; Chair-SHAW; SAO office)**
- You may connect with concerned Programme Chair or concerned Activity Chair for support

3. Involve Additional Support (if needed)

If risk level seems moderate or high*, treat it as an emergency; and act on any of the following steps:

- Stay with person, notify EWS office or Counsellor immediately
- Accompany the person to EWS office or Counselling rooms immediately
- Stay with person, notify Institute authority such as Chair-BEWS; Chair-SHAW; SAO office
- Stay with person and connect with concerned Programme Chair or concerned Activity Chair for support

* Risk assessment levels are shared in Appendix 1

** Phone numbers are shared in Appendix 2

- Stay with person, call Institute Doctor
- Stay with person, call family member or emergency contact as indicated by the concerned person
- Stay with person, call emergency services such Suicide Prevention Lines (details available on EWS website: ews.iima.ac.in)
- **Please ensure that the person is not left alone until help arrives**

APPENDIX 1: RISK ASSESSMENT LEVELS

Observable cues or statements to identify risk:

Risk Level	Examples	Initial Action
Low	Expresses hopelessness or vague death / dying, but no plan or intent	<ul style="list-style-type: none"> - Share with a Counsellor / EWS office at the earliest - or share with Institute authority such as Chair-BEWS; Chair-SHAW; SAO office - or reach out to concerned Programme Chair or concerned Activity Chair
Moderate	Mentions suicide, unclear plan or intent; seems highly anxious, stressed, agitated, or highly hopeless or passive	<ul style="list-style-type: none"> - Stay with person; and - notify EWS office or Counsellor immediately - or notify Institute authority such as Chair-BEWS; Chair-SHAW; SAO office - or reach out to concerned Programme Chair or concerned Activity Chair
High	Displays intent to engage in self-harm, injury, or suicide; Mentions a plan, or has access to means to engage in self-harm	<p>Treat as an emergency; stay with person; and <u>take any of the following steps immediately:</u></p> <ul style="list-style-type: none"> - Stay with person, notify EWS office or Counsellor - Stay with person, notify Institute authority Chair-BEWS; Chair-SHAW; SAO office - Stay with person, reach out to concerned Programme Chair or concerned Activity Chair - Stay with person, call Institute Doctor - Stay with person, call family member or emergency contact - Stay with person, call emergency services such Suicide Prevention Lines (details available on EWS website: ews.iima.ac.in)

APPENDIX 2: PHONE NUMBERS:

EWS office/manager: +91 63570 11641

Chair-BEWS: +91 63570 11978

Chair-SHAW: +91 96870 30245

Student Activity Office: +91 99749 87767 / +91 94262 55355

Contact details for available Counsellors / online counselling services are available on EWS website:
ews.iima.ac.in