

Instructions for Responding to Suicidal or Homicidal Ideations

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

Management or Human Resources personnel may be confronted with statements and behaviors of employees which cause them to believe the employee may be considering suicide or homicide. Depending on the clarity with which the employee expresses his/her intent to commit suicide or homicide, the City uses different processes.

If the employee is clear that he/she is considering suicide or homicide immediately or soon, please follow these steps:

1. Call 911 and follow the instructions of the 911 operator. Do not provide transportation or allow the employee to transport himself/herself to the hospital because the employee needs the professional help available through the ambulance service.
2. After completing the 911 call, contact the **Employee Assistance Program (EAP) at 832-393-6510** Monday-Friday between the hours of 7:30am-6:00pm or contact the **extended EAP at 855-378-7485** for instructions and guidance.
 - EAP will facilitate appropriate and timely admission to an appropriate facility.
 - Work with EAP to obtain verbal consent to contact the employee's Emergency Contact or significant other so that person may assist with the transport and decision-making process.

If the employee's statements and behavior do not clearly indicate an immediate plan to commit suicide or homicide or you can't tell, please follow these steps:

1. Contact the Employee Assistance Program (EAP) at 832-393-6510 Monday-Friday between the hours of 7:30am-6:00pm or contact the extended EAP at 855-378-7485 for instructions and guidance.
2. During the EAP consultation, please be prepared to discuss the matter in detail and have contact information for others who have additional information. Please be able to notify EAP about whether the employee works in a safety-sensitive position.

3. EAP can contact HR-Benefits for Emergency Contact information and benefit information.
4. Based on the totality of the information, the EAP can determine the timing for EAP to meet with the employee to assess next steps.
5. The EAP can notify management or HR of whether the employee may be off work immediately until the employee or his/her physician can discuss a return to work. If the employee signs a Release of Information, the EAP may provide more feedback, including information on return to work issues.